

**TOWN OF TRUMBULL  
REQUEST FOR QUALIFICATIONS/  
PROPOSAL  
CLERK OF THE WORKS  
TRUMBULL POLICE FACILITY,  
TRUMBULL, CONNECTICUT**

Proposals Due Date: January 09, 2019 at 2pm



BID# 6317

**TOWN OF TRUMBULL  
TRUMBULL POLICE DEPARTMENT  
REQUEST FOR QUALIFICATIONS/PROPOSAL  
FOR CLERK OF THE WORKS /OWNERS REP**

**RFQ/P: # 6317     DUE: January 09, 2019 AT 2:00PM**

The Town of Trumbull is requesting qualification statements leading to proposals for Clerk of the works/Owners Rep for the renovation construction of the Town of Trumbull Police Department. All qualification statements must be submitted in accordance with Town requirements, as set forth in the Request for Qualifications /Proposal documents, which are available in the Office of the Purchasing Agent, 5866 Main Street, Trumbull, CT 06611 and online at the Town's website, [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under Purchasing Department Bid Invitations.

**Intent**

The intent of this request for qualifications/proposals is to engage a firm or individual to act as Clerk of the Works/Owners rep for a construction project that will be done at the Trumbull Police department in Trumbull CT 06611 for the Town of Trumbull

**Introduction**

The Town of Trumbull, Connecticut, through its Purchasing Department on behalf the Police Station Building Committee (PSBC), is requesting proposals for Clerk of the Works (Clerk) Services relating to the construction of the renovations at Trumbull Police facility including alterations to their indoor range, replacement of jail cell fronts, & new locker rooms located at Trumbull PD, 158 Edison Road, Trumbull, CT 06611. A general contractor will be selected, and the construction contract value is approximately \$1.9 million.

**The Project**

This project will entail renovations to the existing Police Facility encompassing locker rooms, indoor range (abatement and HVAC) & cell block (doors and plumbing) - significant interior improvements to the entire bottom floor at the Police Facility. Project start date is anticipated to be late January/early February 2019 and anticipated completion is October 2019. More information about the project, including a set of project plans and specifications can be downloaded from THE TOWN WEBSITE [www.trumbull-ct.gov](http://www.trumbull-ct.gov) . FOR DRAWINGS/SPECIFICATIONS.

**Issuing Office**

This RFQ/P is being issued by the Town of Trumbull, on behalf of the Police Station Building Committee (PSBC), hereinafter referred to as the "Town."

## **Inquiries**

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](mailto:kbova@trumbull-ct.gov) up to the close of business (5 pm) on January 03, 2019. 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, by email, or through the Town's addendum process as appropriate to all proposers.

All technical inquiries regarding this RFP must be in writing and must be addressed to:

Brian W. Humes [bhumes@jharchitects.net](mailto:bhumes@jharchitects.net)

Contracted Architect

Brian W. Humes, AIA, LEED AP

Jacunski Humes Architects, LLC

15 Massirio Drive, Suite 101

Berlin, CT 06037

Tel. 860-828-9221

Fax 860-828-9223

E-Mail [bhumes@jharchitects.net](mailto:bhumes@jharchitects.net)

The deadline for submitting questions related to this is listed above.

## **Incurring Cost**

The Town will not be held responsible for any costs incurred by the proposer for work performed in preparation and production of a proposal or for any work performed prior to the issuance of a contract.

## **Rejection/Acceptance of Proposals**

The Town reserves the right to refuse, for any reason deemed to be in the Town's best interest, any and/or all proposals submitted under this RFP.

This RFQ/P is not an offer to contract. Acceptance of a proposal neither commits the Town to award a contract with any firm, even if all requirements in this RFQ/P are met, nor limits its right to negotiate in the best interest of the Town. The Town reserves the right to contract with any firm.

Addenda to RFQ/P

Amendments to this RFQ/P may be necessary prior to the closing date and will be furnished to all prospective proposers via the town website at: <http://www.trumbull-ct.gov/> under Purchasing Department. Failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.

### **Submission of Proposals**

#### **A. PREPARATION OF QUALIFICATION AND EXPERIENCE**

1. One (1) ORIGINAL and seven (7) 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 # 6317 Clerk of the works/ owners rep for Trumbull 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 and that 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.

Subsequently, a short list of participating proposers will be selected by the Police Station Building Committee. One or more candidates may be invited to make a presentation to the committee at a time to be determined. The Committee may elect to make an award solely based on the RFQ/P responses and not conduct oral interviews.

Corrections and Modifications: A proposer may correct, modify, or withdraw a proposal by sealed written notice, clearly marked as a correction, modification, or withdrawal, and received by the Town Purchasing Agent prior to the time and date set forth for proposal submission.

As part of their response to this Request for Proposals respondents shall:

1. List past projects and references, which the proposer feels provide relevant experience and qualifications for this project. The proposer may list other qualifications, licenses, or certifications as appropriate.

2. List anticipated hours/week that the proposer would expect to spend onsite (should include hours for each major phase of the project).
3. List proposed hourly fees based on the scope above and the duration of the project listed herein. Hourly fees should be expressed as a firm fixed price assuming an eight (8) month project, with reimbursable items listed if not included in the fixed fee.
4. Note qualifications such as insurance requirements.

#### **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.

#### **Proprietary Information**

The Town will post submissions (name address, phone and email, not proposed fees) to this RFQ/P on the Town of Trumbull website to help ensure that our contract award decisions are completely visible to the town. Do not place information in submissions that the proposer does not wish to make public.

By submission of a proposal, the proposer certifies that in connection with its procurement, the financial data in this offer has been arrived at independently, without consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other proposer or competitor.

The cost quoted in response to this RFP must be valid for a minimum period of ninety (90) days.

#### **Independent Contractor Relationship**

The selected Clerk /Owner's Rep shall work as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications and other approvals and insurance that may be required by the Town of Trumbull, State of Connecticut, or any Federal Agency. Failure to comply with any of these items would be immediate grounds for contract termination.

**Prime Contractor Responsibility**

Proposers submitting proposals to this RFQ/P may not utilize the service of subcontractors without the prior written approval of the Town.

**Termination for Default or for the Convenience of the Town**

Performance under any contract resulting from this RFQ/P may be terminated by the Town whenever the Clerk of the Works /Owner's Rep shall default in the performance of his/her contract and shall default within the period specified by the issuing officer in a notice specifying default; or the issuing officer shall determine that termination is in the best interest of the Town.

Termination will be effected by delivery to the contractor of a notice to terminate, stating the date upon which the termination becomes effective.

In the event of termination of this agreement as a result of a breach by the Clerk of the Works/Owner's Rep shall hereunder, the Town shall not be liable for any fees and may, at its sole option, award an agreement of the same services to another qualified firm with the best proposal or call for new proposals and award the agreement thereunder. The Clerk of the Works Owner's Rep shall be responsible for direct and consequential damages as a result of its breach, including but not limited to, extra costs required under the new agreement of similar services.

**Ambiguity in the Request for Proposals (RFQ/P)**

Prior to submitting the proposal, the proposer is responsible to bring to the Town's attention any ambiguity in this RFP. Failure to do so shall result in the proposer forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent vendor.

In the event of any ambiguity between the Town's RFP and the proposer's proposal, then whatever shall be more favorable to the Town as determined in the sole discretion of the Town of Trumbull Purchasing Authority shall prevail and take precedence.

**Ownership Information**

The Town shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the proposer under any contract resulting from this RFQ/P.

In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the Town and may not be copied or removed by any employee of the proposer without written permission of the Town.

## **Contract Agreement**

The selected proposer will be required to agree to and sign a Standard formal written contract agreement between the Town Trumbull and the Proposer selected by the Town.

## **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.

## **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.

## **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.

## **ADDENDUMS**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. [www.trumbull-ct.gov](http://www.trumbull-ct.gov).

## **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.

## **BACKGROUND CHECKS:**

All personnel, trade contractors & subcontractors are all subject to background checks per Assistant chief of police Glenn Byrnes. All will need to complete a background check waiver, which PD will provide.

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## **Minimum Qualifications**

Proposers must meet the following minimum requirements:

1. Ability to constructively participate in dispute resolution.
2. Ability to provide impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities.
3. Ability to read and understand construction drawings, specifications, and contracts.
4. Ability to understand the results of material testing and sampling.
5. Ability to understand warranties and conditions which invalidate those warranties.
6. Basic writing and computer skills.
7. Broad general understanding of current construction practices, methods, and materials.
8. Broad knowledge of building codes. Ability to successfully research specific building code questions.
9. Excellent communications skills.
10. Familiarity with environmental laws and site concerns related to this project.
11. Familiarity with proper procedures for handling, storing and abatement of hazardous materials.
12. General knowledge of major building systems and their operation and maintenance.
13. Knowledge of construction site administration.
14. Knowledge of techniques for construction scheduling.
15. Thorough knowledge of construction financing and accounting.
16. Thorough knowledge of construction site safety requirements.



17. Thorough knowledge of the roles and interactions of the members of the building team.

### **Scope of Services**

Work to be conducted by the selected proposer will include representing the interests of the Town of Trumbull in regards to ensuring that the quality of both materials and workmanship are in accordance with the design information such as specification and engineering drawings, in addition to recognized quality standards. The selected Clerk will be responsible for working in cooperation with Town Officials, and the PSBC, the Town's contracted Architect -[Brian W. Humes, AIA, LEED AP](#)

and Engineers, and others, to administer the construction of the facility

The Town will be responsible to provide workspace (temporary or adequate space within the Police station) for the Clerk, including power, heat, phone, and data. It is anticipated that the scope of services listed below require a part-time Clerk (**less than 40 hours per week**). **Exact number of hours and amount of on-site participation will be determined at a later date based upon negotiations with the Proposer and the Town of Trumbull. The team is thinking 20 -30 hours a week but not every week a specific number of hours are not guarantee.**

The Clerk shall be expected to perform all professional services consistent with the industry-accepted roles of a Clerk of the Works. In general they shall include, but shall not necessarily be limited to:

- Attending meetings with the PSBC, General Contractor, and/or Architect as necessary, throughout the construction processes, including presentations as needed.
- Develop a thorough familiarity with the purpose of the facility to be constructed, with the Town's requirements, with the design and with the contract documents.
- Maintain continuous communications with the Town (PSBC Chairman or other designated official), and the Town's contracted Architectural firm and General Contractor, as well as various sub-contractors or consultants, as necessary.
- Coordinate between the General Contractor and the Town those activities that may disrupt Police operations or construction activities.

- Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and in accordance with the General Contractor's proposed construction schedule.
- Review all change orders and make a recommendation to the PSBC
- Maintain records at the construction site in an orderly manner as directed by the Town. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, lien releases, and any other applicable documentation. Maintain separate files of approved and disapproved change orders.
- Maintain a log of all on as needed bases activities including daily progress, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed, either through personal observations or as reported by the construction manager in its daily logs and daily reports.
- Meet and accompany any inspectors from local, state or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the Town and the PSBC. Monitor any and all corrective actions.
- Review field reports from architects and engineers. Monitor any and all corrective actions.
- Observe material delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that the materials are in good condition and free of defects.
- Monitor the proper storage of materials, including any off-site storage. Report problems to the Assistant Chief of Police Glen Byrnes & Notify the Town if, in the Clerk's opinion, any materials should be replaced due to improper storage.
- Immediately notify the Assistant Chief of Police Glen Byrnes and the Architect of any work which, in the opinion of the Clerk, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements etc. as appropriate.
- Immediately report to the Town, Assistant Chief of Police Glen Byrnes and Architect, any conditions that may result in a delay of completion of work.

- Assist the design / construction team in the development of a punch list. Monitor the status of the punch list and inform the PSBC of the status of the punch list on a regular basis.
- Monitor and inspect the installation of Police furnished equipment or material.
- Participate in final inspection, close-out, and systems start-up.
- Assist in the coordination of access to various parts of the facility, or site, by the builders and by the occupants.
- Carefully coordinate and monitor any occupation of the facility by the Assistant Chief of Police Glen Byrnes prior to final completion of work. Be especially alert to any conditions which may lead to claims for damage.
- Receive and inventory keys, special tools, filters, spare parts, and similar items for transfer to the Town's staff.
- Receive and review with Assistant Chief of Police Glen Byrnes all requests for payment from the General Contractor. Will need to approved by the PSBC.
- Receive and review as-built drawings for transfer to the Town.
- Receive, review and maintain technical manuals, operator's manuals, manufacturer's instructions and similar documents for transfer to the Town's purchasing department.
- Provide a weekly report to the Town, Assistant Chief of Police Glen Byrnes (PSBC) outlining construction progress, needed decisions, pending change orders, current activities, construction photos, and daily logs.

### **Basis for the Award**

Proposals will be evaluated by the PSBC. Proposals will be evaluated on a predetermined set of criteria including, but not limited to, general qualifications and experience of the proposer, fee proposal, references and whatever other information is provided by the proposer to assist the PSBC in making a selection decision.

During the evaluation process, the Selection Committee may, at its discretion, request anyone or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any questions the Selection Committee may

have on a vendor's proposal. Not all vendors may be asked to make such oral presentations.

The Town reserves the right to reject any or all proposals submitted, to request additional information from any proposer, and to negotiate with any of the proposers regarding the terms of the engagement. The Town intends to select the vendor that, in its opinion, best meets the Town's needs, not necessarily the vendor that proposes the lowest fees.

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**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  
**EXHIBIT A**

**SAMPLE FEE SCHEDULE**

**Clerk of the works /Owners Rep**

**Only complete rates that apply you may submit Exhibit A if more hourly rate applies**

<b><u>General</u></b>	<b><u>POSITION</u></b>	<b><u>HOURLY RATE</u></b>
	PRINCIPAL PROJECT MANAGER	_____
	PROJECT MANAGER	_____
	TECHNICIAN	_____
	CLERICAL	_____

**CONSTRUCTION**

<b><u>ADMINISTRATION</u></b>	<b><u>POSITION</u></b>	<b><u>HOURLY RATE</u></b>
	CONSTRUCTION MANAGER	_____
	ASSISTANT MANAGER	_____
	CHIEF INSPECTOR	_____
	INSPECTOR	_____

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

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Company Name

---

By (Signature)

---

Address

---

Print Name

---

City -Town

---

Title

---

Date

---

Telephone/Fax

---

Email

---

Website

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**REFERENCES -QUALIFICATIONS**

***(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): \_\_\_\_\_

**STATEMENT OF QUALIFICATIONS** (To be submitted with proposal)

**Submitted by:**

Name of Organization

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Name of Individual

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Title

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Address

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---

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

**General Business Information**

Check If: \_\_\_\_ Corporation    \_\_\_\_ Partnership    \_\_\_\_ Joint Venture    \_\_\_\_ Sole  
Proprietorship

If Corporation:

a. Date and State of Incorporation

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b. List of Officers



Name Title

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If Partnership

a. Date and State of Organization

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b. Names of Current General Partners

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c. Type of Partnership

General Publicly Traded

Limited other (describe\_\_\_\_\_)

If Joint Venture:

a. Date and State of Organization

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

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If Sole Proprietorship:

a. Date and State of Organization

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b. Name and Address of Owner or Owners

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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.

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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.

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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: \_\_\_\_\_

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## EXPERIENCE

**Schedule A: Prior Experience (Add Additional Pages as Needed)**

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Scheduled Completion

**Schedule B: Current Experience (Add Additional Pages as Needed)**

<b>Project</b>	<b>Owner</b>	<b>Design Professional</b>	<b>Contract Price</b>	<b>Amount Completed</b>	<b>Date of Scheduled Completion</b>

**Schedule C: Key Personnel (Add Additional Pages as Needed)**

<b>Name</b>	<b>Position</b>	<b>Date of Hire</b>	<b>Date Started in Construction</b>	<b>Prior Positions &amp; Construction Experience</b>

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**NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS**

*(To be submitted with RFQ)*

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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/RFQ/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\_\_\_\_\_.

Legal Name of Respondent: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

\_\_\_\_\_

***Signature*** and Title of Person

\_\_\_\_\_ My Commission Expires \_\_\_\_\_  
Notary Public Date

**END OF RFQ/P**