



**TOWN OF TRUMBULL, CT
REQUEST FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS (RFQ/P)
RENOVATIONS TO TRUMBULL POLICE DEPARTMENT
158 EDISON ROAD, TRUMBULL, CT**

RFQ/P Bid # 6281

DUE: APRIL 17, 2018 AT 2:00PM

GENERAL INFORMATION

The Town of Trumbull is seeking an experienced architectural firm to provide services for Police Station renovations consisting of alterations to their indoor range, cellblock doors, and locker rooms, with all work scheduled to be completed by December 2018. The successful firm must have experience in performing similar work on police station facilities within Connecticut, and as well, managing environmental issues that may be related to these projects.

The information contained herein outlines the intent and scope of this request, and the guidelines governing the submission and evaluation process.

It is requested that proposals conform to this request as closely as possible. The Purchasing Agent may accept proposals which take exception to any requirements in this RFQ. Any exceptions or alternative proposal shall be clearly delineated in a separate attachment to the proposal submitted.

A HIGHLY RECOMMENDED Pre proposal meeting will be conducted for interested parties on Thursday April 5, 2018 at 10 am, at the Trumbull Police Department LOCATED at 158 EDISON ROAD, TRUMBULL, CT 06611. If you cannot make this date, please be advised any additional site visits may not be accommodated.

A. PREPARATION OF QUALIFICATION AND EXPERIENCE

1. One (1) ORIGINAL and six (6) EXACT COPIES of your proposal shall be submitted. All proposals should be submitted in a clear, concise and legible manner to permit proper evaluation. Sample fees hourly rates shall be provided – Exhibit A.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements (deliverables) of this request.

B. PROPOSAL SUBMISSION

1. Proposals are to be submitted in a sealed envelope and addressed as follows:

RFQ/P # 6281 Architectural Services for Police Renovations
Attention: Kevin J Bova
Purchasing Agent
Town of Trumbull
5866 Main Street, Trumbull, CT 06611

2. Proposals must be signed by an authorized principal or agent. The person signing the formal proposal 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.

C. TOWN OPTIONS

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

D. TAXES

All purchases made by the Town and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

E. INQUIRIES

1. General questions concerning this request and submission requirements may be directed to **Mr. Kevin Bova Purchasing Agent, at (203) 452-5042 or kbova@trumbull-ct.gov** up to the close of business 5 pm on April 10, 2018. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by email or through the Town's Addendum process as appropriate to all proposers.
2. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

F. AWARD AND AUTHORITY

The Purchasing Agent of the Town shall issue notification of award in writing. Along with a Standard Town Contract, the Purchasing Agent will issue a Purchase Order on a mutually-agreed upon price of a NTE PO. The Building Committee will be using weighted matrix scoring sheets to get the top qualified architect or top 2-3 Design Professionals-Architect (S). After the qualifications, the Building Committee may interview the top architect or may bring the top 2-3 qualified architects for interviews. The Town will recommend one Design Professionals-Architect consultant to the Town Council for the Complete Police Station Renovation(s) if feasible and in the best interest of the Town.

G. PRICING

All pricing quoted shall remain firm fixed for a period of one (1) years from date of proposal opening.

H. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any contractor or subcontractor of the Town offers and agrees to assign to the public purchasing body all rights, title and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

I. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town 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 request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

J. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. Insure that all work complies with all local, state and federal guidelines, laws and building codes necessary to accomplish these projects. The respondent shall acknowledge and agree that, should it be awarded the Contract, it shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to the performance of services

K. INSURANCE

1. **CERTIFICATE OF INSURANCE.** The selected firm is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

2. **LIABILITY INSURANCE.** The Consultant, upon the submission of a proposal shall deliver to the District proof of professional liability insurance in the sum of \$1,000,000 (one million dollars) issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

L. ADDENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing Department website. www.trumbull-ct.gov .

M. CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured through a public bid or bid waived process, so as to avoid any appearance of impropriety or conflict of interest, and public officials cannot circumvent the intent of this ordinance by receiving town work through a bid waiver as proscribed by the Trumbull Town Charter.

N. REFERENCES

Please submit the contact information for three (3) owner references who can attest to your expertise in managing similar projects, preferably in public safety facility construction. Please include their name, current title, telephone number, email, and identification of project or projects referenced. In addition, experience in police station construction, specifically two (2) of five (5) projects in the last 10 years must consist of police station facilities.

TOWN OF TRUMBULL, CT
REQUEST FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS (RFQ/P)
RENOVATIONS TO TRUMBULL POLICE DEPARTMENT
158 EDISON ROAD, TRUMBULL, CT

RFQ/P Bid # 6281

DUE: APRIL 17, 2018 AT 2:00PM

SCOPE OF SERVICES

Police Station Renovations

The Town of Trumbull is seeking an experienced architectural firm to provide services for Police Station renovations consisting of alterations to their indoor range, cellblock doors, and locker rooms, with all work scheduled to be completed by December 2018. The successful firm must have experience in performing similar work on police station facilities within Connecticut, and as well, managing environmental issues that may be related to these projects.

The successful firm will represent the Town and Building Committee with Trumbull PD in all meetings involving State approvals and will ensure all paperwork is handled in a manner consistent with State requirements and deadlines as required.

In your proposal, please include the following for scope of work requirements:

1. Schematic design for all projects
2. Construction documents as required for all projects
3. Cost estimates as required
4. Complete bid package ready for public bidding to Town's Purchasing department
5. Help evaluate the bids results of all respondents from the RFP
6. Ability to attend job and Building Committee meetings as required
7. Bid reviews and recommendations
8. Insure updated code analysis and adherence
9. High-level proposal for overall phasing of work including timelines for each phase.

Scope of Work

Locker Rooms

Originally built in 1980, the locker room was designed for a 72-member department and does not meet the requirements for our current strength of 81-members. The locking system on the current lockers are non-repairable because of age, and additionally, updated features including power outlets are needed to charge radios and flashlights. The existing lockers have problems with moisture due to their lack of a ventilation systems combined with current HVAC issues in the room. Both men's and women's bathrooms have non-repairable sinks and toilets as original parts are no longer available to make repairs. Shower stalls have rusted and are separating from supports and floor tiles are coming loose, creating safety and hygienic problems. The scope of work is as follows, but not limited to:

- Replace existing lockers with new lockers in both the men's and women's locker rooms. The ideal number of lockers is 88 men's and 12 women's lockers.
- Showers would include three men's and one women's shower.
- Rest room areas include two toilets, two urinals and two sinks on the men's room, and two toilets and one sink on the women's side.
- Lockers must include a 24inch/2ft deep with 3 ft. deep storage area underneath lockers as part of the new locker system.
- Lockers must include ventilation systems, power source and bench seating.
- New LED lighting, tiling, phone ports and radio speakers, Wi-Fi.

In order to accommodate these changes to the locker rooms, the men's locker room will need to be expanded into the existing exercise room. The contents of the current exercise room will need to be relocated into space to be made available in the current evidence storage room (see below). The scope of work is as follows, but not limited to:

- The new exercise room will need heat and air conditioning, power outlets, phone, radio speaker, Wi-Fi, new paint, new ceiling and re installation of rubber flooring and mirrors.
- Equipment will need to be relocated into the new exercise room location.

The current evidence storage room will be divided into two sections; one to house the new exercise equipment and one section to store bulk evidence. A secured divider will need to be constructed to separate the two spaces in the current evidence storage room. The scope of work is as follows, but not limited to:

- Utilities and finishes will be required in the new exercise space.
- The bulk evidence section of the room will need to be secured and a new storage system installed to optimize use of the space.

One additional change is needed to accommodate and relocate evidence storage from its existing location the bulk storage room. Boxes containing evidence will be relocated from the existing evidence storage room into a newly fit out room, currently identified as the room which contains the UPS. That boxed evidence will require acquisition and installation of a new secured filing system that allows for storage of existing items and future expansion. Consideration needs to be given to security of the UPS equipment.

Cell Block Doors

Replace eight cells doors with new glass doors. Relocate HVAC and Camera systems inside each cell.

- Insurance report recommends covering of bar doors
- Must relocate HVAC to each cell
- Must relocate Camera systems to each cell
- New LED lighting.

Indoor Range

Replace existing HVAC system to bring up to code and allow for removal of dangerous particles from discharging weapons.

- Air Handler System Failed
- HVAC system only flows at approximately 300CCM; current standards are higher for lead removal. HVAC system needs lead remediation and then replaced to meet current standards.

A HIGHLY RECOMMENDED Pre proposal meeting will be conducted for interested parties on Thursday April 5, 2018 at 10 am, at the Trumbull Police Department LOCATED at 158 EDISON ROAD, TRUMBULL, CT 06611. If you cannot make this date, please be advised, any additional site visits may not be accommodated.

TOWN OF TRUMBULL, CT
REQUEST FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS (RFQ/P)
RENOVATIONS TO TRUMBULL POLICE DEPARTMENT
158 EDISON ROAD, TRUMBULL, CT

RFQ/P Bid# 6281

DUE: APRIL 17, 2018 AT 2:00PM

GENERAL REQUIREMENTS

GENERAL

The Consultant must have the capability of generating computer-aided designs or drawings (CADD) which are compatible with a current AutoCAD operating system.

A. CONTRACT MANAGEMENT

These services include, without limitation, monitoring and tracking financial activities. The selected Consultant will prepare and recommend payment for request received from the contractor to the Department of Public Works Project Manager. Construction contractor payment disputes relating to the construction contract will be resolved by the Consultant with final approval from the Town. The selected Consultant shall be part of the Town's team negotiating for the Town in determining reasonable and mutually agreeable prices between the Town and the Construction Contractor for any additional work. (AIA change orders)

B. STATUS REPORTS

These services include, without limitation, reporting formally to the Town monthly. A project management report will be submitted which will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month. The Town will require all project schedules be prepared utilizing Microsoft Project™ Software (latest version) or a mutually agreed to alternate.

C. PROJECT COORDINATION

These services include, without limitation, coordinating the activities of the construction contractor, surveyors, inspectors, utility companies and others to ensure conformance with the project schedules. The selected Consultant will hold a pre-construction meeting two weeks prior to the start of construction. The selected Consultant will be required to prepare all written communication relative to the completion of the project, which will include help preparing the RFP for construction with the Purchasing Agent.

D. RECORD KEEPING

These services shall include, without limitation, submitting copies of all project correspondence to the Town. In addition, the selected Consultant will maintain a duplicate set of files. Upon completion of the contract, the selected Consultant will provide the Town, with all test reports, as built plans, inspections, field notes, measurements, material slips, and any other copies of material, pertinent data regarding the contract. These records shall be bound in chronological order and made available in electronic form, or as otherwise specified by the Town.

E. CONSTRUCTION ADMINISTRATION

1. The Managing Authority for this contract shall be the Director of the Department of Public Works or their authorized designee.
2. ** The selected firm will assign one (1) qualified individual, who will be the firm's contact person. This individual will be responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of each project assigned.

F. EVALUATION AND AWARD

Selection Criteria

- The Consultant's technological understanding of the Scope of Services as evidenced by the quality of the proposal submitted.
- The background and experience of the firm in providing the wide range of services requested. Qualifications and relevant experience of police building is a primary factor.
- The demonstrated effectiveness of the Consultant's proposed service delivery system to ensure quality service and timely completion of services.
- The background, education, qualifications and relevant experience of key personnel to be assigned to this contract, especially those of the day-to-day project manager.
- Appropriately licensed by the State of Connecticut.
- References attesting to the quality of services performed and/or demonstrated ability of the Consultant. Please be advised that the Town will contact references provided.
- Competitiveness of proposed fees and costs, although the Town is not bound to select the Consultant who proposes the lowest fees and costs. The Town reserves the right to negotiate fees with the selected Consultant.

Selection Procedures

- Proposals in response to this RFQ/P will be reviewed against the criteria listed above, and award of the contract shall be made in accordance with standard purchasing procedures.
- A Selection Team (Building Committee) will assist the Purchasing Agent in choosing the successful respondent to provide the requested services. Will use a scoring sheet.
- Respondents submitting the most responsive proposals may be invited to an interview with a Selection Committee on the date TBD.
- The Town intends to enter into a contract with the most responsive and responsible respondent whose proposal is determined to be in the best interest of the Town.
 - The Respondents will be evaluated by the Police Station Building Committee based upon the Respondents' qualifications and proposal, including compliance with the requirements set forth above herein. The award of the contract for the Project shall be made, if at all, to the Respondent whose evaluation by the recommendation of the Building Committee results in an award that the Town of Trumbull deems to be in its best interests. The Town of Trumbull reserves the right to reject any or all of the RFQ/P responses, or parts thereof, and/or to waive any informality in any of the responses or proposals resulting from this RFQ/P if such rejection or waiver is deemed in the best interest of the Town of Trumbull. Neither the Town of Trumbull, nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any proposal submitted in response to this RFQ/P

G. PROPOSALS

The Town is not liable for costs incurred in the preparation of the response to this RFQ/P or in connection with any presentation before a Selection Committee.

• ORGANIZATION AND CONTENT

1) Letter of Transmittal

A letter of transmittal addressed to **Mr. Kevin J. Bova, Purchasing Agent**, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFQ/P. The letter should also include a brief discussion of the respondent's background, experience, and ability to perform this contract in accordance with the Scope of Services. In addition, to be provided is a listing of clients for whom similar services were performed, and the nature of this project.

2) **Experience**

Please provide a detailed written summary of the firm's history, experience, and capability in providing the full range of architectural, engineering and construction management services in the State of Connecticut. Qualifications and relevant experience of police buildings, a minimum for five (5) references are to be provided with all contact information. The successful firm will have to have Qualifications and relevant experience of police buildings, and a minimum of five (5) references are to be provided with all contact information. The successful firm will have completed at least five (5) projects in the last ten (10) years, two (2) of which consist of police station facilities

3) **Staff Plan**

Identify key personnel whom the firm has designated to work on projects under this contract, their state certifications, their background and experience and their areas and levels of responsibility. Please provide the resumes of all key personnel architects and/or engineers as well as a copy of current professional licenses issued by the State of Connecticut.

4) **Management Plan**

Describe Consultant's management system and how it will function to ensure timely delivery of the completed Police Station Renovation(s)

5) **Letters of Reference**

Consultant must provide a minimum of five (5) letters of reference, in the proposal addressed to Mr. Kevin J Bova Purchasing Agent, and sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the Town to contact these references. Please request that all letters are sufficiently detailed to indicate the type of services performed and deliverables provided. References should be from recent recipients of the Consultant's services (within the past Five years).

6) **Samples Fees**

The Sample fee proposal must list the hourly rates for all principal architects, engineers, assistant architects and/or engineers, draftsman, technicians, inspectors, other key personnel and clerical workers to be assigned to this contract. Any additional reimbursable costs associated with the performance of these services must be clearly delineated in the sample fee proposal submitted. The Town reserves the right to negotiate rates with the selected Consultant on a project-by-project basis...

H. Term of Contract:

The time required to complete the Project and any related work

I. REQUIRED FORMS

As a condition of doing business with the Town, the successful respondent must be certified by the Town as an Equal Employment Opportunity Employer.

J. Travel Time:

Travel time to and from Trumbull for various meetings and/or site visits shall not be invoiced to the Town of Trumbull for the various assigned tasks. Any required potential travel time to other cities for meetings (i.e. Hartford, etc) shall be invoiced to Trumbull.

TOWN OF TRUMBULL, CT
REQUEST FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS (RFQ/P)
RENOVATIONS TO TRUMBULL POLICE DEPARTMENT
158 EDISON ROAD, TRUMBULL, CT

RFQ/P Bid# 6281

DUE: APRIL 17, 2018 AT 2:00PM

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). ALSO please submit qualifications, experience, staffing and other information regarding their ability to design Senior / Community Center in the Town of Trumbull (attach **additional pages as necessary**)

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): _____

PROPOSAL FORM

Project: Police renovations
Cell Block Doors
Locker rooms & Indoor range
TRUMBULL, CONNECTICUT

Proposed structure fees: You may include a fee calculation Basis for the determination of the architect's fee on separate sheet include the basis for the calculation of your fee for professional services and any reimbursable expenses to be sought.

It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. This proposal is submitted in full compliance with all Specifications and General Terms and Conditions

The quality of workmanship is guaranteed for a period of _____ year(s) from acceptance.

Not to exceed PO amount

Total amount for: Police Renovations consisting of Indoor Range, Cellblock Doors, & Locker Rooms

Total Proposed \$

(Written in Figures)

Total-Proposed:

(Written in words)

**** ALTERNATE**

ADD or DEDUCT- FOR CONSTRUCTION ADMINISTRATION

The selected firm will assign one (1) qualified individual, who will be the firm's contact person. This individual will be responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of each project assigned, Please circle either **ADD OR DEDUCT** cost for this service from the total proposed Price. The building Committee along with the town will decide to whether they will want this service.

\$ _____
(Written in Figures)

Company Name

By (Signature)

Address

Print Name

City -Town

Title

Date

Telephone/Fax

Email

Website

EXHIBIT A

TOWN OF TRUMBULL, CT
REQUEST FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS (RFQ/P)
RENOVATIONS TO TRUMBULL POLICE DEPARTMENT
158 EDISON ROAD, TRUMBULL, CT

FRQ/P 6281

DUE: APRIL 17, 2018 AT 2:00PM

SAMPLE FEE SCHEDULE
ARCHITECTURAL SERVICES

Only complete rates that apply

<u>SURVEY</u>	<u>POSITIONS</u>	<u>HOURLY RATE</u>
	PROJECT MANAGER	_____
	LICENSED LAND SURVEYOR	_____
	TWO-MAN SURVEY CREW	_____
	THREE-MAN SURVEY CREW	_____
<u>DESIGN</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	PRINCIPAL ARCHITECT	_____
	PRINCIPAL PROJECT MANAGER	_____
	PROJECT MANAGER	_____
	PROJECT ARCHITECT	_____
	PROJECT ENGINEERS	_____
	ASSISTANT ARCHITECTS	_____
	ASSISTANT ENGINEERS	_____
	TECHNICIAN	_____
	DRAFTSPERSON	_____
	CLERICAL	_____
<u>CONSTRUCTION</u>		
<u>ADMINISTRATION POSITION</u>		<u>HOURLY RATE</u>
	CONSTRUCTION MANAGER	_____
	ASSISTANT MANAGER	_____
	CHIEF INSPECTOR	_____
	INSPECTOR	_____
	DRAFTSPERSON	_____
	CLERICAL	_____
<u>CADD SERVICES*</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	CADD ENGINEERS	_____
	CADD OPERATOR/TECHNICIAN	_____
	CADD MANAGER	_____

*CADD services such as plotting, file storage, disk exchange, system interfacing will be handled as direct reimbursable costs. State "Not Applicable" (N/A) where services are not needed.

List additional categories the proposer feels necessary for the Town to completely judge the proposed. (Use additional sheets as necessary)

TOWN OF TRUMBULL, CT
REQUEST FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS (RFQ/P)
RENOVATIONS TO TRUMBULL POLICE DEPARTMENT
158 EDISON ROAD, TRUMBULL, CT

FRQ/P 6281

DUE: APRIL 17, 2018 AT 2:00PM

EQUAL EMPLOYMENT OPPORTUNITY:

The respondent/bidder is instructed to complete the following:

1. Does the company have a written policy statement regarding equal employment opportunity?
[] Yes [] No
(If yes, attach a copy)
2. In recruiting employees, are all sources of recruitment notified that all qualified applicants will receive equitable consideration?
[] Yes [] No

If yes, provide brief description of what methods were employed:

3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?

[] Yes [] No

4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

5. If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

6. Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?

[] Yes [] No

(If yes, attach a copy)

7. Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for
Employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to contract with the Town of Trumbull. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

Date _____ Signature of Agent _____ Title _____

Subscribed and sworn before me at _____,

County of _____, Connecticut,

This _____ day of _____, 20____.

Notary Public

My commission expires: _____
Date _____

TOWN OF TRUMBULL, CT
REQUEST FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS (RFQ/P)
RENOVATIONS TO TRUMBULL POLICE DEPARTMENT
158 EDISON ROAD, TRUMBULL, CT

FRQ/P 6281

DUE: APRIL 17, 2018 AT 2:00PM

STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____

Submitted to:

Name _____

Address _____

Telephone _____

Project Name and Description (if applicable)

Contractor's General Business Information

Check If:

Corporation Partnership Joint Venture Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

b. List of Executive Officers

Name Title

If Partnership:

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited Other (describe): _____

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

b. Name and Address of Owner or Owners

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes _____ No _____

If yes, show names and addresses of affiliated companies.

5. Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in construction operations.

6. Has your organization ever failed to complete any construction contract awarded to it?

Yes No

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes No

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes No

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: _____

By: _____

Title: _____

Dated: _____

TOWN OF TRUMBULL, CT
REQUEST FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS (RFQ/P)
RENOVATIONS TO TRUMBULL POLICE DEPARTMENT
158 EDISON ROAD, TRUMBULL, CT

FRQ/P 6281 DUE: APRIL 17, 2018 AT 2:00PM

NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS
(To be submitted with RFQ/P)

The undersigned Respondent, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. the statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
2. no Selectman or other employee or person whose salary is payable in whole or in part from the Town of Trumbull, nor any immediate family member thereof, is directly or indirectly interested in the Bid/RFP/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Trumbull to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this _____ day of _____, 20_____.
[Signature]

Legal Name of Respondent: _____

Business Name: _____
Business Address: _____

Signature and Title of Person

Notary Public

My Commission Expires _____

Notary Public

Date

END OF RFQ/P