



## City of New London

Department of Finance-Purchasing Agent  
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

### Request for Qualifications

*Specifications and Proposal Documents Attached*

**Proposal No.: 2019-08**

**Opening Date and Time: December 12, 2018 @ 2:00 P.M.**

**Title: Architectural and Engineering Services for Bennie Dover Jackson Middle School Renovations and Additions (State Project No. 095-0091 MAG/A)**

**Special Instructions:** A site visit will be held at **2:30 p.m. on Tuesday, December 4, 2018**. All interested parties are to meet at Bennie Dover Jackson Middle School, 36 Waller Street, New London, CT. Late arrivals (more than fifteen (15) minutes after the scheduled start time) will not be given credit for attendance at the meeting and will not be able to submit a proposal for this project.

All questions should be directed to Charles E. Warrington, Jr, P.E. at [charles.warrington@colliers.com](mailto:charles.warrington@colliers.com) by 2:00 p.m. on December 6, 2018. Please copy Dedra Aker, Purchasing Agent, at [daker@ci.new-london.ct.us](mailto:daker@ci.new-london.ct.us) on all inquiries.

The City of New London reserves the right to reject any or all proposals and to seek additional proposals at a later date.

The following information must appear in the lower left hand corner of the envelope:

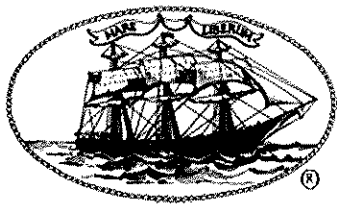
Sealed Proposal No.: 2019-08: Architectural and Engineering Services for Bennie Dover Jackson Middle School Renovations and Additions (State Project No. 095-0091 MAG/A)

Not to be opened until: December 12, 2018 at 2:00 P.M.

#### Return Proposal to:

Dedra Aker, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

Proposal cannot be accepted after the Proposal Opening Date and Time indicated above.



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### PLEASE RETURN THIS FORM IMMEDIATELY

#### Acknowledgement: Receipt of Request for Qualifications

Proposal No: **2019-08 Architectural and Engineering Services for Bennie Dover Jackson Middle School Renovations and Additions (State Project No. 095-0091 MAG/A)**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: November 21, 2018

Date documents received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Do you plan to submit a response? Yes \_\_\_\_\_ No \_\_\_\_\_

Print or type the following information:

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

Address: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

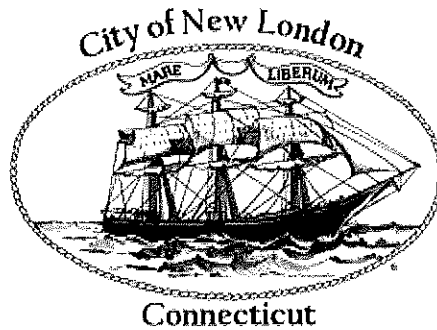
Received by: \_\_\_\_\_

**Note: Faxed or e-mailed acknowledgements are requested.**

**Fax No.: (860)447-5297**

**E-mail: daker@ci.new-london.ct.us**

**Fax this sheet only. A cover sheet is not required.**



**Bennie Dover Jackson Middle School Renovations and  
Additions**

**State Project No. 095-0091 MAG/A**

**New London Public Schools**

***Request for Qualifications for Architectural and Engineering Services***

***RFQ 2019-08***

**RFQ Issue Date: November 21, 2018**

**Statement of Qualification Due: December 12, 2018 no later than  
2:00 p.m.**

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**New London School Building and Maintenance Committee  
Bennie Dover Jackson Middle School  
Request for Qualifications**

**I. Invitation to Submit**

The City of New London is soliciting qualification statements from qualified architectural/engineering firms to provide comprehensive architectural and engineering services for the renovation and expansion of the Bennie Dover Middle School at 36 Waller Street in New London, CT. Qualification statements should be addressed and delivered to:

Ms. Dedra Aker  
Purchasing Agent  
CONL Purchasing Office  
13 Masonic Street  
New London, CT 06320

**All qualification packages shall be delivered to the above address no later than December 12, 2018 at 2 p.m. Packages received at 2:01 p.m. or later will be returned to the sender.**

**II. Project Description**

The existing Bennie Dover Jackson Middle School consists of an original building that was constructed in 1951 and a major addition that was constructed in 1993. The original 1951 building is approximately 80,000 g.s.f (Gross Square Feet) in area and the 1993 addition is approximately 77,000 g.s.f in area with an additional 4,400 g.s.f being assigned to the High Roads program. The total building is approximately 160,000 gross square feet and an estimated 148,000 net square feet (i.e. Building Area).

The project will demolish a portion of the existing building, provide a new addition and renovate the remaining portions of the building to provide 21<sup>st</sup> Century learning environments including new mechanical, electrical, plumbing, and security measures ultimately resulting in 125,000 net square feet of building area.

The school will be designed to house Grades 6 through 8 of the STEM Middle School and International Education with Dual Language Middle School. The educational specifications are included with this RFQ as Appendix A.

The construction is anticipated to be a multi-phase, occupied renovation and addition project. A construction manager will be solicited for this project who will assist with the phasing strategies. Submitting firms must demonstrate success with designing projects that were constructed with multi-phase, occupied construction. In addition, the existing site is extremely tight with respect to available land. Firms shall demonstrate their past performance on successfully designing projects with restrictive land available.

**New London School Building and Maintenance Committee  
Bennie Dover Jackson Middle School  
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**III. Project Schedule**

Appendix C provides a macro-schedule for the overall project and is subject to change. Upon completion of architect selection in January, 2019, a pre-construction phase of 21-months will commence in February, 2019 starting with programming and existing space/square footage verification. Upon completion of the pre-construction phase in late 2020, the project will be advertised for bid with construction scheduled to start in early 2021.

Construction is currently scheduled with a 42-month duration with an anticipated completion date of July, 2024. A project closeout period of 12-months is anticipated after that.

The architect selection schedule is as follows:

- |  |                              |
|--|------------------------------|
| • RFQ Advertisement:                         | November 21, 2018            |
| • Architect Site Visit (not mandatory):      | December 4, 2018 @ 2:30 p.m. |
| • Qualification Packages Due:                | December 12, 2018 (2 p.m.)   |
| • Shortlisting of Firms (to no more than 4): | December 19, 2018            |
| • Approval of Shortlist firms:               | December 21, 2018            |
| • Fee Proposals Due (at interview):          | January 15, 2019             |
| • Architect Interviews:                      | January 15, 2019             |
| • Award of Architect:                        | January 18, 2019             |

The dates above are subject to change. Change of dates will be posted to the City of New London Purchasing Department bid website (<http://ci.new-london.ct.us/content/7429/7431/7445/8764.aspx>) as well as the Connecticut Department of Administrative Service Contracting Portal, [https://biznet.ct.gov/SCP\\_Search/ContractingOrganizations.aspx](https://biznet.ct.gov/SCP_Search/ContractingOrganizations.aspx).

This project was provided a grant commitment by the Department of Administrative Services effective October 31, 2017. Per the grant commitment letter, construction is required to start by October 31, 2019. It is the intent of the project to file for a year extension.

**IV. Project Budget**

The total project budget is \$49,462,274 which coincides with the grant application (ED-049) for the project, as modified. The construction budget for the project is approximately \$36.5M with the remaining amount for soft costs. Upon completion of the project the building is anticipated to be approximately 126,000 feet in area.

**New London School Building and Maintenance Committee  
Bennie Dover Jackson Middle School  
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Shortlist firms will be issued a control budget that will include the construction budget as well as the Fixture, Furnishings and Equipment (FF&E) budgets. The selected architect will be responsible for ensuring the design is maintained within the control budget.

**V. Special Requirements**

The project will be subject to the State of Connecticut Department of Construction Services Office of School Construction Grants and Review (OSCGR) requirements as well as all applicable local, state and federal laws. Candidates shall demonstrate project experience and knowledge of these requirements. Experience must contain at least two Connecticut middle school or high schools similar to the size and scope of this project, and a minimum of five K-12 Connecticut public schools in the last ten years.

**VI. Statement of Qualification Minimum Requirements**

Appendix B contains a checklist of requirements for use by the submitting firm. Inclusion of the checklist with the Statement of Qualification is not required.

1. Letter of Interest
2. Copy of architectural/engineering licensure by Connecticut Department of Consumer Protection. A copy of the lead firm and all proposed sub-consultants shall be provided.
3. Profile of the lead design firm. Profile shall include:
  - Resume of principals
  - Resumes of lead architect/engineer, and staff designated to the project. Include a brief description of the role of each key staff member.
  - Geographic location of the design team.
  - Description of equipment, facilities and other resources assigned to this project.
  - Statement of financial condition of the firm and the ability to appropriately finance the required efforts for a project of this size and scope.
4. List of sub-consultants and roles. Provide the names and addresses of each sub-consultant, or "in-house" if self-performed by the lead design firm. At a minimum, provide the following sub-consultants:
  - Land surveyor
  - Landscape Architect
  - Estimator
  - Geotechnical Engineer

**New London School Building and Maintenance Committee  
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- Civil Engineer
  - Structural Engineer
  - MEP Engineer(s)
  - Interior design
  - Information Technology Consultant
  - List of projects completed with the proposed design team.
5. List a minimum of five completed school projects that are similar in size and scope to this project with at least two of the five being a middle school and/or high school in Connecticut. Information for each project shall include the following:
- Project name, location and owner.
  - Owner's representative including contact information. Note: Owner's representative may be contacted for a referral during the review process.
  - Superintendent of the school district under which the project was designed or constructed including contact information. Note: The superintendent may be contacted for a referral during the review process.
  - 100% design estimate with base bid and alternates (if applicable)
  - Contract base bid award amount with accepted alternates (if applicable)
    - Final construction amount.
    - Original design fee including services during construction.
    - List of additional services approved by the owner/building committee and percentage of the services compared to the base contract
    - Total amount of change orders
6. Include statement of experience with CT OSCGR as described in Paragraph V above.



**New London School Building and Maintenance Committee  
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**VII. Evaluation Criteria**

The City and the New London School Building and Maintenance Committee (SBMC) will utilize the following criteria to evaluate each firms Statement of Qualification. Failure to provide the request information under Section V may result in a lower rating.

<b>Criteria Number</b>	<b>Selection Criteria Category</b>	<b>Rating Points</b>
<b>1</b>	<b>Experience with Projects of Similar Size and Scope</b>	<b>35</b>
<b>2</b>	<b>Organization/Team Structure for this Project</b>	<b>20</b>
<b>3</b>	<b>Past Performance on Projects of Similar Size and Scope</b>	<b>20</b>
<b>4</b>	<b>Experience with CT OSCGR Requirements/Permitting</b>	<b>15</b>
<b>5</b>	<b>Proximity of Lead Design Firm to Project</b>	<b>10</b>
	<b>Available Rating Points per Rating Member</b>	<b>100</b>

**Criteria 1:** Firms shall demonstrate experience with multiple projects ranging from \$25 Million dollars and above that have required multi-phase construction in an occupied school. Projects shall demonstrate how hazardous abatement activities were managed as well as highlight any schedule mitigation measures or delays that may assist in the success of this project.

**Criteria 2:** Firms will be evaluated on the comprehensive team proposed for the project. Firms shall demonstrate past experience and success designing projects with the proposed sub-consultants. Of specific interest, past experience working with the MEP consultant and demonstration of proper coordination of the work should be highlighted.

**Criteria 3:** Past performance of project of similar size and scope will be evaluated based on the criteria listed in item 5 under Section IV. Firms shall list all the data listed for project estimate, budgets, final construction amounts, change orders, etc. in order for the city to evaluate the performance. In addition, references may be called to confirm such values as well as overall performance with a client.

**Criteria 4:** Firms shall demonstrate knowledge of current OSCG&R procedures and requirements.

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**Criteria 5:** Firms will be ranked based on their proximity to the project. **Note: All project meetings will be held in New London. New London staff member will not be traveling to the architect's home office for meetings.**

The four highest ranked firms will be shortlisted and invited to interview with the SMBC and submit fee proposals for final consideration. Firms that are shortlisted will be ranked on a separate set of criteria and all firms shall start with zero points. Criteria from the RFQ phase will not be carried over to the RFP phase.

#### **VIII. Inquiries**

Questions concerning this Request for Qualifications (RFQ) shall be submitted in writing via e-mail to:

Charles E. Warrington, Jr, P.E.  
Director of Project Management  
Colliers International  
[Charles.warrington@colliers.com](mailto:Charles.warrington@colliers.com)

All inquiries shall copy Ms. Dedra Aker, Purchasing Agent, New London Purchasing Department at [daker@ci.new-london.ct.us](mailto:daker@ci.new-london.ct.us). All inquiries must be submitted no later than 2 p.m. on Thursday, December 6, 2018. All answer to inquiries will be posted to the City of New London Purchasing website as well as the Connecticut Department of Administrative Services contracting portal formerly provided in this RFQ. Responses will not be emailed directly to entities submitting inquiries.

#### **IX. Submissions**

Each firm shall submit six (6) paper copies and one (1) electronic copy (on thumb drive) of their qualification statements no later than Wednesday, December 12, 2018 at 2 p.m. The qualification statements must meet the minimum requirements as noted in Section VI. Failure to meet the minimum requirements may be considered an incomplete qualification statement and deemed non-responsive.

All submissions shall be submitted to:

Ms. Dedra Aker  
Purchasing Agent  
CONL Purchasing Office  
13 Masonic Street  
New London, CT 06320

New London Secondary Magnet School  
South Campus  
Middle School Building Project:  
STEM 6-8  
International Education & Dual Language 6-8



Educational Specifications  
Extensions and Alterations

Board of Education  
Approved June 3, 2014  
Revised October 2016  
Edited April 2018 (Revised Pending Approval)

## Preface

*The following is a REVISED DRAFT pending approval for the Secondary Magnet Campuses Operation Plan (Op Plan) by CT SDE Bureau of School Choice. These Ed Specs will be reviewed and updated after the Op Plan is approved to better articulate the specific needs of the two-campus, three pathway school design. Furthermore, space requirements, layout and building organization for the proposed enrollment will be more formally defined during the early design phases of the project, with approved Op Plan and with the engagement of a school design firm.*

### **I. Overview**

The revised plan for this school project is classified as *Extensions and Alterations* to the current middle school, transforming it to a 6-8 campus for two magnet pathways, the following expectations should be anticipated throughout the project:

- Unique school setting housing two middle school thematic pathways:
  - STEM
  - International Education with Dual Language
- Shared functional systems: Student Supports: School Counseling, Special Education, Bilingual/ESOL, and several shared electives.
- Creation of a 21<sup>st</sup> century learning environment which incorporates the following:
  - use of technology, seamlessly integrated, to support active teaching and learning
  - includes spaces designed to support: communication, collaboration and sense of a coherent learning community
- Student safety is a priority and must be balanced with the desire to encourage community use; established state guidelines will be implemented.
- The project will embrace a responsible environmental stewardship and as such be designed and constructed for energy efficiency and ease of maintenance, using sustainable materials and systems where possible, as required for high performance schools' guidelines

## II. PROJECT RATIONALE

The current Bennie Dover Jackson Middle School (BDJMS) has served the City of New London and the school district for many years initially as a regional high school and then transitioned into a middle school in 1993. The building was built in 1951 and renovated in 1993. The City of New London and the New London Board of Education propose an extensions and alterations project of the current Bennie Dover Jackson Middle School to accommodate two middle school magnet pathways as part of the new magnet programming in New London under legislation Public Act 07-249. The middle school magnet campus will accommodate the projected student enrollment of 750 students in the STEM and International Education middle school grades.

The district has outlined steps in the Strategic Operating Plan to create a regional system of high performing magnet schools. A major component of this evolving plan is to develop and implement three K-12 magnet pathways: STEM, International Education (which will apply for International Baccalaureate certification) with Dual Language Instruction available and Visual and Performing arts. The STEM and IE/IB with Dual Language middle school portion of these projects are to be located at this facility while the Arts program is housed entirely at Jefferson Avenue secondary campus.

*Campus Operations Plan (DRAFT) available upon request.*

## III. LONG RANGE PLAN

This building project falls under the long-range development facility plans of the City and New London Public Schools. The school will be an extensions and alterations project with classrooms and support spaces to accommodate the specialized programming and increased enrollment associated with becoming a magnet district.

Further, the facility will assist the current needs of supporting the school district by offering a choice of educational programming to families with children in secondary magnet programs. The innovative school program will address the needs of students with a heightened interest in the STEM and International Education with Dual Language and support the district and state goals of reducing economic, racial and social isolation.

## IV. ENROLLMENT

Middle School Campus							
	STEM			IB/DL			
Grade Level	In District	Out-of District	Grade Total	In District	Out-of District	Grade Total	Sections
6	88	37	125	88	37	125	10
7	88	37	125	88	37	125	10
8	88	37	125	88	37	125	10
Total			375			375	
Campus Total	750						



## **V. PROJECT DESCRIPTION (Learning/ Educational Activities)**

The New London Board of Education envisions the middle school campus to house two magnet pathways STEM and IB/Dual Language. It will serve as a learning environment in which students, teachers, administrators engage with each other to identify and achieve individual and collective student learning goals. Equally important objectives will be to implement on-going improvement to the teaching and learning process and to produce together the best learning outcome for all students.

It is fully recognized that space requirements that are indicated below may have to be adjusted due to the project implementation within the limitation of an existing building structure.

The new middle school campus will be a state-of the-art facility specifically designed and aligned with the thematic program curricula of STEM and IB/Dual Language:

- Space for 28 students in each classroom with handicapped accessibility
- State of the Art science facilities
  - Engineering classrooms (supports Project Lead the Way Engineering)
  - Robotics space
  - Greenhouse and gardening spaces
  - Oceanography room (aquaponics/aquariums)
  - 3-D printing labs
- Dual Language Instructional Classrooms with movable partitions
- Language Labs- for World Language Instruction
- Large open chambers to be used as a courtroom, debate room, and legislative room, mock United Nations
- A Learning Commons housing all print and digital resources
- Flexible space/open classroom setting for math program
- Project based room/space available on each floor
- General science labs with adjoining classrooms (CLabs)
- Elective spaces: Music, Art, Physical Education, Health

### **Administration**

The school administration will be located near the main entrance of the building. The design and location should be the focal point upon entering the school. The space should be welcoming and inviting, while offering a safe, secure entrance to the school. It should contain sufficient area to accommodate school administrative teams, a reception area, and a parent engagement room. Also included should be a conference room, toilet room, small kitchenette and adequate space for a workroom with a copier, file room and storage space for office supplies and materials. A mail center should be included in this area.

### **Learning Commons (Media Center)**

The Learning Commons (Media Center) should be a space that embraces the concepts of 21<sup>st</sup> century learning: collaboration, communication and personalized learning. The learning commons thoughtfully merges the best of the traditional library and the evolving digital worlds. It should be able to house paper books and artifacts, showcase student work, and serve as a central gathering place for the school community. It should have flexible spaces and furniture that can serve multiple purposes. The Learning Commons will be a hub for the building and student gathering and should support collaboration within the building and have the technology top support global collaboration with partner schools around the world. There should be a work space for a Media Specialist and Technology Support Specialist along with a workroom and storage area. A Virtual Learning Lab to accommodate 30 students should be in this area. This area will also serve as a multi-purpose meeting space for core and magnet school curriculum related meetings with students and faculty. The general space will be large open areas that can be sectioned off as needed for smaller groups.

### **Nurse/School Based Health Center**

The Health Center is to be located near the administration area and is to provide easy access for students and families. Areas to be included are nurse's office, exam room, waiting area, handicapped accessible toilet room, shower room, and double lock medication storage closet.

### **Faculty Room and Teacher Work spaces**

A space to accommodate faculty and staff members should be large enough to provide a dining area: a kitchenette for individual food preparation. A men's toilet and women's toilet should be included. Each floor will have teacher work space. A table for collaborations and access to all technology needed to monitor and track student progress, prepare materials for instruction and meet with students or families as needed. This should be adjacent to project-based spaces for students.

### **General Purpose Classrooms**

Classrooms are to be of sufficient size to accommodate 25-30 students, a teaching station, file cabinets and flexible student work stations. Instructional white boards will be located on at least two walls in each classroom with projectors and speakers to support the use on at least one wall. A lockable storage for teachers' personal items, storage shelves for books and bulletin boards for display and notices. The general-purpose, academic classrooms should be designed to allow flexibility for different teaching/learning styles such as lecture, group work and independent study. These classrooms will be utilized for the teaching of math, English, social studies, world languages and other related academic subjects. Classrooms that support the magnet school theme will have similar instructional equipment and configuration including a front and back wall that will serve as teacher/student presentation areas.

The location and configuration of classroom educational and technology equipment will be consistent for all classrooms to allow faculty ease and confidence in their use.

### **Art and Music Rooms**

There will be two general art rooms. Both rooms will be of sufficient size to accommodate an art program with adequate adjacent storage for supplies and student projects. Kiln's required?

Choral, Instrumental (selected) and General Music will be offered to students. Classroom space, instrument storage and offices for teachers will be needed. These spaces should be located close to the performance areas in the gym and café. Multi-use area?

### **Special Education Spaces/ School Counseling Suite (Formerly Guidance)**

There will be offices and collaboration spaces (conference rooms) for the school supports team: counselors, social workers, psychologists, PPT coordinator, OT/PT and administrative support. There will be 5 small tutoring/meeting spaces to be used by a specialist for speech and hearing, literacy, psychologist/social worker, etc. for working with groups of students with special needs. How many students?

A conference room will be needed for Planning and Placement Team meetings. Space is to be provided for storage of supplies and secure student records. A smaller computer lab (12-15 computers) will be housed in this area to support students academically. Small tables will be situated throughout the space in order to accommodate tutoring sessions throughout the day and after school.

### **Special Education Classrooms**

Should be located near the elevator and have bathrooms directly outside the classroom or within the classroom. A therapeutic classroom will be required within this project. This should include the following: a cooking area, refrigerator, washer, dryer, and adequate storage. All components should be ADA compliant.

### **Gymnasium/Fitness Room**

The school curriculum and state requirements encourage a strong emphasis on physical education and fitness. The regulation sized gym will be used for a variety of athletic activities including basketball, volleyball, climbing wall, rope climbing and other related individual physical exercise programs. Also included are offices for physical education instructors, coaches and adequate storage space for gym and athletic equipment. The Fitness Room will be dedicated to developing a strong commitment to personal physical fitness. This room will be equipped with the fitness equipment.

### **Stage Area**

The current building utilizes stage areas in the gym and café to hold student performances. These spaces will receive upgrades with this project. The acoustical spaces



will be designed support student performances will be added to the gymnasium, new seating will be configured to support entire school events. The stage in the café will be reworked to with upgrades to support smaller school productions.

### **Food Service (Cafeteria)**

A middle with an expected enrollment of 750 students requires a self-contained cafeteria with supporting kitchen and equipment to service not only the middle school student body but also the faculty. It is expected that the cafeteria program will operate as a full-service breakfast and lunch program with food preparation being done on-site. The cafeteria will need a servery and food preparation area (kitchen) that includes dry food and non-food storage, walk-in freezer and refrigerator, dishwashing station, washer/dryer area and manager's office.

This space anticipates that there will be 3 waves of approximately 250-300 students that will be served lunch during the mid-day lunch period. This school also provide breakfast and a supper program.

### **Maintenance/Operations/Common areas**

The non-instructional spaces are estimated will be allocated for building systems that included corridor circulation, stair towers, locker spaces, elevator and related common areas.

The maintenance and operation spaces will require the following building requirements:

- Technology Head End Room
- Data Closets
- Shop/Office Maintenance Area including an office
- Centralized Building storage and adequate storage for teaching supplies
- Employee locker rooms and toilets
- Boiler Mechanical Room
- Electrical Room
- Sprinkler Room
- Custodian Supply Closets (wet)
- Elevator machine room
- Faculty and student toilets

## **VI. COMMUNITY USES**

The redesign and use of this facility will be such as to facilitate activities before school, after school and throughout the calendar year when school is not in session. Parents will be offered workshops to understand how they may take an active role in the emphasis of the school curriculum. Community Dinners will take place weekly in the school cafeteria.

Additional consideration for student uses after regular hours by the parks and recreation commission will be given when designing the gymnasium, media center, auditorium as well as outdoor spaces and recreational facility. Neighborhood and citywide community meetings may take place in the building in the evening and when the building is not used for regular instructional programs.

In addition, summer activities, weekend and vacation activities can be offered because the facility will be available, and the communities involved in the magnet school should have a calendar year use of the numerous and various facilities that have been designed into the school.

Site and driveway considerations must be given for easy access of large transportation vehicles, such as buses, in and out of the school property.

## **VII. BUILDING SYSTEMS**

The school will have an upgraded automatic fire control system designed to promote a safe, efficient and healthy indoor environment control. Standards for design selection include reliability, simplicity of operation, comprehensiveness, energy efficiency, low ongoing maintenance and repair costs, length of useful life and operational efficiency overall. The school will require the following systems to meet the educational programmatic needs.

1. Integrated telephone and intercom system with dial-out capabilities and paging from each area of the school is needed.
2. Building security and video surveillance systems for access and safety are to be provided for selected areas of the school, primarily at points of entry and high traffic areas of the school. Panic buttons should be provided for immediate access to the New London Police Department via a telephone dial-out switch.
3. Complete fire alarm system with sprinklers, pull stations, horns, flashing, lighting, voice evacuation in areas of large assembly, smoke and heat detectors, battery backup, and plastic shields on pull stations is required. The fire alarm system should have a direct connect to the Central New London Fire Department in case of activation.
4. Energy management system to monitor and control mechanical systems for heating, ventilation, air conditioning, interior and exterior lighting with appropriate manual overrides is required.
5. There is to be a comprehensive lighting plan to promote an optimal learning and working environment. Lighting should be designed to maximize the use of natural

light in all areas of the building and supplemental artificial light to ensure appropriate foot candles of low glare brightness and illumination.

6. Interior surfaces, carpeting and related green interior finishes should be used that are easy to maintain.

### **Technology**

Computer technology will be utilized with internet access. The most up to date voice/video/data systems will be added to all instructional and support areas and will be supported by the New London technology plan.

### **Security**

All rooms will need to be wired to the intercom, telephone system, fire, security alarm systems. The project will comply with the state mandated security requirements.

## **VIII. INTERIOR ENVIRONMENT**

The electrical service provided to the building should be designed to meet the needs of all mechanical equipment, lighting, and educational equipment. Controls should be through circuit breakers and the entire system must be properly grounded.

All light fixtures, controls, motors, switches, and electrical components must be of an energy conscious design to reduce the use of electricity. All operating systems must be monitored and controlled by an energy management system capable of reducing peak demand and load shedding.

Plumbing in the school must meet present codes; and the sanitary sewer lines must be properly sized and located to handle the anticipated load.  
The entire facility should be properly heated and cooled, including the air conditioning of the entire building.

The facility must be accessible to handicapped individuals and appropriate provisions made for all doors, stairs, built-in equipment, sinks, toilets, and other fixtures used by handicapped individuals.

As a minimum, there is to be acoustic treatment of rooms that are in accordance with the latest noise abatement standards for new school construction, in order to provide the best listening environment possible for the hearing-impaired students.

### **EQUIPMENT**

A review of the current inventory of furniture and equipment will need to take place before the building project commences. Furniture and equipment that still has a useful

life will be retained and supplemented with additions that support the programmatic needs.

#### **IX. SITE DEVELOPMENT**

No land will be acquired for this construction project. Parking for staff and visitors will be redeveloped to accommodate the increased faculty. In the development of parking lots, consideration of the size of the lots will be given to the number of people who must park to participate in the programs designed by the magnet school theme. ADA and other code requirement will be addressed in the design of parking.

Important consideration will be given to bus traffic since a considerable number of student will take buses to and from school. Walkways will be provided around the perimeter of the school. Easy and safe access to parking lots, playfield and bus pickup/drop-off will be addressed.

Outdoor athletic areas will be upgraded and expanded as needed to accommodate the programmatic needs. Greenhouse and garden areas will be included in this project.

Landscaping will be designed to allow the school to blend with the environment. Trees and other plantings will be of a heart variety which require little maintenance, and which complement the building and school site. Planted trees will be sufficient distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when lacing foliage around walkways and areas of the building access. Plant life should be included which will be used as a source of study for units related to the science program of the school.

Site will be graded as necessary for construction and as necessary to finish the site at the completion of construction.

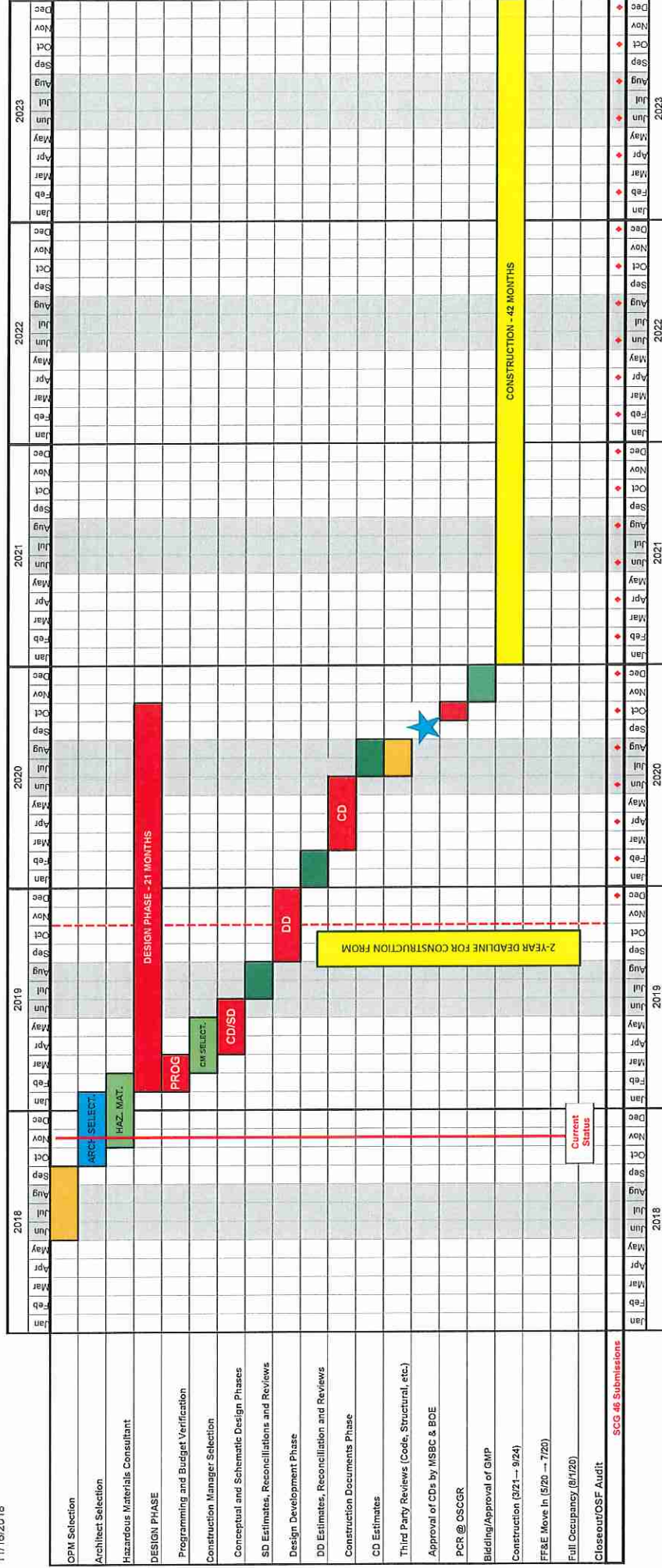
#### **X. PRIORITY CATEGORY**

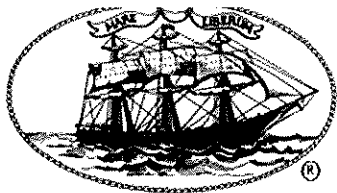
The *middle school campus* will operate as a magnet school.

Therefore, as provided in P.A. 95-226, it should be considered as extensions and alterations as a new magnet school within the priority category for future building projects.

## **Statement of Qualification Checklist**

1. Letter of Interest
2. Copy of license from CT Department of  
Consumer Protection
3. Profile of Lead Firm
4. List of sub-consultants
5. List of projects completed, 5 minimum.
6. Statement of experience with CT OSCGR





# City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

## **Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions**

All Requests for Qualifications / Proposals issued by the City of New London (City) will bind Proposers to the terms and conditions listed below, unless specified otherwise in any individual Request for Qualifications / Proposals.

Incorporated by reference into this contract are the provisions of Article IV., Section 2-66 through 2-71 and Section 2-73 of the Code of Ordinances of the City of New London.

The contractor agrees to comply with the Code of Ordinances as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

### **Submission of Proposals**

1. Qualifications / Proposals must be submitted on forms supplied by the City of New London or in the format requested in the specifications. Telephone, facsimile or e-mail proposals will not be accepted in response to a Request for Qualifications / Proposals. An original and one (1) copy, unless otherwise indicated in the specifications, of the Proposal Form shall be returned to the Purchasing Agent.
2. The date and time proposals are to be opened are given in each Request for Qualifications / Proposals issued. Proposals received after the specified date and time of the proposal opening given in each Request for Qualifications / Proposals will not be considered. Proposal envelopes must clearly indicate the proposal number as well as the date and time of the proposal opening. The name and address of the proposer should appear in the upper left-hand corner of the envelope.
3. Incomplete proposal forms may result in the rejection of the proposal. Amendments to qualifications / proposals received by the Purchasing Agent after the date and time specified for the proposal opening shall not be considered. Proposals shall be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil shall be rejected. A person duly authorized to sign proposals for the proposer shall sign all proposals. Unsigned proposals shall be rejected. The person signing the Proposal Form or their authorized designee must initial errors, alterations or corrections on both the original and copy of the Proposal Form to be returned. In the event an authorized designee initials a correction, there must be written authorization from the person signing the Proposal Form to the person initialing the erasure, alterations or corrections. Failure to do so shall result in rejection of the proposal for those items erased, altered or corrected and not initialed.
4. Conditional proposals are subject to rejection in whole or in part. A conditional proposal is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the Request for Qualifications / Proposals.
5. Alternate proposals will not be considered. An alternate Proposal is defined as one that is submitted in addition to the proposer's primary response to the Request for Qualifications / Proposals.
6. Prices should be extended in decimal, not fraction, to be net and shall include delivery and transportation charges fully prepaid by the Contractor to the destination specified in the Request for Qualifications / Proposals and subject only to cash discount.
7. Pursuant to Sections 12-412 and 12-412(1) of the Connecticut General Statutes, the City of New London is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in the proposal prices.
8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

## Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions (con't)

9. By its submission the Proposer represents that the proposal is not made in connection with any other Proposer submitting a proposal for the same commodity or commodities and is in all respects fair and without collusion or fraud.
10. All proposals will be opened and read publicly and upon award are subject to public inspection.

### Guaranty or Surety

11. Bid bonds, performance bonds, and labor and material bonds will be required as specified below. Guaranty or surety may be in the form of certified check. Bonds must meet the following requirements: Corporation – must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all of the partners and indicate they are "doing business as"; Individual – must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over the signature. Signatures of two (2) witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

**Bid Bond** – Ten percent (10%) due at time of bid for all contract services and public works/construction projects that exceed twenty thousand dollars (\$20,000.00)

**Performance Bond** – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

**Labor and Material Payment Bonds** – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

### Award

12. Award of this contract will be made to the lowest responsible, qualified proposer and will be based on net cost and City specifications. The City of New London reserves the right to reject any and all bids or parts thereof, to waive any informality and to award this contract to other than the low proposer and to make multiple awards if deemed in the best interest of the City.
13. The City of New London allows a fifteen percent (15%) local vendor preference. A New London based business will be considered the lowest responsible proposer if it's proposal is within fifteen percent (15%) of the low proposer and it is willing to accept the award at the low proposal price. Any proposer claiming to be a New London based business must provide documentation that all of its motor vehicles are registered in New London and that payment of all of its property and motor vehicle taxes are current.
14. The City of New London may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.
15. The Purchasing Agent may correct inaccurate awards resulting from clerical or administrative errors.

### Other Requirements

16. The City has an employment preference goal that jobs be offered to local residents on public prevailing wage projects with thresholds great than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a participating workforce comprised of twenty-five (25%) local residents of New London County, CT, with residents of the City of New London, CT getting a priority representing fifty percent (50%) of said participation, which will include twenty-five percent (25%) female and minority.



## Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions (con't)

17. ~~The City has an employee training preference goal that apprenticeship opportunities be made available for state licensed trades on public prevailing wage projects with thresholds greater than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a minimum of ten percent (10%) of the workforce per state licensed trade as apprentices and, of this number, a minimum of fifty percent (50) shall be in the first year of apprenticeship training.~~

### Contract

18. The existence of a contract shall be determined in accordance with the requirements set forth above.
19. The Contractor shall not assign or otherwise dispose its contract or its right, title or interest, or its power to execute such contract to any other person, firm or corporation without the prior written consent of the City of New London.
20. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the City of New London to purchase these commodities or services on the open market. The contractor agrees to promptly reimburse the City of New London for excess cost of these purchases. The purchases will be deducted from the contracted quantities.
21. The Contractor agrees to hold the City of New London harmless from liability of any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the Contract; Guarantee its products against defective material or workmanship; repair damages of any kind, for which it is responsible to the premises or equipment, to its own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc., and to give all notices and comply with all requirements of the City of New London, the State of Connecticut and the U.S. Government.
22. Insurance requirements generally apply to contract services, professional services and public works improvement/construction projects. The Contractor will carry commercial general liability insurance to protect the City of New London from loss. The following minimum limits shall be met:

**Bodily Injury and Property Damage** – One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

**Products or Completed Operations** - One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

**Professional Liability (Errors and Omissions) Coverage appropriate to the contractor's operations** – Two million dollars (\$2,000,000.00) each occurrence

**Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on City of New London property)** – One million dollars (\$1,000,000.00) combined single limit for each accident.

**Workers' Compensation Coverage** - Will be in accordance with State of Connecticut requirements at the time of Proposal.

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the contractor.

The CITY requires that these aggregate limits be maintained by the CONSULTANT as required. It is the responsibility of the CONSULTANT or his representative to notify the CITY if ever or whenever claims reduce the General Aggregate below \$1,000,000.

The Contractor shall require all subcontractors to carry the same forms and minimum coverages that it is required to provide. Evidence of these coverages must be provided to the City of New London Purchasing Agent prior to the contractor or subcontractor coming onto the work site.

## **Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions (con't)**

All insurance policies shall be endorsed to the City of New London, its officers and employees as additional insured, and shall not be reduced or cancelled without thirty (30) days prior written notice to the Purchasing Agent. In addition, the contractor's insurance shall be primary as respects the City of New London, and any other insurance maintained by the City of New London shall be excess and not contributing insurance with the contractor's insurance.

23. Notwithstanding any provision or language in this contract to the contrary, the Mayor may, without cause, terminate this contract for the City's convenience upon approval by the City Council, whenever he/she determines that such termination is in the best interest of the City of New London. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City of New London for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City of New London all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing its duties under this contract, whether completed or in progress. All such documents, information and materials shall become the property of the City of New London. In the event of such termination, the contractor shall be entitled to reasonable compensation as determined by the Mayor, however, no compensation for lost profits shall be allowed.

### **Delivery**

24. All products and equipment delivered must be new unless otherwise stated in the proposal specifications.
25. All deliveries will be to the locations specified by the City of New London. The City of New London does not have a loading dock therefore all Contractors will be responsible for inside delivery without assistance from City of New London personnel.
26. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.
27. Charges against a Contractor shall be deducted from current obligations. Money paid to the City of New London shall be payable to the Treasurer, City of New London.

### **Saving Clause**

28. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The contractor will give written notice of the cause and probable duration of any such delay.

### **Advertising**

29. Contractors may not reference sales to the City of New London for advertising and promotional purposes without prior approval of the City of New London.

### **Rights**

30. The City of New London has sole and exclusive right and title to all printed material produced for the City of New London and the Contractor shall not copyright the printed matter produced under this contract.
31. The Contractor assigns to the City of New London all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the Connecticut General Statutes. This assignment occurs when the contractor is awarded the contract.
32. The Contractor agrees that it is in compliance with all applicable federal, state and local regulations, including but not limited to Connecticut General Statutes Section 7-148i. The Contractor also agrees that it will hold the City of New London harmless and indemnify the City of New London from any action which may arise out of any act by the Contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Sections 22a-194 to 22a-194g of the Connecticut General Statutes related to product packaging.

### **Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions (con't)**

33. This contract is subject to the provisions of Executive Order Number Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provision of Executive Order Number Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and Section 16 of Public Act 91-58, nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

NON COLLUSION AFFIDAVIT OF PRIME BIDDER

State of \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn,  
deposes and say that:

- (1) He is \_\_\_\_\_ of \_\_\_\_\_ herein referred to as the "Bidder" that has submitted the attached bid;
- (2) He is fully informed respecting the preparation and content of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New London, CT or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affiant.
- (6) That no officer or employee or person whose salary is payable in whole or in part from the City of New London is directly or indirectly interested in this Bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission expires \_\_\_\_\_

NON COLLUSION AFFIDAVIT OF SUBCONTRACTOR

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_, being first duly sworn,  
deposes and says that:

- (1) He is \_\_\_\_\_ of \_\_\_\_\_ herein referred to as the "Subcontractor";
- (2) He is fully informed respecting the preparation and content of the Subcontractor's Proposal submitted by the Subcontractor to \_\_\_\_\_, the Contractor for certain work in connection with the \_\_\_\_\_ Contract pertaining to the Project in New London, Connecticut;
- (3) Such Subcontractor's Proposal is genuine and is not a collusive or sham Bid;
- (4) Neither the said Subcontractors nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in said Subcontractor's Proposal or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New London, CT or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affiant.
- (6) That no officer or employee or person whose salary is payable in whole or in part from the City of New London is directly or indirectly interested in this Bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission expires \_\_\_\_\_

Statement of Bidder's Qualifications

All items and questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The bidder may submit any additional information it desires.

1. Name of Bidder \_\_\_\_\_
2. Bidder's Tax Identification No. \_\_\_\_\_
3. Permanent main office address \_\_\_\_\_  
\_\_\_\_\_
4. When organized \_\_\_\_\_
5. If corporation, where incorporated \_\_\_\_\_
6. Number of years have you been engaged in the contracting business under your present firm or trade name  
\_\_\_\_\_
7. Contracts on hand: (Schedule these showing amount of each contract and the appropriate anticipated dates of completion) \_\_\_\_\_  
\_\_\_\_\_
8. General character of work performed by your company \_\_\_\_\_  
\_\_\_\_\_
9. Have you ever failed to complete any work awarded to you? If so, where and why? \_\_\_\_\_  
\_\_\_\_\_
10. Have you ever defaulted on a contract? If so, where and why? \_\_\_\_\_  
\_\_\_\_\_
11. List the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed (use a separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_
12. List your major equipment available for this Contract \_\_\_\_\_  
\_\_\_\_\_
13. List your experience in work similar to this project \_\_\_\_\_  
\_\_\_\_\_

14. List the background and experience of the principal members of your organization, including officers \_\_\_\_\_

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

15. List the work to be done by Subcontractors and summarize the dollar value of each Subcontract

\_\_\_\_\_

16. Credit available \$ \_\_\_\_\_

17. Give Bank reference \_\_\_\_\_

18. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? \_\_\_\_\_

\_\_\_\_\_

19. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated \_\_\_\_\_ (Name of Bidder)

By \_\_\_\_\_

Title \_\_\_\_\_

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_ being duly sworn deposes and says that (s)he is \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_, and that the answers to the foregoing items and questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
(Notary Public)

My Commission expires \_\_\_\_\_

AFFIRMATIVE ACTION POLICY STATEMENT  
(must be submitted on your firm's letterhead)

It has always been the policy and will continue to be the strong commitment of \_\_\_\_\_ and all contractors and subcontractors who do business with this City to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. \_\_\_\_\_ will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age, physical disability (but not limited to blindness), marital status, mental retardation, and criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. \_\_\_\_\_, and its subcontractors will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.

The principles of Affirmative Action are addressed in the 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of - the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (nondiscrimination under federal contracts), Act I, Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58(a)(d)), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition. of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities ( 46 - 77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (36-436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972.

This Affirmative Action Policy Statement re-affirms my personal commitment to the principles of Equal Employment Opportunity.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Authorized Signer



CERTIFICATION OF BIDDER REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 Part II, Section 203(b), (30 FR 12319, 12935). The implementing rules and regulations provide that any bidder or prospective contractor, or any of its proposed subcontractors, shall state whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicated that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

Bidder's Name \_\_\_\_\_

Address and Zip Code \_\_\_\_\_

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

Yes ( ) No ( ) If answer is yes, identify the most recent contract.

2. Compliance reports were required to be filed in connection with such contract or subcontract

Yes ( ) No ( ) If answer is yes, identify the most recent contract.

3. Bidder has filed all compliance reports due under applicable instructions, including SF. 100.

Yes ( ) No ( ) Not Required ( )

4. If answer to Item 3 is "No" please explain in detail on reverse side of this Certification.

Certification - The information above is true and complete to the best of my knowledge and belief. A willfully false statement is punishable by law (U.S. Code, Title 18, Section 1001).

\_\_\_\_\_  
Name and Title of Signer (Please Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CERTIFICATION OF NON-SEGREGATED FACILITIES

This Bidder certifies that he does not maintain or provide his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any locations, under his control, where segregated facilities are maintained. The Bidder agrees that a breach of his certification will be a violation of the Equal Opportunity clause and any Contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where he has obtained identical certification from proposed Subcontractors for specific time periods) he will obtain identical certifications from proposed Subcontractors prior to the award of Subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have already submitted identical certifications for the specific time periods):

"Notice to prospective subcontractors of requirements for non-segregated facilities. A certification of non-segregated facilities must be submitted prior to the award of a subcontract exceeding the Equal Opportunity Clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e. quarterly, semi-annually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. Paragraph 1001.

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

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

Official Address: \_\_\_\_\_

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

\_\_\_\_\_