

Town Of Voluntown



REQUEST FOR QUALIFICATIONS AND PROPOSALS

**Design/Build Services for Playscape Installation
at Gate Street Recreation Complex
Voluntown, CT**

BIDS WILL BE RECEIVED in the First Selectman's Office, Voluntown Town Hall, 115 Main Street, Voluntown, CT 06384 until 2:00 pm local time on April 3, 2024, at which time all bids will be publicly opened in the office of the First Selectman.

Legal Notice
Town of Voluntown
Invitation to Bid
**Design/Build Services for Playscape Installation
at Gate Street Recreation Complex**

The Town of Voluntown, through its First Selectman, is soliciting bids for an appropriate and qualified company to provide Design/Build services for the Gate Street Recreation Complex – Phase I which includes the installation a two-part youth playground, with dedicated play areas for children 2-5 years old and children 5-12 years old. This is a grant funded project through a Small Town Economic Assistance Program (STEAP) grant from the State of Connecticut Department of Economic and Community Development (DECD). The project location 115 Main Street, Voluntown, CT directly behind the Voluntown Town Hall. The Design-Builder shall be responsible for furnishing design, engineering, and construction services for the satisfactory completion of the Project. The cost of the work shall include all fees, material, fixed equipment, labor and services necessary, including design and engineering, to produce the construction required by the Contract as further described in this Request for Qualifications and Proposal (“RFP”). The Design-Builder will be responsible for establishing a professional “design- build” team and responding to this RFP. The team should consist of professionals (licensed where required) in the areas of playground design, site design, park and playground construction, along with various subcontractors as necessary.

There will be a mandatory pre-bid conference on Thursday, March 21, 2024, at 2:00 p.m. at Voluntown Town Hall 115 Main Street, Voluntown, CT. One (1) original and one (1) copies of sealed bids for the above-named Invitation must be received in the First Selectman’s Office, Voluntown Town Hall, 115 Main Street, Voluntown, CT by 2:00 PM local time on Wednesday, April 3, 2024, at which time all bids will be publicly opened in the Town Hall Meeting Room. The Town of Voluntown will reject bids received after that date and time.

The RFP package and any applicable addendum may be obtained on the Town's website, www.voluntown.gov, under “Invitation To Bid, RFP's And RFQ's”.

Bidders that find discrepancies and/or errors in or between the RFP, must immediately notify the Town Planner in writing not less than five (5) days before the scheduled RFP due date.

No response to the RFP shall be withdrawn before sixty (60) calendar days after the RFP response due date. The Town of Voluntown, CT reserves the right to reject any and all responses and to waive any informality in the responses received. Any questions can be directed to John Guszowski, Town Planner at planner@voluntown.gov(860) 455-8251.

Dated at Voluntown this 11th day of March, 2024

Tracey Hanson

First Selectman
Town of Voluntown

The Town of Voluntown is an Equal Opportunity – Affirmative Action Employer.

INSTRUCTIONS TO BIDDERS

INTRODUCTION

The Town of Voluntown, through its First Selectman, is soliciting proposals for an appropriate and qualified company to provide Design/Build services for the Gate Street Recreation Complex – Phase I which includes the installation a two-part youth playground, with dedicated play areas for children 2-5 years old and children 5-12 years old. This Invitation is not a contract offer.

The location, general characteristics and principal details of the work are indicated in this RFP and other references noted on this document.

Interested parties should submit a response to this RFP in accordance with the requirements and directions set forth in this bid package. Bidders may not contact any Town employee or official concerning this RFP other than the Town's Planner as set forth in the attached documents. A proposer's failure to comply with this requirement may result in disqualification. The Town will return unopened any response to this RFP received after the date and time of bid opening.

If there are any conflicts between the provisions of these Instructions to Bidders and any other document(s) comprising this bid package, these Instructions to Bidders shall prevail.

KEY DATES

Invitation to Bid issued: March 11, 2024
Mandatory Pre-Bid Conference: March 21, 2024 @ 2:00 p.m., Voluntown Town Hall, 115 Main Street, Voluntown, CT
Bid Opening: April 3, 2024 @ 2:00 pm, Voluntown Town Hall, 115 Main Street, Voluntown, CT

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SCHEDULING THE WORK

Work under this contract shall reach substantial completion within one hundred and eighty (180) calendar days (roughly 6 months) [unless otherwise modified or authorized by the Owner] from the day the Contractor commences work. Calendar days in this contract shall mean each consecutive day including Saturdays, Sundays and Legal Holidays. No extensions of time will be allowed for adverse weather conditions unless the number of days of inclement weather is substantially greater or conditions more severe than the average for the calendar period as recorded by a recognized weather observation agency and the Design Builder provides documentation at the end of each calendar month identifying these weather

delays. Work on this project shall not be performed on Saturdays, Sundays or Legal Holidays except by written consent and direction of the Owner.

Work shall proceed in an orderly fashion to minimize inconvenience to the Owner.

Commented [AD1]: It's 180 days above.

CONTINGENCIES

The Town reserves the right to cancel this RFP process and any resulting Contract at any time if the Town deems such action to be in its best interests, including but not only if either of the following conditions exists:

- The Town, through changes in its requirements or methods of operation, no longer has a need for the subject matter of this RFP; or
- The Town is not satisfied with the work under the Contract, or the successful bidder fails to comply with any of the Contract's terms and conditions.

OBTAINING BID PACKAGE

The bid package – i.e., each of the documents listed on the page preceding these Instructions and collectively referred to as the "Invitation" – may be obtained on the Town's website, www.voluntown.gov, under "Invitation to Bid, RFP's, and RFQs."

RFP RESPONSE SUBMISSION INSTRUCTIONS

Responses to this RFP must be in the Town office identified above prior to the date and time to submit responses to this RFP. Postmarks prior to the RFP response due date and time do **NOT** satisfy this condition. The Town will **NOT** accept corrections and/or modifications received after responses to the RFP have been received. Responses to this RFP may not be withdrawn after the RFP response date, and RFP responses must remain in effect for sixty (60) calendar days after the RFP response due date, even if the bidder discovers errors in the bid after opening.

One (1) original response to this RFP & one copy must be submitted on the accompanying RFP Response Form and in sealed, opaque envelopes clearly labeled with the proposer's name, the proposer's address, the words "BID DOCUMENTS," and the Bid Title and Bid Opening Date, to prevent opening prior to the bid opening date. The proposer must also complete the following forms and submit as part of the response to this RFP:

- Disclosures
- Legal Status
- Non-Collusion Affidavit
- Bidder Qualifications
- List of potential contractors and professional design consultants

The Town will reject, and not accept, RFP responses submitted in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such response and inform the proposer that the response may be resubmitted in a sealed envelope properly marked as described above.

Responses must be submitted on the prescribed form and all blank spaces must be completed and all prices shall be stated in both words and figures.

Responses may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date fixed for the RFP response due date. Responses to this RFP are considered valid for sixty (60) calendar days after the RFP response due date, to permit the Town the time to review the bids and to investigate the bidders' qualifications prior to awarding the contract.

An authorized person representing the legal entity of the bidder must sign the bid.

QUESTIONS

Questions concerning the bid process and procedures are to be in writing and directed only to:

Name: John Guskowski, Town Planner

E-mail: planner@voluntown.gov

Proposers may not contact any other Town employee or official concerning this RFP. A bidder's failure to comply with this requirement may result in disqualification.

If a proposer finds any omission, discrepancy or error in, has questions concerning, this RFP; it should notify the Town as soon as possible but not less than five (5) business days before the RFP response due date. The bidder must direct that inquiry to:

John Guskowski, email address: planner@voluntown.gov

No oral statement of the Town shall be effective or binding to modify any of the provisions of this RFP. However, the Town will not make any oral interpretations to any proposer as to the meaning of any documents or portions thereof, and no proposer shall rely on any alleged oral interpretation. A proposer shall request an interpretation in writing to: John Guskowski, email address:

planner@voluntown.gov

ADDENDUM/ADDENDA

At least three (3) calendar days prior to the RFP response due date, the Town will post a copy of any and all addendum or addenda on the Town's website, www.voluntown.gov, under "Invitation to Bid, RFP's, and RFQ's". Said addendum or addenda; which shall be a part of this RFP and the resulting Contract; containing all questions received as provided for above and decisions regarding same. Each proposer is responsible for checking the website to determine if the Town has issued an addendum or addenda and, if so, to complete its response to this RFP in accordance with this RFP as modified by the addendum/addenda.

COSTS FOR PREPARING BID

This RFP does not commit the Town to pay any costs incurred by proposers in preparing their responsive proposals. Each bidder agrees that all costs it incurs in developing its response to this RFP are its sole responsibility.

OWNERSHIP OF BIDS

All responses submitted become property of the

Town. FREEDOM OF INFORMATION ACT

All information submitted in a response to this RFP or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended. A proposer's responses may contain financial or other data that it claims constitute proprietary or confidential information or a trade secret. To protect such data from disclosure, a proposer should identify specifically the pages that contain claimed confidential information by visibly marking all such pages of its response to this RFP.

REQUIRED DISCLOSURES AND BIDDER'S QUALIFICATIONS

In its response each proposer must:

- State its inability to meet any specified requirement of the RFP;
- Make a complete disclosure of all resolved and pending mediation, arbitration and litigation matters in which the bidder or its principals (regardless of their place of employment) have been involved for the most recent five (5) years;
- Make a complete disclosure of each instance of its or its principals' (regardless of their place of employment) conviction, guilty plea, nolo contendere plea, finding of civil liability or criminal responsibility in any civil action or for any criminal offense, except motor vehicle infractions; and
- Make a complete disclosure of each instance of its or its principals' (regardless of their place of employment) finding of a violation of any state or local ethics standards or other offense arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
- A proposer's acceptability based on these disclosures and any investigation the Town deems necessary to determine a bidder's ability to perform the work described in this Invitation shall lie solely with the Town.

CONFLICT OF INTEREST

By submitting a response to this RFP, the proposer certifies that it has no conflict of interest as defined in the Town's Charter Section 9-2 "Code of Ethical Conduct". The Town shall review all responses under this provision and may reject any bid where, in the Town's opinion, the proposer could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the proposer were to become a party to the contract.

DEBARRED CONTRACTORS

The Town will reject any bid from a bidder that is on a debarred contractor list of the United States and/or the State of Connecticut.

LEGAL STATUS

Each proposer must complete the Bidder's Legal Status Disclosure form and must, if required, have a current license or registration to do business in the State of Connecticut that is on file with the Connecticut Secretary of the State's Office.

The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status.

The proposer must be prequalified to perform the work as required by this RFP in accordance with Connecticut law.

PRESUMPTION OF BIDDER'S FULL KNOWLEDGE

By submitting a response to this RFP, the proposer affirmatively represents that it has read and understood each document comprising this RFP and any addenda posted on the Town's website. A proposer's failure and/or omission to receive or examine any information concerning this RFP shall in no way relieve it from any aspect of this RFP or the obligations related to it.

The proposer affirmatively represents that it is familiar with and will comply with all federal, state and local laws, ordinances and regulations that in any manner relate to this RFP and the performance of the work described in it.

By submitting a response to this RFP, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP and it is capable of performing the work to achieve the Town's objectives. Each bidder shall visit and examine the location of and the routes to be used during the work described in this RFP and thoroughly familiarize itself with all actual conditions of the property before preparing its response to this RFP.

The proposer affirmatively represents that if it is awarded a contract, it shall execute the attached AIA A141 Design-Build Agreement without exception, modification, or condition. The proposer further represents that it can comply with the insurance and bonding requirements set forth in this RFP and in the AIA A141, Exhibit B, Insurance and Bonds without modification, exception or condition.

TAX EXEMPTIONS

The Town is exempt from the payment of federal excise taxes and Connecticut sales and use taxes. Exemption from State sales tax per Conn. Gen. Stat. Chapter 219, § 12-412(1). No exemption certificates are required, and none will be issued. The successful bidder will be provided the Town of Voluntown's Federal Tax Exempt Number. Bidders shall avail themselves of these exemptions.

INSURANCE

The successful bidder shall, at its own expense and cost; obtain and keep in force during the entire duration of the work and during the completed operations period that is the subject of this RFP; the insurance coverage set forth in AIA A141, Exhibit B, Insurance and Bonds.

The proposer represents that it can and will provide a 100% labor and materials payment bond and performance bond.

AWARD CRITERIA; SELECTION; CONTRACT EXECUTION

The Town reserves the right to accept a proposal response to this RFP that, all things considered, is in the best interests of the Town. Although cost will be an important factor, it will not be the only basis for award. Due consideration will also be given to a bidder's experience, references, service, ability to respond promptly to requests, past performance satisfactory to the Town, and other criteria relevant to the interests of the Town, including compliance with the procedural requirements stated in this RFP.

COLLUSION

Each bidder shall complete the Non Collusion Affidavit that is a part of this RFP. Any act(s) of misrepresentation or collusion in connection with a response to this RFP may be a basis to disqualify a proposer responsible for said misrepresentation or collusion. In the event that such conduct is discovered after the execution of the contract, the Town may terminate the contract without incurring any liability, penalty, damages or other loss.

W-9 FORM

The successful proposer must provide the Town with a completed W-9 form before commencing work.

PAYMENTS

Payments will be made within thirty (30) calendar days after the appropriate Town officer receives and approves the invoice.

Commented [AD2]: This is in the contract.

REPRESENTATION OF TOWN

In performing the work described in the Invitation, the successful bidder, its agents and employees shall act in an independent capacity and shall not act as officers, employees or agents of the Town.

SUBCONTRACTING

All subcontracting shall be subject to the same terms and conditions as are applicable to the successful proposer. The successful proposer shall be fully and solely responsible for the performance of and payments to any subcontractors.

COMPLIANCE WITH LAW

The successful proposer shall comply with all applicable laws, regulations, ordinances, codes and orders of the United States, the State of Connecticut and

the Town related to its bid and the performance of the work described in the RFP. By submitting a response to this RFP, the proposer covenants that it has complied, and during the term of the contract will comply, with the obligations under the Immigration Reform and Control Act ("IRCA") and that all employees it assigns to the contract are authorized for employment in the United States of America. The successful proposer further covenants that it has properly completed, and during the term of the contract will properly complete, I-9s for all employees assigned to the contract. The successful proposer agrees to defend, indemnify and hold the Town harmless in the event that any of the successful bidder's employees provided under the Contract is found not to be authorized to work under the law or in the event that there is a determination that the successful bidder has failed to comply with IRCA's obligations, including but not limited to the failure to prepare correctly and maintain I-9s. The successful bidder further agrees to defend, indemnify and hold harmless the Town from and against any and all claims brought against the Town as a result of these obligations, including but not limited to settlement fees, judgments, attorneys' fees and costs. These defense, hold harmless and indemnity obligations shall survive the Contract's termination or expiration.

LICENSES AND PERMITS

The successful bidder shall, for the term of the Contract, have and provide proof of all permits and licenses required by the Town and/or any other state or federal authority. The successful proposer shall immediately and in writing notify the Town of the loss or suspension of any such license or permit.

SECURITY: PERFORMANCE, AND PAYMENT

At the time of Contract execution, the successful bidder shall file with the Town security in an amount not less than one hundred percent (100%) of the total bid for, which security shall be for both the satisfactory performance of the work including all labor and materials. Such security shall be in the form of surety bond(s) or certified bank check. The surety bond(s) shall be prepared in the form of the Performance Bond, and the Labor and Material Payment Bond, made a part of this RFP, duly executed by the proposer and the surety and shall be subject to the review and approval of the Town's legal counsel. The proposer's surety shall be licensed by the State of Connecticut and listed by the US Department of the Treasury in Circular No. 570.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

During the term of the Contract, the successful proposer agrees to be an equal employment opportunity employer and will not discriminate as to race, color, creed, sex, national origin, marital status, physical or mental disability or any other protected classification under state and federal law.

END OF INSTRUCTIONS TO BIDDERS

SMALL AND MINORITY OWNED BUSINESS REQUIREMENTS

SMALL AND MINORITY OWNED BUSINESS SET-ASIDE LAWS IN CONNECTICUT

*The contractor who is selected to perform this project must comply with Connecticut General Statutes, 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amend by June 2015 Special Session Public Act 15-5. An affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities (CHRO) prior to commencement of construction.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of Connecticut General Statutes 4a-60g as amended. (25% of the work with DAS certified Small and Minority owned businesses and 40% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at: http://www.ct.gov/opm/cwp/view.asp?a.2982&q=3909288topmNav_GOD=1806

Contractor/bidder's responsibility regarding inclusion of small and minority owned businesses in the work under this contract

If the Contractor's/Bidder's total contract bid price for all work included under this contract, as listed in the submitted Bid Proposal, is greater than fifty thousand (\$50,000) dollars, then the Contractor's/Bidder's unit prices and lump sum prices submitted herein and the resulting total contract bid price submitted herein should be based on the inclusion of contracts in the amount of 25% of the work with DAS certified Small and Minority owned businesses, and further, 40% of that work [10% of total contract amount] shall be contracted with DAS certified Minority, Women and/or Disabled owned businesses; all meeting the requirements therein of the Law(s) and the State of Connecticut.

**LABOR AND MATERIAL
PAYMENT BOND (Example for
use as template)**

Bond Number _____

KNOW ALL MEN BY THESE PRESENTS:

That _____, as Principal, hereafter called Principal, and _____, as Surety, hereinafter called Surety are held and firmly bound unto the Town of Voluntown as Oblige, hereinafter called Owner, in the amount of _____ and _____ Dollars (\$_____) for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, by these presents.

WHEREAS, Principal has by written Agreement dated _____ entered into a Contract with the Owner for:

“Gate Street Recreation Complex – Phase I”

which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

This Bond is issued simultaneously with another Bond in favor of the Town of Voluntown conditioned for the full and faithful performance of the Contract.

The Surety hereby waives notice of any alterations or extensions of time made by the Owner.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall pay for all labor and materials furnished by himself or his subcontractors for use in the prosecution of the Work, and used therein, then, this obligation to be void; otherwise to remain in full force and effect;

PROVIDED, HOWEVER, that this Bond is executed pursuant to the provisions of Sections 49-41, 49-42, and 49-43 of the Connecticut General Statutes, and the rights and liabilities hereunder shall be determined and limited by said Sections to the same extent as if they were copied at length herein.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named herein or the executors, administrators, or successors of the Owner.

Signed and sealed this _____ day of _____, 20_____.

(Seal of Principal)

(Principal)

In the Presence of:

_____ By: _____
(witness)

(witness)

(Seal of Surety)

(Surety)

_____ By: _____
(witness)

(witness)

(Power of Attorney for person signing for Surety Company must be attached to the Bond)

Commented [AD3]: Do we want to include a performance bond form?

BID PROPOSAL
**Design/Build Services for the Gate Street Recreation
Complex - Phase I**

To: Tracey Hanson
First Selectman
Town of Voluntown
115 Main Street
Voluntown, CT 06384

Proposal of:

Design-Builder Name:

Street Address:

City, State, Zip Code

Email:

The undersigned further declares that the proposer is:

- a. A CORPORATION organized under the laws of the State of having its principal office at _____.

The principal officers of said corporation with their respective titles and address are as follows:

- b. A PARTNERSHIP consisting of the following individuals (with their addresses).

- c. An INDIVIDUAL, by the name of _____ and doing business as _____.

The proposer is required to state below what work of a similar character to that

included in the proposed contract he has done and give reference that will enable the Town to judge his experience, skill and business standing.

The bidder is required to give a brief description of the plan and general methods proposed for carrying on the work indicating there in whether the plant and equipment are owned or to be hired by the bidder.

Provide the identity and resumes of the proposed project team

Provide the identity and resumes of any necessary professional design consultants that may be required to perform the Work

PROPOSAL PRICES

INSTRUCTIONS

Bidder is to write the total amount of their proposal, as applicable, in the blank spaces provided in the Schedule of Prices. Write the lump-sum bid price in figures and also write the lump-sum in letters below the figures.

INTENT

The intent of these specifications is to design and build park features as requested by the Town of Voluntown utilizing the specified 7 items for this Request for Proposals. These items are intended as general minimum requirements and there may be other items that the designer deems necessary to be able to construct per all applicable regulations.

SPECIFICATIONS

Specifications for design, demolition and construction are listed below. Proposer is responsible for fully investigating the proposed work and project area before submitting his/her bid.

1. GENERAL SPECIFICATIONS

1. Work with Parks & Recreation Committee to identify and select two sets of playground equipment, one appropriate for 2-5 year olds and one appropriate for 5-12 year olds, including appropriate playground base material, selected for comfort, safety, accessibility, and cost.
2. Work with the Recreation Committee to select site amenities and landscaping design.

Complete general site work to grade, level, and prepare the area as specified by the committee.
3. Oversee the acquisition and delivery of selected playground base material and equipment and manage storage of equipment on-site prior to installation.
4. Manage and supervise the installation of playground base material and equipment.
5. Provide for construction close-out and site clean-up following installation.
6. The Contractor must have successfully completed at least 3 projects of like magnitude within the last five years and provide contact names and phone numbers along with the bid.
7. All work must be completed and ready for use by October 1, 2024.
8. The budget for the cost of the work shall not exceed \$500,000.

Signed _____
(Bidder)

By: _____

Business Address: _____

NOTE:

Bidder is reminded that in addition to completing and signing the above proposal and bid form, he/she shall also complete and return with the bid:

- **Non-Collusion Affidavit**
- **Legal Status Form**
- **Bidder Qualifications**
- **List of Subcontractors**
- **List of References for similar projects**

END OF BID PRICE

**TOWN OF VOLUNTOWN
BIDDER'S NON-COLLUSION AFFIDAVIT**

**Design/Build Services for the Gate Street Recreation
Complex - Phase I**

The undersigned bidder, having fully informed himself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the bid is genuine; it is not a collusive or sham bid;
- (2) the bidder developed the bid independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent bidding or competition;
- (3) the bidder, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the bidder and will not communicate the bid to any such person prior to the official opening of the bid; and
- (4) no elected or appointed official or other officer or employee of the Town of Voluntown is directly or indirectly interested in the bidder's bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Town of Voluntown to consider its bid and make an award in accordance therewith.

Legal Name of Bidder

(Signature)

Bidder's Representative, Duly
Authorized

Name of Bidder's Authorized
Representative

Title of Bidder's Authorized
Representative

Date

Subscribed and sworn to before me this _____ day of
_____, 20____.

Notary Public

My Commission Expires:

(Acknowledgement if a Corporation)

State of Connecticut)
) ss:
County of _____)

On this the _____ day of _____, 20__ before me personally came and appeared _____ to me known, who, being by me duly sworn, did depose and say that he/she is the _____ of _____, the corporation described in and which executed the foregoing instrument; that he/she knows the seal of the corporation; that one of the impressions affixed to said instrument is an impression of such seal; that it was so affixed by order of the directors of said corporation, and that s/he signed her/his name thereto by like order.

(Notary Seal)

Commissioner of the Superior Court
Notary Public
My commission expires:

(Acknowledgement of a Partnership)

State of Connecticut)
) ss:
County of Hartford)

On this the _____ day of _____, 20__ before me personally came and appeared _____ to me known, and known to me to be a partner of the partnership described in and which executed the foregoing instrument and he/she acknowledged to me that he/she executed the same as and for a free act of said partnership.

(Notary Seal)

Commissioner of the Superior Court
Notary Public
My commission expires:

(Acknowledgement of a Proprietorship)

State of Connecticut)
) ss:
County of Hartford)

On this the _____ day of _____, 20__ before me personally came and appeared _____ to me known, and known to me to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

(Notary Seal)

Commissioner of the Superior Court
Notary Public
My commission expires:

END OF BIDDER'S NON-COLLUSION AFFIDAVIT

**TOWN OF VOLUNTOWN, CONNECTICUT
BIDDER'S LEGAL STATUS DISCLOSURE**

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the bidder's regular employees regularly in attendance to carry on the bidder's business in the bidder's own name. An office maintained, occupied and used by a bidder only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a bidder will not be considered a bidder's permanent place of business.

IF A SOLELY OWNED BUSINESS:

Proposer's Full Legal Name

Mailing Address

Owner's Full Legal Name

Does the bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A CORPORATION:

Bidder's Full Legal Name

Mailing Address

State in which Legally Organized

State Business ID #

Current Officers

President

Secretary

Chief Financial Officer

Vice President

Treasurer

Does the bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A LIMITED LIABILITY COMPANY:

Bidder's Full Legal Name

Mailing Address

State in which Legally

Organized _____

State Business ID #

Current Manager(s) and Members

Name & Title (if any)

Address

Name & Title (if any)

Address

Name & Title (if any)

Address

Name & Title (if any)

Address

Does the bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A PARTNERSHIP:

Bidder's Full Legal Name

Mailing Address

State in which Legally
Organized _____

State Business ID # (if
applicable) _____

Current Partners

Name & Title (if any)

Address

Name & Title (if any)

Address

Name & Title (if any)

Address

Name & Title (if any)

Address

Does the bidder have a "permanent place of business" in Connecticut, as defined above? _____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Bidder's Full Legal Name

(print) Name and Title of Bidder's Authorized Representative

(signature) Bidder's Representative, Duly Authorized

Date

END OF LEGAL STATUS DISCLOSURE FORM

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions shall be answered and information given shall be clear and comprehensive. This statement shall be notarized. If additional room is required to answer questions, please attach additional sheet(s) with the supplemental information. The bidder's name shall appear on the top of the supplemental sheets to avoid confusion. The bidder may submit additional information as it deems necessary to enable the Town to judge the bidder's ability to perform the proposed Contract.

1. Bidder's full legal name:
2. Permanent main office address:
3. Contact person for this Invitation:
4. Phone and fax numbers and e-mail address of the contact person during normal business hours:
5. Date of organization:
6. Date of incorporation, if applicable:
7. Number of years bidder has been engaged in business under present firm or trade name:
8. Contracts on hand (dollar value, anticipated completion date):
9. General character or type of work performed by the bidder:
10. Has the bidder ever failed to complete any work awarded to it? If so, please explain in detail the circumstances:
11. Has the bidder ever defaulted on a contract? If so, please explain in detail the circumstances:
12. List contracts of a similar nature (size, type, and complexity) completed successfully by the bidder within the last five (5) years. List the other contracting party, the value of the contract, and the year completed.

13. List the equipment that will be available for the work described in this Invitation.
14. How many years of experience does the bidder have in work of similar size, type, and complexity to the Work of this Invitation?
15. Describe the background and experience of each individual person listed in the Bidder's Legal Status Disclosure:
16. If necessary for the Town to determine an award of contract, will the bidder provide a detailed financial statement?
17. List all legal disputes (mediation, arbitration or litigation) that the bidder or any predecessor in interest has been involved with in the last five (5) years, the nature of the dispute, the adverse party and the result.
18. Identification of all professional consultants to be used on the project and their resumes.
19. Identification of the Design-Builder's personnel expected to be utilized on the project and their resumes.

END OF STATEMENT OF BIDDER'S QUALIFICATIONS

BID APPENDIX: GATE STREET RECREATION
COMPLEX MASTER PLAN