



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 Pool Renovation and
Upgrade at Joseph A Foran High School**

RFQ/RFP # 1846

MAY 21, 2026

**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 Pool Renovation and Upgrade at
Joseph A. Foran High**

will be received in the Purchasing Agent's Office until

Wednesday, June 24, 2026 @ 3:00 PM

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

**A mandatory site visit will be held on Monday, June 1, 2026, 3:00 PM
at Joseph A. Foran High School, 80 Foran Road, Milford, CT.**

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

**City of Milford, Connecticut
Request for Qualifications & Proposals
RFQ/RFP # 1846**

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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 **Pool Renovation and Upgrade at Joseph A Foran High School**.

PREPARATION OF RESPONSES

1. One (1) original and nine (9) exact copies of the responses and one (1) scanned PDF copy on a flash drive must be received no later than **3:00 p.m. on Wednesday, June 24, 2026**. 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 # 1846 – Architectural and engineering design for Pool Renovation and Upgrade at Joseph A Foran High School

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 shall not be considered or opened.

PART II - RESPONSE SUBMISSION - PROPOSALS

1. In addition to the Qualifications package, each respondent must include two (2) original fee proposals with their response. The Proposal must be on the prescribed form provided herein and placed in a **sealed envelope** marked with the following:

RFQ/RFP # 1846 - PROPOSAL - Architectural and Engineering Design Firm for Pool Renovation and Upgrade at Joseph A Foran High School

2. 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.
3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.
4. 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 SITE VISIT

A mandatory site visit will be held on Monday, June 1, 2026, 3:00 PM at Joseph A. Foran High School, 80 Foran Road, Milford, CT.

INQUIRIES

All inquiries regarding this RFP may be submitted up to **close of business on Wednesday, June 10, 2026**, 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 **Monday June 15, 2026, at 4 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.

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SCOPE OF SERVICES

PROJECT DESCRIPTION

It is important to note that all remaining school spaces outside of the pool area must remain functional for education to the fullest extent possible during the construction work. Construction for this project is contemplated to take place during school summer recess of 2027.

Pool Renovation and Upgrade at Joseph A Foran High School

I. Project Overview

The Milford Public Schools is seeking a qualified architectural and engineering firm, with specialized expertise in aquatic facilities, to conduct a comprehensive assessment of the swimming pool at Foran High School (constructed in 1973). The facility is currently experiencing significant water loss from unidentified sources. The goal of this study is to determine the current condition of the facility, identify the source of failures, and provide a strategic roadmap for remediation, modernization, or full replacement.

II. Phase 1: Comprehensive Physical Assessment & Analysis

The selected firm shall perform a "deep dive" audit of the current facility, including but not limited to:

- **Leak Detection Analysis:** Perform testing to identify the origin of water loss in the pool shell, surge tank, or underground piping.
- **Structural Evaluation:** Inspection of the pool shell, gutters, and surrounding decking for cracks, spalling, or settlement.
- **Mechanical & Filtration Systems:** Evaluation of the existing pumps, filters, chemical treatment systems, and heat exchangers.
- **Piping & Plumbing:** Assessment of the integrity of all supply and return lines, including the condition of the 1973-era plumbing infrastructure.
- **Electrical & Lighting:** Review of underwater lighting, grounding, bonding, and the electrical panel's compliance with current safety codes.
- **HVAC & Air Quality:** Evaluation of the natatorium's dehumidification system and air turnover rates to ensure the environment is safe for athletes and spectators.
- **ADA & Code Compliance:** Audit of current accessibility (benches, lifts, locker rooms, egress) and health department code requirements.

III. Phase 2: Feasibility Study & Options Analysis

Based on the findings in Phase 1, the consultant will develop a Comprehensive Options Report. This report must present at least three (3) distinct pathways for the district:

1. **Immediate Remediation:** Repairing current failures to extend the life of the existing pool by 30 years.
2. **Modernization/Major Renovation:** Stripping the pool to the shell, replacing all mechanical/electrical systems, and updating finishes to current standards.
3. **New Construction:** Full replacement of the natatorium facility.

Each option must include:

- A detailed "Pro/Con" list regarding longevity and operational efficiency.
- Estimated lifecycle costs.
- A timeline for implementation and anticipated facility "down-time."

IV. Phase 3: Budgeting & Cost Estimation

The consultant shall provide professional, third-party cost estimates for each of the proposed options in Phase 2. Estimates must include:

- Hard construction costs.
- Soft costs (design fees, permitting, testing).
- Escalation factors (factoring in current market volatility).
- Contingency recommendations.

V. Phase 4: Design, Bid, & Construction Documents

Upon selection of a preferred option by the Board of Education, the firm will be retained to provide full architectural and engineering services, including:

- **Conceptual & Schematic Design:** Developing the chosen layout and system specifications. Including Educational Specifications, plans, specs, and estimates.
- **Construction Documents:** Preparation of plans and technical specifications for a public bid.
- **Bidding Assistance:** Managing the RFI process and reviewing contractor qualifications.
- **Construction Administration:** Oversight of the project to ensure precise execution and compliance with safety standards and design intent.

VI. Required Qualifications for Responding Firms

- Proven track record of at least 10 years in aquatic-specific architectural and engineering design or other relevant history to prove they have substantial experience to undertake a project of this magnitude.
- Demonstrated experience with municipal/educational natatoriums of a similar age (circa 1970s).
- Presence of a dedicated mechanical/electrical/plumbing (MEP) team with experience in high-moisture, chemically treated environments.

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). This firm will take the lead on filing for with the State by all applicable DAS deadlines.

Project Budget

The projected total project budget for this first project is \$5,300,000 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 will 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 School Construction Grants & Review (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

1. Proposing firms are requested to submit fee proposals in a sealed envelope 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**.
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. Please provide two (2) original copies of the fee proposal in an envelope marked with the following:

RFQ/RFP # 1846 - PROPOSAL - Architectural and engineering design firm for Pool Renovation and Upgrade at Joseph A Foran High School

5. 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 classifications 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 through 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, at a minimum, 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

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 – Pool Design and Renovation** - 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
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 pool design and renovation 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 presence of LEED certified professionals on its staff of architects and engineers;
10. Demonstrated in-house design experience with sustainable energy initiatives including but not limited to geothermal, photovoltaic and solar-thermal; and
11. 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 will 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.

The Certificates of Insurance 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.** Insurance policies, purchased as required above, shall be endorsed with a waiver of subrogation in favor of the City of Milford, its officers, officials, agents and employees.

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 Issued/Rev
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 ABC Insurance Company 123 Main Street Milford, CT 06460	CONTACT Name: John Smith Title: Sales Manager Tel: 203-777-5510 Fax: 203-888-1000 Email: jsmith@abc.com Address: 123 Main Street, Milford, CT 06460
INSURED XYZ Contracting, LLC 789 Center Street New Haven, CT 06510	INSURER(S) AFFORDING COVERAGE INSURER A: Transfers Charter Oak Fire Ins. RUC # 25815 INSURER B: Transfers Property Casualty Co. RUC # 41453 INSURER C: Farmington Casualty Company 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.					
TYPE OF INSURANCE	INSURANCE	POLICY NUMBER	POLICY PERIOD	COVERAGE	LIMITS
A. COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☒ OCCUR GENERAL AGGREGATE LIMIT APPLIES PER: POLICY ☒ AGG ☐ IND	☒ Y ☐ N	DT02540R0040DF10	01/15/11 02/28/2012	EACH OCCURRENCE BODILY TO BODILY PROPERTY DAMAGE MED PAY (Any one person) PERSONAL & ADJ INJURY GENERAL AGGREGATE PRODUCTS - COMMODITY AGG	\$ 1,000,000 \$ 300,000 \$ 5,000 \$ 1,000,000 \$ 2,000,000 \$ 2,000,000 \$
A. AUTOMOBILE LIABILITY ☒ ANY AUTO ALL OWNED AUTOS ☒ HIREN AUTOS Drive Other ☒ SCHEDULED AUTOS ☒ NONOWNED AUTOS	☒ Y ☐ N	DT0402540R0002DF10	03/01/2011 02/28/2012	OWNERS SINGLE LIMIT PER OCCURRENCE BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 1,000,000 \$ \$ \$
B. UMBRELLA LMB ☒ CLAIMS-MADE ☒ OCCUR DED ☒ RETENTION \$ 100,000	☒ Y ☐ N	DT05001P2540R0040DF10	03/01/2011 02/28/2012	EACH OCCURRENCE AGGREGATE	\$ 5,000,000 \$ 5,000,000 \$
C. AVOID AND COMPENSATION AND EMPLOYER'S LIABILITY ANY EMPLOYER'S LIABILITY OFFICERS/EMPLOYEES EXCLUDED? If yes, describe in writing If no, describe in writing	☒ Y ☐ N	DT06001P2540R0040DF10	03/01/2011 02/28/2012	AVOID AND COMPENSATION TOTAL LIMIT EL. EACH ACCIDENT EL. OB CASE - EA EMPLOYEE EL. OB CASE - POLICY LIMIT	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000 \$ 1,000,000
D. Other	☐ Y ☐ N			Pollution Liability Professional Liability Builder's Risk	\$5,000,000 \$ (Per Bid) \$ (Total Project Val.)

Information on Underwriting, Locations, Vehicles (When ACORD 101, Additional Remarks Schedule, if more space is required)
City of Milford, its Governing Board, Officers, 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 05 or CG 2010 (10/05) and CG 2057 or CG 2053 and CG 2057 or an endorsement providing equivalent coverage for 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. ALL THOSE COVERED HEREIN SHALL BE
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ACORD 25 (2010/05)

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**City of Milford, Connecticut
Request for Qualifications & Proposals
RFQ/RFP # 1846**

**Architectural and engineering design firm for the preparation of
schematic design documents, construction documents and
construction administrative services for Pool Renovation and Upgrade
at Joseph A Foran High School**

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 Sheet, 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 contendere 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
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**Architectural and engineering design firm for the preparation of
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at Joseph A Foran High School**

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 # 1846**

**Architectural and engineering design firm for the preparation of
schematic design documents, construction documents and
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at Joseph A Foran High School**

PROPOSAL FORM

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

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 B101 (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 _____
(PRINT NAME)

TITLE: _____

(SIGNATURE)

DATE: _____

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 ****