

**CITY OF MIDDLETOWN-PURCHASING OFFICE ROOM 112
MUNICIPAL BUILDING
245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457
(860) 638-4895**



CITY OF MIDDLETOWN

REQUEST FOR QUALIFICATION STATEMENT

#2013-013

**CONSTRUCTION ADMINISTRATION, INSPECTION, AND TESTING
SERVICES FOR THE CONSTRUCTION OF AN INTERMUNICIPAL
PUMP STATION AND FORCE MAIN**

QUALIFICATIONS DUE BY: Tuesday, August 6, 2013 3:00 P.M.

QUESTIONS: Contact the Purchasing Office at (860) 638-4895

**Carl R. Erlacher
Director of Finance and Revenue Services**

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**REQUEST FOR QUALIFICATION STATEMENT
CITY OF MIDDLETOWN, CONNECTICUT**

The City of Middletown (the "City") is requesting proposals for Construction Administrator, Inspection, and Testing Services (the "Services") to be provided in conjunction with the City's construction of a 26 MGD inter-municipal pump station and force main for the "Project". The "Project" was designed by CDR Maguire (the "Engineer") and will receive grant and loan funding from the Connecticut Department of Energy and Environmental Protection (CT DEEP). The City will be looking for a Professional Consulting Engineering firm to serve as Construction Administrator, and having requisite qualifications and specific experience in the successful completion of this type of construction.

Qualification Statements, addressed to the Supervisor of Purchases, City of Middletown, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, CT 06457, will be accepted until **Tuesday, August 6, 2013 at 3:00 P.M.** for the following project:

RFQ #2013-013

**CONSTRUCTION ADMINISTRATION, INSPECTION, AND TESTING
SERVICES FOR THE CONSTRUCTION OF AN INTERMUNICIPAL
PUMP STATION AND FORCE MAIN**

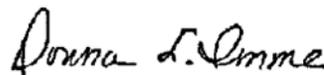
Qualification may be obtained at the Purchasing Office, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, CT., Monday - Friday, between the hours of 8:30 a.m. and 4:30 p.m. **for a fee of \$.50 per page.** It is **preferred** that they are downloaded **free of charge on the City of Middletown web site: www.MiddletownCT.gov.** All questions concerning this bid should be directed in writing to the Purchasing Department via fax at 860-638-1995 or email at purchase@MiddletownCT.gov.

Personnel in responsible charge of this project shall be registered in the State of Connecticut. All qualification statements must be received by Supervisor of Purchases, Room 112, City of Middletown, 245 DeKoven Dr., Middletown CT 06457, no later than the date and time specified. Responses received after this date **will not** be considered.

Qualification Statements are subject to and must comply with the equal opportunity and nondiscriminatory provisions set forth in the Affirmative Action Plan of the City of Middletown.

The City of Middletown reserves the right to waive any defect in any qualification statement and reserves the right to reject any or all qualification statements or any part thereof. Qualification Statements, amendments to or withdrawals of qualification statements received after the time set for the receipt of proposals will not be considered.

Dated: **07/10/2013**
Middletown, Connecticut



Donna L. Imme, CPPB
Supervisor of Purchases

RFQ #2013-013
CONSTRUCTION ADMINISTRATION, INSPECTION, AND TESTING
SERVICES FOR THE CONSTRUCTION OF AN INTERMUNICIPAL
PUMP STATION AND FORCE MAIN

SCOPE OF SERVICE -- PROJECT DESCRIPTION

The objective of this RFP is for the City to select a responsible Proposer to provide professional construction administration and select professional engineering services as further outlined in the contract documents to be prepared. The services requested by the City are technical and professional services. Accordingly, the successful Proposer will be selected according to QBS as determined by the Mattabassett Building Committee in accordance with the criteria outlined in this RFP.

The composition of the Proposer's team or team configuration shall be clearly defined and stated with the proposal. The past experience and qualifications of the team shall be detailed in the proposal. The City strives for the best and most qualified proposer and encourages the use of local contractors.

The firm will be evaluated and selected based on Qualified Based Selection (QBS) selection process as defined by TR-16, technical competence, the capacity and capability to perform the work within the time allotted, past record of performance and experience in construction projects of similar size, appropriately weighted in descending order of importance. Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

MINIMUM QUALIFICATIONS

The City of Middletown is preparing for the construction of a 26 MGD Inter-municipal Pump Station and approximately 3.5 miles of tandem 24" fusible and bell/spigot PVC force main. Pump Station headworks to include course/fine screens, grit collection and removal, flow metering, back-up generation, odor control, segmented wet well, SCADA, and SCADA integration with the City's collection/pumping network.

Proposers must demonstrate that they have provided similar Construction Administration and Inspection services for similar projects.

- The proposed key personnel for the Construction Administrator role of the Proposer must be a registered professional engineer in the State of Connecticut and have provided Construction Administration services for two (2) similar projects.
- The proposed Resident Project Representative (RPR) for the Proposer must have provided RPR services for two (2) similar projects with extensive experience in sanitary sewer transmission and pumping systems, and extensive civil/structural experience.
- The Proposer may submit more than one person for each of these positions.

REQUIREMENTS OF THE CONSTRUCTION MANAGER

The following shall be included in the Scope of Work based on anticipated construction completion:

- A. **Constructability Review:** Perform a review of the contract documents, prior to execution, to provide recommendations on contract modifications to minimize change orders and promote quality, cost effectiveness and schedule compliance. Provide written summary of recommendations to the Owner within three (3) weeks of receipt of the Bid documents and attend one (1) meeting with the Owner and the Engineer to review recommendations.
- B. **Resident Project Representation Services:** Provide a Resident Project Representative (RPR), who will work from the field office trailer provided by the Contractor at the project site. For this project, provide one (1) full time RPR for duration of project: 40 hrs/wk for the full 24 months to Substantial Completion and 40 hrs/wk for the remaining 2 months to final completion. RPR shall observe the progress and quality of the work and be responsible for oversight of the Contractor and inspection of the work to ensure conformance with the Contract Documents. RPR shall witness and document all equipment start-up, performance testing, and reliability demonstration and shall alert Engineer in advance of testing and startup activity dates. RPR shall review the Contractor's work and reject and/or request correction of any work which will not produce a completed project that conforms to the Contract Documents. RPR shall verify daily equipment and personal on site and shall verify all time and materials quantities. RPR shall document daily weather conditions and precipitation. RPR shall document activities in Daily Field Reports which will be transmitted to the Owner and Engineer. Maintain orderly files of all job related correspondence and documents on site.
- C. **Supplemental RPR Services:** In addition to the primary RPR, provide 1,000 hours of supplemental RPR services as required for oversight of the Contractor and inspection of the work during critical construction activities.
- D. **Electrical Project Representative:** In addition to the primary and supplemental RPR, provide 1,000 hours of specialized oversight for the project by an Electrical Project Representative experienced in the inspection of electrical work, instrumentation, and controls.
- E. **Process Control System (PCS) Effort:** Actively collaborate with the Engineer to enforce and witness the specified sequence of PCS testing requirements; become familiar with the specified testing requirements and procedures; actively monitoring the contractor and notifying the contractor of the specified sequence of PCS testing requirements in advance of non-compliance; proactively inspect and follow-up on instrumentation & control (I&C) related issues, request, collect and deliver requests identified by the Engineer; collaborate closely with the Engineer's I&C group via mobile phone and email; and witness all intermediate and final point-to-point testing performed by the contractor.
- F. **Project Close-Out:** Develop and maintain the Punch List of work items remaining in accordance with the Contract Documents. Conduct Substantial Completion and Final Completion walkthroughs with the Engineer and Owner present and make a recommendation to the Engineer regarding acceptability of the work for Substantial and Final Completion. Review resolution of Punch List Items. Review and certify final Payment Application.

The City of Middletown is required to adhere to the "TR-16 Guides for the Design of Wastewater Treatment

Works". Additional requirements are attached to, or referenced, within the RFP requiring adherence to all Federal, State, and local Regulations.

ADDITIONAL INFORMATION

1. EXECUTION OF CONTRACT:

The City of Middletown will review qualification statements and interview Construction Administration firms within thirty (30) working days from receipt. Services shall commence upon the award of this contract.

2. EVALUATION AND SELECTION:

The City of Middletown's Mattabassett Building Committee shall establish a consultant selection committee consisting of 5 members.

The committee shall review all qualification statements received and short list the number the most qualified firms as determined by the committee. Selected firms shall then be notified in writing. The committee shall then interview and rate the firms.

Firms selected to interview shall prepare an oral presentation. The presentation shall address the following:

- a. Discuss the firm's technical approach to provide the required services.
- b. Discuss the firm's qualifications and experience to provide the services as specified
- c. The Purchasing Department will schedule the time and location of the interview
- d. Respondents who are not invited to participate in this interview process shall be notified in writing

The short-listed firms shall also be required to provide a fee proposal to complete the project. Additional information will be provided to the short-listed firms to better assess the work to be completed based on current conditions of the project and their ability to meet the current schedule for completion as well as their commitment to the City of Middletown prior to the interview.

All finalists will be notified in writing of the final consultant selection following City approval of the building committee's selection.

3. QUESTIONS:

No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify any of the provisions of this request. Every request for an interpretation shall be made in **writing**, addressed and forwarded to the **Supervisor of Purchases, Municipal Building, 245 DeKoven Drive, Middletown, CT 06457**. Questions may be sent via email www.middletownct.gov or facsimile to (860) 638-1995.

To receive consideration, such questions shall be submitted in writing no later than **Friday, July 26, 2013 by noon**.

The Supervisor of Purchases will arrange as addenda, which shall become a part of the contract, all questions received as above provided and the decision regarding each. At least five (5) days prior to the receipt of qualifications, a copy of these addenda will be posted to our city website at www.middletonct.gov. **It is the responsibility of each respondent to check the city's website to download and acknowledge said addenda.**

Non-receipt of said addenda shall not excuse compliance with said addenda. **It is the responsibility of each respondent to determine whether any addenda have been issued and if so whether he/she has received a copy of each.**

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

4. RECEIPT OF QUALIFICATION STATEMENTS:

Pursuant to the "Invitation to Submit Qualifications", Qualification Statements for providing services will be received by the Purchasing Office, Room 112, at the time and date set forth therein with the award to be made as soon as practicable thereafter. Qualification Statements received prior to the date set for receipt will be securely kept. Qualification Statements received by the time set for receipt will be opened and recorded by the Supervisor of Purchases at the exact time set for receipt irrespective of any irregularities therein. Respondents and or their representative and any interested public may be present.

Qualification Statements must be submitted upon the blank forms incorporated herein; must be signed and acknowledged by the respondent where indicated; submitted in an envelope using the bid return label included.

5. QUALIFICATIONS REQUIRED:

Personnel in responsible charge of this project shall be a construction administration firm registered to conduct business in the State of Connecticut.

SUBMISSION OF QUALIFICATION STATEMENTS

1. COPIES REQUIRED:

The Firm shall be required to submit fifteen (15) original copies of their qualifications for these services to the Office of the Supervisor of Purchases by the time and date specified.

Fees shall be expected by the short -listed firms during the final interview process.

2. QUALIFICATION STATEMENT

The Firm shall be required to submit the following information with their qualification statement, **assembled in the order presented and limited to the following:**

- A. Letter of Interest from each firm. The Letter of Interest shall indicate the firms' interest in the project, their capability and willingness to provide Construction Administration Services for the remainder of the project to the City of Middletown. In addition the contractor must identify the project team that will be dedicated to this project, include a brief history of the firm. Additional items to be submitted as a part of this proposal shall include the following:
 - 1. Firms shall provide appropriate credentials and documentation to establish their legal status in the State of Connecticut. Out of State Corporations, sole proprietorships and partnerships MUST have a fully staffed operation office located in the State of Connecticut and shall include their current "Certificate of Legal Existence in the State of Connecticut", as well as their "Certificate of Good Standing" from their home State. No supplemental data is to be attached to the above.
- B. Qualifications summary to be submitted on AIA Document #305 tailored to this project. No supplemental data is to be attached to the above.
- C. Resumes of key personnel assigned to the project, specify who the principal, site superintendent and project manager are, a staff assignment task chart detailing staff assignment by task and qualifications and what percent of their full-time equivalency will be assigned to this project, a detailed statement describing the firm's commitment to the project in terms of process, procedures and team organization, and the firm's understanding of the requirements of the project.
- D. Submit a detailed statement of the Firm's related experience to include projects of similar scope and size and a list of references inclusive of contact name and phone number for completed projects of similar scope/size.

A brief statement detailing whether your firm is currently in litigation or has been involved in litigation in the past five(5) years. If there is litigation history, please explain the circumstances and the outcome.

Provide a statement that the firm's partners do not have a business relationship and that no conflict of interest exists with any member of the building committee or City official. The

relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.

- E. Affirmative Action Statement.
- F. Respondents are requested to limit the information contained in their proposals to only that information as above requested and in the order requested. Firms submitting proposals containing superfluous information **will not be considered.**

METHOD OF SELECTION FOR CRITERIA FOR AWARD

The following factors will be considered by the City of Middletown, in evaluating the qualification statements submitted for award. The factors to be evaluated will not necessarily be evaluated in the order in which they are presented but will be appropriately weighted in descending order of importance.

- The technical competence of the firm;
- The firm's experience on similar projects;
- The firm's qualifications and experience of key personnel;
- Reputation of the firm based on references;
- Technical Approach - the firm's responsiveness to meet or exceed the specifications;
- Schedule application/validity - the firm's current workload and ability to provide the services within the time allotted;
- Qualifications of the principal project manager assigned to the project and his/her compliance to the licensing or certification requirements described herein;
- The firm's knowledge of federal, state and city procedures.

CERTIFICATION OF PROPOSER'S QUALIFICATIONS

All applicable questions must be answered and included with the RFP. The data given must be clear and comprehensive. A copy of the Proposer's required applicable license **shall** be attached to this form.

1. Name of Contract: Construction Administration, Inspection, and Testing Services for the Construction of an Intermunicipal Pump Station and Force Main
2. Contract No.: RFP#
3. Name of Proposers: _____
4. Business Address: _____
5. When organized: _____
6. Where incorporated: _____
7. Foreign Business No.: _____
8. How many years has the Proposer been engaged in this business under your present firm?

9. Have you ever refused to sign a contract at your original RFP/Bid?
Yes _____ No _____
10. Have you ever defaulted on a contract? Yes _____ No _____
11. Will you, upon request, furnish any other pertinent information that the Mattabassett Building Committee may require? Yes _____ No _____
12. Does your business maintain a regular place of business in the State of Connecticut (Resident) or would your business be considered Non-Resident _____?
13. Has the proposer or firm ever been disbarred, suspended or otherwise prohibited from doing work with the federal government. Yes _____ No _____
(If yes, explain _____)

With the submission of this certification, the Proposer thereto certifies that the information supplied, is to the best of your knowledge, accurate and correct.

Dated this _____ day of _____, 2013.

(Name of Proposer)

By: _____

Title: _____

PROPOSER CERTIFICATION

The Proposal must include the following certification:

The above statements are certified to be true and accurate and we have the equipment, labor, supervision and financial capacity to perform this Contract.

Dated at _____ this _____ day of _____, 2013.

By: _____

(Title of Person Signature)

(Name of Organization)

State of _____

County of _____, ss.

_____ being duly sworn, states he/she is _____

of _____ and that the answers to the foregoing questions

and all statements therein contained are true and correct.

Sworn to before me this _____ day of _____, 20__.

Notary Public

(My Commission Expires:)

(NOTARY SEAL)

GENERAL TERMS AND CONDITIONS

Any prospective respondents must be willing to adhere to the following conditions and must positively state their compliance to them in the request for qualifications.

1. Acceptance or Rejection by the City of Middletown - The City of Middletown reserves the right to accept and or reject any or all qualification statements submitted for consideration to serve the best interests of the City of Middletown. Offerors whose qualification statements are not accepted shall be notified in writing.
2. Ownership of Documents - All qualification statements submitted in response to this RFQ are to be the sole property of the City of Middletown and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. Ownership of Subsequent Products - Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the City of Middletown unless stated otherwise in the RFQ or contract.
4. Timing and Sequence - Timing and sequence of events resulting from this RFQ will ultimately be determined by the City of Middletown.
5. Oral Agreements - Any alleged oral agreement or arrangement made by a consultant with any agency or employee will be superseded by the written agreement.
6. Amending or Canceling Requests - The City of Middletown deserves the right to amend or cancel this RFQ, prior to the due date and time, if it is in the best interest of the City to do so.
7. Rejection for Default or Misrepresentation - The City of Middletown reserves the right to reject the proposal of the consultant which is in default of any prior contract of for misrepresentation.
8. City's Clerical Errors in Awards - The City of Middletown reserves the right to correct inaccurate awards resulting from its clerical errors.
9. Rejection of Qualified Qualification Statements - Qualification statement are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
10. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.
11. Contract Requirements - A formal Town/Consultant Agreement will be entered into with the consultant selected. The contents of the proposal submitted by the successful respondent and the RFQ will become part of any contract award.
12. Rights Reserved to the City of Middletown - The City of Middletown reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City will be served.
13. Withdrawal of Qualification Statements - Negligence on the part of the respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.

14. Assigning, Transferring of Agreement - The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.
15. Cost of Preparing Qualification Statements - The City shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statement shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
16. Definition of Terms - For the purpose of this proposal whenever the word "respondent" appears it shall refer to "consultant" and whenever the word "consultant" appears it shall refer to "respondent".
17. Affirmative Action - Demonstration of commitment to Affirmative Action by full compliance with the regulations of the Commission of Human Rights and Opportunities (CHRO).
18. Access To Audit Records Clause - The Proposer will maintain records of all actions, and accurate books of account for all funds received and disbursed, with full documentation to substantiate the transactions pertinent to the performance under this agreement. These records will be available for audit purposes to the City of Middletown and State as necessary. At any time during normal business hours and

as often as deemed necessary, all records as necessary for audit purposes, shall be made available to the City of Middletown and State for examination as related to this project.

19. Federal Requirements Clause – Srf State Insert - All Proposers submitting proposal packages shall comply with federal laws and regulations as outlined in: Attachment #1: Requirements and Contract Provisions for the Project Financed through the

20. Responsibility For Complete Project - It is the responsibility of the Proposer to perform the work under this contract. If mention has been omitted in the Contract Documents of any items of work or materials usually furnished or necessary for the completion or proper functioning of the equipment, it shall be included by the Proposer without extra payment.
21. Implied Requirements - Any product or service that is not specifically addressed in the RFP, but which is necessary to provide functional capabilities proposed by the proposer, must be included in the proposal.
22. Annulment Of Contract - Should the Proposer fail to fully satisfy the City of Middletown, or to comply with orders of the City, or to perform anew such work that has been rejected as defective and unsuitable, or if the Proposer shall become insolvent or be declared bankrupt or shall make an assignment for the benefit of creditors or from any other cause shall not

carry on the work in an acceptable manner, the City of Middletown shall have the right to annul its contract and all departmental contracts at the City's convenience.

23. Approximate Quantities - The Proposer's attention is called to the fact that the quantities given are estimated quantities and are intended as a guide to the Proposer but in no way bind or limit the City to the actual amount of work to be performed or the quantity of material to be furnished. Any estimates of quantities herein furnished by the City are approximate only and have been used by the City as a basis for estimating the cost of the work and will also be used for the purpose of tabulating and comparing the proposal and awarding the contract. The City has endeavored to estimate these quantities correctly according to their knowledge and the information as shown; but, it is not guaranteed that these estimated quantities are accurate and if the Proposer, in making up/or submitting his proposal or proposal relies upon the accuracy of said estimated quantities, does do at his own risk. Payment will be made to the Proposer for hourly services actually expended during each billing period.

24. Personal Liability Of Public Officials - In carrying out any of the provisions of this contract or in exercising any power of authority granted herein, there shall be no personal liability upon the City or its authorized assistant, it being understood that in such matters he acts as the agent or representative of the City.

25. Subletting Of Contract - The Proposer shall not sublet, sell or assign all or any portion of the contract, or the work provided therein, without the consent of the City. When consent is given, subletting or assigning more than thirty percent (30%) of the dollar value of the contract work shall not be permitted without City authorization. Where Sub-Proposers are used, Proposer shall submit all insurance information for all Sub-Proposers and encourages the use of local Proposers.

**PURCHASING DEPARTMENT
CITY OF MIDDLETOWN
BID ATTACHMENT**

CHAPTER 26, CONTRACTS

ARTICLE I--EQUAL OPPORTUNITY IN EMPLOYMENT.

26-1 Contract Provisions Required

Every contract made by or on behalf of the City of Middletown for the construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.

26-2 Enforcement Officer

The Human Relations Director, who is the City's Affirmative Action Officer, shall have the authority to enforce this ordinance.

26-3 Provisions to be Included

A. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions approved by the Human Relations Director:

The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, transgender status, gender identity or expression, national origin, ancestry, sex, intellectual disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, political belief, Vietnam Era Veteran status, Union membership, genetic History, criminal record (unless the provisions of Section 46a-60, 46a-80(b) or 46a-81 of the Connecticut General

Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the protected groups) present or past history of mental or physical disability, or sexual orientation in any manner is prohibited by the laws of the United States or of the State of Connecticut or the City of Middletown in any manner prohibited by the laws of the United States, the State of Connecticut, or the City of Middletown. The contractor also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the contractor as related to the provisions of this article.

B. The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

26.4 Notices to be posted on project site.

The contractor shall hereinafter post on the project site, in conspicuous places available for employees and applicants for employment, notices setting forth its non-discrimination requirements.

26.5 Subcontractors and Suppliers

In all pre-contractual contracts between contractor and any subcontractor or supplier either for work to be performed under a subcontract or for the procurement of materials, equipment or services, each subcontractor or supplier shall be notified in

writing by the contractor of the contractor's obligations under this contract relative to non-discrimination and each subcontractor or supplier, by his contracting agent, shall agree to and be bound by the terms of this Contract.

26.6 Effect on other laws

Nothing contained herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

(4/7/80; 3/8/93, 11/1/02, 2/3/03)

EXHIBIT A - INSURANCE REQUIREMENTS

RFQ #2013-013

CONSTRUCTION ADMINISTRATION, INSPECTION, AND TESTING SERVICES FOR THE CONSTRUCTION OF AN INTERMUNICIPAL PUMP STATION AND FORCE MAIN

A. GENERAL REQUIREMENTS:

VENDOR shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of **VENDOR'S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A- VIII or better licensed to write such insurance in the State of Connecticut.

The insurer shall provide the City of Middletown with original completed **Certificates of Insurance signed by an authorized representative of the insurance company(ies)** prior to purchase order/contract issuance. **VENDOR** also agrees to provide replacement and/or renewal certificates at least thirty (30) days prior to the expiration of each policy.

Such insurance or renewals or replacements thereof shall remain in force during **VENDOR'S** responsibility under this contract.

VENDOR, at their own cost and expense, shall procure and maintain all insurances required and shall name the City of Middletown as an Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage. Coverage is to be provided on a primary, noncontributory basis. Upon request, **VENDOR** shall provide a copy of the policy endorsement confirming the additional insured status of all parties required to be named in accordance with the terms of this contract.

In order to facilitate this requirement for insurance, it is recommended that VENDOR forward a copy of these requirements to their insurance representative(s).

B. SPECIFIC REQUIREMENTS:

(1) Workers' Compensation Insurance -

VENDOR shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

(2) Commercial General Liability Insurance -

VENDOR shall carry Commercial General Liability insurance (Insurance Services Offices Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$5,000,000 is required. The Aggregate Limit will be not less than \$5,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

(3) Business Automobile Liability Insurance -

If applicable, **VENDOR** shall carry Business Automobile Liability insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A combined single limit each accident of \$5,000,000 is

required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

(4) **Professional Liability Insurance (and Valuable Papers Insurance) –**

VENDOR shall carry Professional Liability Insurance in an amount of not less than \$5,000,000, including Valuable Papers Insurance in an amount of not less than \$75,000.

C. SUBCONTRACTORS REQUIREMENTS:

VENDOR shall require the same insurance that it is required to carry by the City of Middletown to be carried by any subcontractors and independent contractors hired by **VENDOR** and to obtain **Certificates of Insurance** before subcontractors and independent contractors are permitted to begin work. Any deviation and/or modification of this requirement must be reviewed and approved by the City's Risk Manager, whose approval will not be unreasonably withheld.

VENDOR shall require that the City of Middletown be named as an Additional Insured on all subcontractors and independent contractors insurance, except Workers' Compensation and Professional Liability, before permitted to begin work. Coverage is to be provided on a primary, noncontributory basis.

VENDOR and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the City of Middletown and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

D. OTHER

- If any policy is written on a "claims-made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of work/service performed under this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.
- The City reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

**INSURANCE LANGUAGE
APPROVED AS TO FORM:**

**DAWN M. WARNER
RISK MANAGER**

**May 1, 2013
DATE**

Bid Return Label

Always use Mailing Label below on all packages when submitting bids to the City of Middletown Purchasing Office for clear identification of your bid response.

Official Bid Documents Enclosed:

**RFP #2013-013 CONSTRUCTION ADMINISTRATION, INSPECTION, AND TESTING
SERVICES FOR THE CONSTRUCTION OF AN INTERMUNICIPAL PUMP STATION AND FORCE MAIN**

Return Date: Tuesday, August 6, 2013 by 3:00 pm

**City of Middletown, Purchasing Department
Municipal Building Room 112
245 DeKoven Drive
Middletown, CT 06457**

