

Instructions to Bidders

Project: Concourse Park
CRDA Project # 25-005

Location 936-960 Silver Lane
East Hartford, Connecticut

Table of Contents

LEGAL NOTICE – INVITATION TO BID	3
PART 1 – PROJECT DESCRIPTION	4
PART 2 – PROJECT SCOPE OF WORK & SCHEDULE	
2.1 Project Scope.....	4
2.2 Project Schedule	7
PART 3 – GENERAL INFORMATION	
3.1 Definitions	7
3.2 Bidder's Representations	8
3.3 Bidding Documents	9
3.4 Interpretation or Correction of Bidding Documents	9
3.5 Substitutions	9
3.6 Addenda	10
3.7 Performance and Payment Bond Requirements	10
3.8 Insurance	11
3.9 State Labor Standards Provisions, Laws and Regulations	11
3.10 DAS Contractor Prequalification Certification	11
3.11 Incurring Cost	11
PART 4 – COMPLIANCE REQUIREMENTS AND CERTIFICATIONS	
4.1 Non-Discrimination in Employment	12
4.2 Ethics Affidavits and Certifications	12
PART 5 – GENERAL AND SPECIAL CONDITIONS	
5.1 Taxes	13
5.2 Miscellaneous	13
PART 6 – BID PROCEDURES AND SUBMISSION REQUIREMENTS	
6.1 Timeline	14
6.2 Pre Bid Conference	14
6.3 Bidder Question Procedure	15
6.4 Preparation and Submission of Bid	15
6.5 Bid Security	15
6.6 Modification or Withdrawal of Bid	16
6.7 Post Bid Scope Review Meeting	16
6.8 Consideration of Bids	17
6.9 Acceptance of Bid	17

ATTACHMENTS (Bid Submission Forms)

Attachment 1, List of Bid Forms	18
Attachment 2, Bid Form	19
Attachment 3, General Conditions Certification	28
Attachment 4, Labor Rates Form	29
Attachment 5, Sample Contract (via addenda).....	30
Attachment 6, State Forms.....	31

SCHEDULES (Contract Reference Documents)

Schedule A, List of Plans and Specifications	32
Schedule B, State of CT Terms & Conditions	35

EXHIBITS (Bidder Qualifications)

Exhibit A, Qualification Application.....	36
Exhibit A.1, Projects Best Portraying Bidder's Qualifications	41
Exhibit A.2, Current Projects.....	48

Attached Separately:

- Attachment 6 - Required State Forms (41 pages)
- Schedule A.1 -Drawing Bid Set (89 sheets)
- Schedule A.2 -Specifications (224 pages)
- Schedule B – State of CT Terms & Conditions
- Prevailing Wage Rates (via addenda)
- Geotechnical Report (48 pages)
- Stormwater Pollution Control Plan (618 pages)
- Soil & Materials Management Plan (466 pages)

LEGAL NOTICE – INVITATION TO BID**Concourse Park
CRDA Project # 25-005
East Hartford, CT**

The Capital Region Development Authority (CRDA) is undertaking sitework at Concourse Park in East Hartford, CT. CRDA intends to enter into a contract with a qualified site contractor to provide pre-construction, construction and post-construction services for this project.

Sealed bids for the above project must be received by CRDA, 100 Columbus Boulevard, Suite 500, Hartford CT 06103 (Attention: Erica Levis), by 10:00 AM on **December 11, 2025**, after which time they will be publicly opened and read in a location to be determined at 100 Columbus Boulevard.

This project consists of installation of sedimentation and erosion control, site demolition, sitework, land clearing, underground utilities, including storm drainage, sanitary sewer, water, gas, electric and telephone/cable, grading, curb, paving, sidewalks, site lighting, signage, and plantings.

Plans, specifications and documents for the project are available for viewing and downloading on the State Contracting Portal at [CTsource](#) and the CRDA website, and may be examined at the Capital Region Development Authority, 100 Columbus Boulevard Suite 500, Hartford CT (contact Erica Levis at elevis@crdact.net).

Bidders are advised that a good faith effort is required for participation in this contract by Small Business Enterprises (SBE) and Minority Business Enterprises (MBE). The SBE goal is twenty-five (25) percent of the contract value, with twenty-five (25) percent of that amount (6.25 percent of the overall project) as the MBE goal.

Bidders are advised that prevailing wages are required on this project.

A mandatory pre-bid walk through of the project site will be held at 936-960 Silver Lane, East Hartford, CT at **1:00 PM on Wednesday October 15, 2025**.

CRDA reserves the right to reject any or all bids and to waive any or all informalities or technical defects, if it is deemed to be in the best interest of CRDA.

An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

PART 1 – PROJECT DESCRIPTION

1.1 PROJECT: **Concourse Park**
 CRDA Project # 25-005

East Hartford, Connecticut

1.2 DUE DATE: **December 11, 2025**

TIME: 10:00 AM

1.3 PROJECT DESCRIPTION

The project is for the Concourse Park site work and consists of the installation of erosion and sedimentation control, site demolition, earthwork, underground utilities, including storm drainage, sanitary sewer, water, gas, electric and telephone/cable, grading, curbing, paving, sidewalks, site lighting, signage and plantings.

Running parallel to the above-mentioned Concourse Park site work, Jasko Zelman 1, LLC (“Jasko”) will be overseeing the construction of the apartment community buildings, consisting of apartment buildings, garages, a clubhouse, a mail building and trash and maintenance buildings. The successful bidder for the Concourse Park site work will be required to maintain access for Jasko’s contractors to the building locations throughout the site and coordinate with Jasko’s contractors in the development of a logistics plan that will ensure both projects can proceed efficiently.

PART 2 – PROJECT SCOPE OF WORK & SCHEDULE

2.1 Scope -- This project includes, but is not limited to:

A. General Requirements

- a. Procuring all necessary municipal building, roadway work and road closure permits necessary for construction.
- b. Coordinate and schedule all required inspections, including, but not limited to, Town of East Hartford, MDC, Connecticut Natural Gas, Eversource, Frontier and Comcast.
- c. Develop a comprehensive staging plan for the Owner’s approval. Provide monthly update of the approved staging plan or more often if required.
- d. Develop a detailed critical path construction schedule for the Owner’s approval.
- e. Maintain overall construction sequence and staging in accordance with the approved staging plan and construction schedule.
- f. Provide overall utility coordination and scheduling of inspections.
- g. Provide quality control testing and certification.
- h. Provide traffic control as needed.
- i. Provide temporary facilities, including temporary power necessary to complete the Work.
- j. Provide temporary signage, barricades and fencing as required to maintain a safe and secure site. All open excavations must be protected with hard fencing.
- k. Conduct biweekly meetings with the Owner.
- l. Provide weekly photo documentation and daily reports documenting construction activity. The daily reports shall include a list of on-site equipment and labor, construction activity, soils leaving site (number of trucks and yardage), soils arriving on site (number of trucks and yardage) and vendor material deliveries.

INVITATION TO BID: INSTRUCTION TO BIDDERS

- m. Dewatering: Upon encountering groundwater during construction, provide dewatering of the required areas in conformance with the Soil and Materials Management Plan (SMMP) prepared by GZA, dated June 2025. Furnish and maintain appropriately sized frac tanks, pumps, hoses, and apparatuses to perform dewatering for all trenching activities.
 - n. Winter Conditions: Snow and ice removal shall be performed by the contractor as required to support their work which should also include costs associated with construction activities subject to winter temperatures/conditions.
- B. Land Clearing, Rough Grading and Site Preparation
- a. Provide field engineering including survey for stakeout. The Owner will provide two (2) control points.
 - b. Locate and protect existing trees to remain.
 - c. Locate and protect existing utility services to remain within the Limit of Construction, including, overhead and subsurface electrical cables, sanitary and storm sewer systems, water and gas service, utility poles, and telephone, security and communications lines.
 - d. Complete clearing and grubbing, including removal of trees, tree stumps and vegetation, within the Limits of Construction as depicted in the project plans. Topsoil (0-0.5 feet below grade (fbg)) within the Limits of Construction is to be stockpiled for sampling by Owner's Environmental Consultant. The results of the stockpile sampling indicate the soils do not contain constituents at concentrations above the default RSR criteria and have no restrictions for off-site reuse.
 - e. Site Demolition – Remove and properly dispose of debris from project site, including saw cutting, and demolition of miscellaneous structures. Abandon and remove existing utilities as required.
 - f. Install and maintain temporary erosion control devices as depicted on the project plans, including dust control and street sweeping as needed on a daily basis.
 - g. Existing soils at 0.5-2 feet below grade (fbg) are to be excavated, ~~commingled~~ and stockpiled onsite for sampling by the Owner's Environmental Consultant. Stockpiled soils are to be reused onsite for rough grading within the Limits of Construction as depicted in the project plans.
 - h. Complete clearing and grubbing, including removal of trees, tree stumps and vegetation, within the Limits of Construction as depicted in the project plans. Topsoil within the Limits of Construction is to be stockpiled for sampling by Owner's Environmental Consultant. The results of the stockpile sampling indicate the soils contain constituents at concentrations above the RSR criteria and are not suitable for off-site reuse and will need to be disposed of at a landfill.
- C. Installation of Site Utilities
- a. Furnish and install sanitary sewer system, including structures, pipes, laterals to within five feet of building foundations, trenching, bedding, backfilling, warning tape, connection to existing system, cleaning, testing, and associated items. Cap, mark and survey location and invert of the end of laterals.
 - b. Furnish and install storm drainage system, including structures, pipes, laterals to within five feet of building foundations, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items. Cap, mark and survey location and invert of the end of laterals.
 - c. Furnish and install electrical system, including structures, conduits, pull rope, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items to within five feet of building foundations. Conduit to be installed by a licensed electrician. Circuit installation by utility company.
 - d. Furnish and install one (1) conduit run for cable/communication systems including structures, conduits, pull rope, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items to within five feet of building foundations. Communications cable installation by others.
 - e. Furnish and install domestic and fire water systems including gates, hydrants, pipes, laterals to within five feet of building foundations, including service curb stops, fittings, trenching, bedding, backfilling,

INVITATION TO BID: INSTRUCTION TO BIDDERS

warning tape, connection to existing system, cleaning, testing, and associated items. Cap, mark and survey location and invert of the end of laterals.

- f. Furnish and install the water and sewer main as shown on the Developer's Permit Agreement (plans and contract) through the MDC including gates, hydrants, pipes, fittings, trenching, bedding, backfilling, warning tape, connection to existing system, cleaning, testing, and associated items. Coordinate with MDC connection to the existing system.
- g. Provide trenching, bedding, backfilling and warning tape for gas service lateral to within five feet of the Gatehouse Clubhouse foundation.

D. Site Finishes

- a. Furnish and install lighting system, including concrete pole bases, pull boxes, conduits, pull ropes, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items. Conduit and pull boxes to be installed by a licensed electrician. Circuit/wires installation by others.
- b. Furnish and install approved soil and aggregate materials for subgrade, subbase and base for roadway, driveway aprons, curbing, sidewalk, utility structures, etc. Reset manholes, gate boxes, pull boxes, etc. to match proposed grades as needed.
- c. Furnish and install **bituminous concrete** curbing.
- d. Furnish and install binder course standard duty bituminous concrete pavement for roadway, driveways and parking areas.
- e. Furnish and install concrete sidewalks, **concrete curbing**, concrete driveway aprons and ramps, **concrete sidewalk ramps**, including ADA warning detectors.
- f. Incidental Materials, Tools, Equipment, Power, Fuels and Labor not specifically mentioned in the Specifications or shown on the Drawings, but which are inherently necessary to make a complete working installation, shall be included.
- g. **Furnish and install modular block retaining walls, including drainage pipe, and monument sign walls in coordination with sign manufacturer.**

E. Project Close-Out

- a. Following site construction, clean all components of site drainage system, including all catch basins, manholes and piping.
- b. Following completion of the work, remove all temporary erosion control devices and temporary facilities.
- c. Assist the Engineer in preparation of as-built drawings.
- d. Complete all required close-out documents.

2.1.1 Project Add/Alternate Scope - This project includes add alternates consisting of the following:

A. Add/Alternate Site Plans

- a. Install pavement markings.
- b. Furnish and install traffic control signs.
- c. Furnish and install finish/top course standard duty bituminous concrete pavement.
- d. Furnish and install concrete sidewalks, **concrete curbing**, concrete driveway aprons and ramps, **concrete sidewalk ramps**, including ADA warning detectors.
- e. Furnish and install site furnishings including benches, bike racks with canopies, trash cans, etc.

B. Otto Sanitary Service Alternates

- a. Furnish and install gravity sanitary sewer system, including structures, pipes, laterals to within five feet of the Otto Building foundation, trenching, bedding, backfilling, warning tape, connection to existing

INVITATION TO BID: INSTRUCTION TO BIDDERS

system, cleaning, testing, and associated items. Cap, mark and survey location and invert of the end of laterals.

- b. Furnish and install sanitary sewer pump station, including electrical system, pump chamber, pumps, structures, control panel, conduits, pull rope, force main, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items to within five feet of the Otto building foundation. Conduit to be installed by a licensed electrician. Furnish and install concrete bollards for protection of the pump station control panel
- C. Add/Alternate Landscaping Plans
 - a. Furnish and install trees/plantings. Provide topsoil, fine grade, seed and mulch.
 - b. Furnish and install decorative stone.
- D. Add/Alternate Utility Installation
 - a. Furnish and install one (1) additional conduit run for cable/communication systems including structures, conduits, pull rope, trenching, bedding, backfilling, warning tape, connection to existing system, and associated items to within five feet of building foundations. Communications cable installation by others.

2.2 Project Schedule

- A. Mobilize within two weeks of Contract Award.
- B. Complete all Work within twenty-six (26) months beginning on date of Notice to Proceed.
- C. Prepare a detailed critical path schedule and submit to the Owner for approval within fourteen (14) calendar days of Contract Award.

PART 3 – GENERAL INFORMATION**3.1 Definitions**

- A. Addenda = written or graphic instruments issued by the Engineer prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.
- B. Engineer = SOLLI Engineering, LLC
- C. Base Bid = total sum for which the Bidder offers to perform the Work described in the Bidding Documents.
- D. Base Contract = Scope of Work for all work identified on in the Contract Documents.
- E. Bid = complete and properly signed proposal to do the Work for the sums stipulated therein. A bid is considered complete if it is submitted according to the terms of the Bidding Documents.
- F. Bidder = person or entity who submits a Bid. A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment and/or labor for a portion of the Work.
- G. Bidding Requirements shall include:
 - 1. The Invitation to Bid
 - 2. The Instructions to Bidders (ITB) including all Attachments and Schedules
 - 3. The Bid Form (including Addendum Acknowledgement and Subcontractor List)
 - 4. All Bid Documents and forms Listed in Attachment 1.
 - 5. Sample Contract attached here to as Attachment 5.
 - 6. Requirements of Schedule B.
 - 7. The Project Specifications by SOLLI Engineering, LLC dated October 1, 2025.
 - 8. The Project Plans by SOLLI Engineering, LLC dated October 1, 2025.

INVITATION TO BID: INSTRUCTION TO BIDDERS

- H. Contract Sum = equal to the Base Bid. The Contract Sum will be adjusted up or down by approved Contract Change Orders.
- I. Contract Documents =
 - 1. The form of Agreement between the Owner and Contractor attached here to as Attachment 5.
 - 2. Conditions of the Contract (General, Supplementary and other Conditions).
 - 3. Signed and Sealed Bid Submission Documents
 - 4. Project Drawings by SOLLI Engineering, LLC dated October 1, 2025.
 - 5. Project Specifications by SOLLI Engineering, LLC dated October 1, 2025.
 - 6. Addenda issued prior to execution of the Contract.
- J. Contractor as used in the ITB = the Successful Bidder.
- K. Invitation to Bid = The Invitation to Bid (abbreviated ITB) shall include the Legal Notice, Instruction to Bidders, Bid Form, Project Drawings and Project Manual (Specifications) by SOLLI Engineering, LLC, Addenda issued prior to the Bid Due Date and all related Exhibits, Attachments and other documents commonly referred to collectively as the Bid Documents.
- L. Limits of Construction = the area in which the Work of this Contract will be performed as shown on sheet 2.00 and defined in 2.1.B.d above.
- M. Owner = The owner of Concourse Park - For purposes of this ITB and contract, 'Owner' shall mean CRDA. -The project is funded by the State of Connecticut. Funds will be administered by the Capital Region Development Authority (CRDA), 100 Columbus Boulevard, Suite 500, Harford, CT 06103-2819, Phone: (860) 527-0100. CRDA will hold the construction contract and oversee construction. Where "Owner" appears in the RFP and contract documents, it shall refer to CRDA.
- N. CRDA Designated Representative for Bid Administration = Erica Levis, elevis@crdact.net
- O. Project = Concourse Park -- CRDA Project # 25-005
- P. Successful Bidder – a qualified bidder who has complied with all of the requirements of the Bid Documents and is the apparent low Bidder to whom CRDA makes an award.
- Q. Definitions established in the General Conditions of the Contract for Construction, or in the other Contract Documents are applicable to the bidding Documents.

3.2 Bidder's Representations

- A. By making a Bid, the Bidder represents that:
 - 1. The Bidder has carefully examined the Bidding Documents; the requirements are clear and concurs with them. The Bid is made in full agreement with those requirements.
 - 2. The Bidder understands the requirements of the Bidding Documents to the extent that such documentation relates to the Work for which the Bid is submitted, for other portions of the Project, if any, being bid concurrently or presently under construction.
 - 3. The Bidder and appropriate Sub-bidders have visited the site, have become familiar with local conditions under which the Work is to be performed, site conditions, logistics and have correlated the Bidder's personal observations with the requirements of the Bidding Documents.
 - 4. The submission of a bid or proposal by a contractor for the whole or any part of the work contained in the specifications shall constitute an acceptance by such contractor of the terms and conditions of all duly promulgated ordinances and regulations of the Location (Town or City) that the Work is being performed at to the extent the same are applicable; and a contract awarded in response to such bid or proposal shall be deemed to incorporate all such pertinent ordinances and regulations.
 - 5. The Bid is based upon the materials, equipment and systems required by the Bidding Documents

without exception or qualification.

- 6 The Bidder has not colluded with any other person in regard to any Bid or sub-bid submitted.

3.3 Bidding Documents

- A. Documents are available only in complete sets
1. Bidders shall use complete sets of Bidding Documents in preparing Bids. The Owner and Architect assume no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
 2. Copies of the Bidding Documents are made available for the sole purpose of obtaining Bids on the Work. No license or permission is granted for any other use of the Bidding Documents.
 3. The Invitation to Bid, Bid Documents and any Addenda will be posted on the CTSource as well as the CRDA website.
 4. Drawings, specifications and related bid documents may be examined at the Capital Region Development Authority, 100 Columbus Boulevard Suite 500, Hartford CT (Connecticut Convention Center 5th floor) contact Erica Levis.

3.4 Interpretation or Correction of Bidding Documents

- A. Bidders shall thoroughly examine and be familiar with the drawings and the specifications. The failure or omission of any Bidder to receive or examine any form, instrument, or document shall in no way relieve the Bidder from any obligation with respect to his bid.
- B. Bidders shall carefully examine the contents of this Invitation to Bid (ITB) and related documents. Any ambiguities or inconsistencies shall be brought to the attention of CRDA in writing by 3:00 p.m. on November 10, 2025. Failure to do so will constitute your acceptance of any subsequent interpretation or decision made by CRDA.
- C. No interpretation of the meaning of this ITB will be made orally. In the event that CRDA provides any interpretation, only written interpretations will be binding upon CRDA. All questions, clarifications and other responses will be posted on the State Contracting Portal and the CRDA website in accordance with the Bid Timeline. Any addenda or amendments to this ITB will also be posted on the State Contracting Portal and the CRDA website. Bidders are strongly encouraged to return periodically to the CRDA website for updates and information related to this Invitation to Bid.
- D. Requests for clarification or interpretation of the ITB or Bidding Documents shall be made in writing. The CRDA will accept requests for clarifications up until 3:00 p.m. on November 10, 2025. Clarification or Questions can be emailed to Erica Levis at elevis@crdact.net.
- E. CRDA reserves the right to respond or not to respond to specific questions, clarifications or requests concerning the ITB process. CRDA acknowledges that information contained in the submission may be subject to the Freedom of Information Act (FOIA).
- F. CRDA may amend or cancel this bid or modify the schedule, prior to the due date and time, if CRDA deems it to be necessary, appropriate or otherwise in the best interest of CRDA.

3.5 Substitutions

- A. The materials, products and equipment described in the Bidding Documents establish the standard required for the function, dimension, appearance and quality to be met by any proposed substitution.
- B. No substitution will be considered after receipt of Bids unless the written request for approval has been received by the Architect by the date stipulated in the ITB. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including

INVITATION TO BID: INSTRUCTION TO BIDDERS

drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work including changes in the work of other contracts that incorporation of the proposed substitution would require shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

- C. If the Architect approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.
- D. No substitutions will be considered after the Contract award unless specifically provided in the Contract Documents.

3.6 Addenda

- A. Addenda will be posted to CTSOURCE and CRDA website. Bidders are advised to check regularly.
- B. Addenda concerning technical matters will not be issued later than the stipulated day prior to the date for receipt of Bids. The CRDA reserves the right to issue an Administrative Addendum at any time, withdrawing the request for Bids or postponing the date for receipt of Bids.
- C. Each Bidder shall confirm, prior to submitting a Bid that the Bidder has received all Addenda issued. The Bidder shall list the Addenda in the Bid.

3.7 Performance and Payment Bond Requirements

- A. Performance and Labor and Material Bonds to be furnished by the bidder awarded the contract shall be an amount not less than 100% of the contract price.
 - 1. Such bonds are required after receipt of bids and before execution of the Contract; the cost of such bonds shall be included in Bid Item 1. The bonds shall be rated A minus or better by A.M. Best. The CRDA is to be listed as the bond obligator.
 - 2. If the Work is to be commenced prior to the execution of the contract, in response to a letter of intent or a limited notice to proceed, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to CRDA that such bonds will be furnished and delivered in accordance with this Subparagraph.
 - a. It is preferred that the bonds be written on the AIA 312 forms. Both bonds shall be written in the amount of the Contract Sum.
 - b. The bonds shall be dated on the date of the Contract.
 - c. The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.
- B. The Bidder shall furnish with their Bid, evidence of its ability to obtain satisfactory Performance and Labor and Materials Payment Bonds in the full amount of the Contract Sum.
- C. Payment and performance bonds will be required from all subcontractors, except that in accordance with Connecticut General Statutes Sections 49-41, et. seq., the following restrictions apply:

A Payment Bond shall not be required to be furnished in relation to any sub-bid in which the total estimated cost of labor and materials under the contract to which the sub-bid is submitted is less than One Hundred Thousand Dollars (\$100,000.00).

A Performance Bond shall not be required to be furnished in relation to any sub-bid in which the total estimated cost of labor and materials under the contract to which the sub-bid is submitted is less than Fifty Thousand Dollars (\$50,000.00).

If the bidder is a small contractor or minority business enterprise pursuant to Connecticut General Statutes Section 4a-60g, it may provide in lieu of a Payment of Performance bond, a letter of

INVITATION TO BID: INSTRUCTION TO BIDDERS

credit in an amount equal to Ten Percent (10%) of the bid if the estimated value of the contract for which the bid is submitted is less than one hundred thousand dollars and in amount equal to Twenty-Five Percent (25%) if the estimated value of such contract is One Hundred Thousand Dollars (\$100,000.00) or greater.

D. Obligees – All performance and payment bonds shall name CRDA as obligee.

E. Bond Adjustments for Change Order Work

1. Actual additional bonding costs associated with the value of the Change Order will be compensable only when supported by written documentation by the bonding company that the Change Order requires an increase to the original Performance, Payment, Labor or Material Bond.
2. The Contractor shall notify the bonding company at each \$500,000 increase to the contract value as the cumulative result of change orders. A copy of the Consent of Surety must be provided to the Owner prior to the execution of any change order which exceeds each cumulative \$500,000.
3. Mark-up for Overhead and Profit shall not be applied to Change Orders for Increase in Bonds due to Change Order Work.

3.8 Insurance

- A. The Successful Bidder shall submit Insurance Liability Coverage as per Schedule B Section 6.
- B. The cost of the Successful Bidder's insurance is to be included in Bid Item 1.
- C. If the Work is to be commenced prior to the execution of the Contract, in response to a letter of intent or a limited notice to proceed, the Bidder shall, prior to commencement of the Work, Submit such Insurance.

3.9 State Labor Standards Provisions, Laws and Regulations

- A. All provisions of all applicable State Labor Standards must be complied with under this Contract. The execution of the Contract by the Bidder binds him to all applicable State Labor Laws and Regulations. All such Standards, Laws and Regulations shall be binding to the same extent as if they were copied at length herein.
- B. As a condition of contract, any out-of-state contractor who is awarded work must provide CRDA with a copy of the State of Connecticut Trade License for Employees working in the State of Connecticut.
- C. Non-Resident Contractors – at the time of Contract signing, a certificate from the Commissioner of Revenue Services shall be provided which evidences that C.G.S. 12-430 for non-resident contractors has been met. For details, call the Department of Revenue Services at 1-800-541-3280, ext. 7. A link to the Department of Revenue Services is provided in the Document Appendix.

3.10 DAS Contractor Prequalification Certification

- A. Bidders shall be prequalified by the Connecticut Department of Administrative Services (DAS) for a minimum of \$5,000,000 for a single project. All prime bidders must be pre-qualified for the classification of work that they are bidding on. Each bidder shall hold a current "DAS Contractor Prequalification Certificate" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to C.G.S. § 4a-100, C.G.S. § 4b-101 and C.G.S. § 4b-91. Bidders shall submit with their bids, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement".

Any bid submitted without a copy of the DAS Prequalification Certificate and an Update (Bid) Statement shall be invalid. If you have any questions regarding these requirements, contact DAS at telephone number 860-713-5280 or visit their web site at www.das.ct.gov.

3.11 Incurring Cost

- A. Bidders are solely responsible for any and all cost or expenses incurred in the preparation and submission of this bid.

PART 4 – COMPLIANCE REQUIREMENTS AND CERTIFICATIONS**4.1 Non-Discrimination in Employment**

- A. Each contractor, vendor, and supplier shall be subject to, and shall comply with the following requirements, included herein by reference, to insure through affirmative action that qualified employees, applicants for employment and subcontracting are not discriminated against because of race, creed, color, religion, age, sex, physical disability, or national origin. Said requirements shall include compliance with all applicable Federal, state and local statutes, ordinances and regulations relating to discrimination in employment. It shall be the responsibility of the bidder to be familiar with and knowledgeable about the above.
- B. The apparent successful bidder may be required to undergo a pre-award compliance review for the purpose of ascertaining whether in the opinion of the Owner the bidder is willing and/or capable of complying with the above requirements.
- C. Set-Aside Participation: The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a- 60a of the Connecticut General Statutes. Refer to the Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Bidders at [Contract Compliance Forms and Reports](#)
- D. All bidders must complete, sign, and return the CHRO Contract Compliance Regulations Notification to Bidders form to CRDA. Bids not included in this form will be considered incomplete and rejected. CHRO forms are attached.
- E. Nondiscrimination Certification: Prior to award the selected contractor must provide a Nondiscrimination Certification pursuant to Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.
- F. Bidders are advised that CRDA has a goal of 25% Small Business Enterprise (SBE) participation and 6.25% Minority Business Enterprise (MBE) participation from lower tier contractors/vendors in this contract. The Contractor is responsible for ensuring the SBE/MBE firms that have been selected are eligible contractors and must submit an Affirmative Action Plan to CHRO detailing their good faith efforts and processes for selecting these MBE/SBE companies.
- G. All provisions of all applicable State Labor Standards must be complied with under this Contract. CRDA is an Affirmative Action Equal Opportunity Employer.

4.2 Ethics Affidavits and Certifications –

Bidders are required to provide the following certifications. (State Forms Attachment 6)

- A. Campaign Contribution Certificate Form
- B. Campaign Contribution and Solicitation Ban: With regard to a State contract as defined in P.A. 07-01 having a value in a calendar year of \$50,000 or more or a combinations or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Election Enforcement Commission's notice advising prospective state contractors of the state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See the Document Appendix for link to Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations (SEEC Form 10)
- C. A Gift and Campaign Certification form must be updated annually by the successful Bidder. Annually, on or within two (2) weeks of the anniversary date of the execution of this contract, the successful Bidder shall submit a completed Annual Certification with authorizing resolution to CRDA, 100 Columbus Blvd., Suite 500, Hartford, CT 06103-2819. For the purposes of this paragraph, the execution date of the contract will be the date CRDA signs the contract.
- D. Conflict of Interest: All contractors must include a disclosure statement concerning any current business relationships (within the last three years) that pose a conflict of interest as defined by Connecticut General Statutes Section 1-85 & 1-86 (see attached State Forms).

INVITATION TO BID: INSTRUCTION TO BIDDERS

- E. The successful Bidders must submit a [Contractor/Consultant Certification] Gift and Campaign Contribution Certification (Form 1) for contracts with a value of \$50,000 or more. This certification should be completed and submitted when requested. [Contract Compliance Forms and Reports](#)
- F. All acquisitions, agreements and contracts are subject to the provisions of the Connecticut General Statutes § 9-612 - regarding campaign contribution restriction.

PART 5 – GENERAL AND SPECIAL CONDITIONS**5.1 Taxes:**

- A. Tax Exempt Project: This project is tax exempt. A certificate of tax exemption will be provided by the CRDA to the successful bidder. State sales and use taxes are excluded except for taxes on rentals, tools, and other incidentals as determined by the state Department of Revenue and for which the Contractor is responsible.

5.2 Miscellaneous:

- A. OSHA Training – Pursuant to Connecticut General Statutes Sec. 31-53b (a) each contract entered into on or after July 1, 2007, for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public building project by the state or any of its agents, or by any political subdivision of the state or any of its agents, where the total cost of all work to be performed by all contractors and subcontractors in connection with the contract is at least one hundred thousand dollars, shall contain a provision requiring that, not later than thirty days after the date such contract is awarded, each contractor furnish proof to the Labor Commissioner that all employees performing manual labor on or in such public building, pursuant to such contract, have completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, in the case of telecommunications employees, have completed at least ten hours of training in accordance with 29 CFR 1910.268. It is required that all on-site workers hold current OSHA 10-hour training certifications.
- B. Contract Provisions: Contractor agrees to the provisions set forth below, which shall also be included in any subcontract issued by the Contractor, with the applicability of terms to be adjusted accordingly. Any duplication of provisions already provided in this Contract Agreement shall be disregarded. In the event of a conflict between the following provisions and those contained in this Contract Agreement, the more stringent shall apply:
 - 1. All work is to be performed in accordance with the requirements of the Contract Documents for this Project.
 - 2. The Contractor and all of its subcontractors agree to waive all rights to subrogation against CRDA and CRDA's agents, for damages caused by fire or other perils covered by insurance obtained for or in place upon the Project.
 - 3. The Contractor and all of its subcontractors must carry and maintain insurance coverage in accordance with the Contract Documents and file certificates of such coverage with CRDA.
 - 4. The Contractor and each of the Contractor's subcontractors must cooperate with, CRDA and permit a designated auditor or representative to review and audit the Contractor's books and records in connection with any costs charged to the Project and included in the price of any change orders.
- C. Project Meetings
 - 1. Pre-Construction Meeting - Soon after the actual award of the contract (but in any event prior to the start of construction), authorized representatives of the contractor shall attend a Pre-construction Conference. Participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the work. The Owner's Representative will forward the agenda to the successful bidder. The location of this conference will be at the Project Site or another convenient location as directed by the Owner's Representative. A Pre-Construction Meeting will also be held at the beginning of each subsequent Seasonal Work Period.

INVITATION TO BID: INSTRUCTION TO BIDDERS

2. Project Meetings – Weekly or bi-weekly meetings will be scheduled as needed with CRDA, SOLLI Engineering, LLC and Contractor. The Bid shall include attendance by the Contractor’s project manager.
- D. Qualified Work Force – The Contractor shall confirm that fabricator/installers meet the qualifications and are approved by the manufacturer if noted for the work to be performed.
- E. Parking: Limited onsite parking is available for tradespersons within the project area.
- F. Field Office: The Contractor will be required to have a field office on site for CRDA and Solli Engineering use.
- G. Welding Protection: The Bid shall include temporary barricades to protect from view any of their burning and welding operations so that other site personnel or passersby cannot look at any flames or welding operations.
- H. Cleanup: The Contractor is responsible for keeping all contracted work areas in a neat and orderly condition. This includes all designated storage areas. This Contractor shall perform daily clean-up operations within contracted work and storage areas.
- I. Waste Disposal: The bid shall include the removal and legal disposal of all construction waste/debris generated by the project including dumpsters.
- J. Power & Water: The bid shall include temp power as required for trailers, welding equipment, temporary lighting, temporary outlets, and water as needed.
- K. Dust Control: Dust control measures shall be taken by Contractor as required to prevent adverse impacts to the public and environment.
- L. Snow and Ice Removal: The contractor shall provide snow removal from work areas, parking areas, stockpile/storage areas, trailer areas and travel path areas within the contract limits for the duration of the contract. If needed, the contractor shall legally dispose of snow off site.
- M. Toilet Facilities: The Contractor shall provide temporary portable toilets as required to support the work.
- N. Document Coordination: Should a discrepancy exist between the requirements outlined within the Bid Documents or between the Bid Documents and the plans or specifications, the bid shall include the more stringent requirement.

PART 6 – BID PROCEDURES AND SUBMISSION REQUIREMENTS**6.1 TIMELINE**

Documents Available	10/8/25	
Mandatory Pre-Bid Walk Through	10/15/25	(1:00 PM)
Last Day for Questions	11/10/25	(3:00 PM)
Last Addendum	11/21/25	
Bids Due	12/11/25	(10:00 AM)
Scope Reviews	TBD	
Contract Award	TBD	
Start Construction	TBD	

6.2 Pre Bid Conference

A mandatory pre-bid walk through will be held at the site, 936-960 Silver Lane, East Hartford, CT at **1:00 PM on Wednesday October 15, 2025.**

6.3 Bidder Question Procedure

All technical and bid questions must be in writing and emailed to Erica Levis at the following email address: elevis@crdact.net. No questions shall be accepted after **3:00 on November 10, 2025**. Answers will be provided via addenda and posted on the CTSource and CRDA website.

6.4 Preparation and Submission of Bid

A. The form and style of Bids shall conform to the Bid Form attached hereto as Attachment 2.

1. Bids shall be submitted on forms identical to the form supplied with the Bidding Documents. Any modifications, revisions, deletions, etc. to the Bid Forms except where information is requested of the Bidder may be grounds for rejection of the Bid.
2. Provide all requested information and completely fill in all blanks on the bid form. Use typewriter or ink.
3. Interlineations, alterations and erasures must be clearly legible and initialed by the signer of the Bid.
4. On each copy of the Bid, include the legal name of the Bidder and a statement that defines the circumstance of ownership and control. The name of each person signing the proposal shall be typed or printed below the signature. When the proposal is signed by an agent of the Bidder, include evidence of current power of attorney. In every case, the proposal shall show the present business address of the Bidder, at which address communications will be received and service of notices accepted.
 - a. If the Bidder is a corporation, the proposal shall be signed in the name of the corporation and sealed by a duly authorized officer of the corporation.
 - b. If the Bidder is a partnership, the proposal shall be signed in the name or title under which the organization is doing business by an officer whose official capacity shall be designated.
 - c. If the Bidder is an individual, that individual shall sign the proposal in person, stating the name or title, if any, under which that individual is doing business.

B. Bid Submission:

1. One (1) original and two (2) copies of the Bid and other documents required to be submitted with the Bid shall be enclosed in a sealed envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, and the Bidder's name and address. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope labeled SEALED BID ENCLOSED. **An electronic copy shall also be submitted with bid.**
2. ALL BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE CLEARLY IDENTIFIED AS FOLLOWS:
Concourse Park CRDA Project # 25-005
3. Bids may be submitted VIA: U.S. Mail, Overnight Mail or Hand and must be deposited at the designated location prior to the Bid Closing time and date.
4. Bids shall be addressed to:
Capital Region Development Authority (CRDA)
100 Columbus Boulevard, Suite 500
Hartford, CT. 06103-2819
Attn: Erica Levis
If you require assistance in locating CRDA's office call 860-527-0100
5. Bid Closing Date: Bids will be received at **10:00 AM on December 11, 2025**, at the location indicated above and then opened. Late bids will not be accepted and will be returned to bidder unopened. Extensions will not be granted. Bidders are invited to attend the bid opening.

INVITATION TO BID: INSTRUCTION TO BIDDERS

- C. Bid Package – the Bid Package shall include the Bid Form (Attachment 2) and all of the documents listed in Attachment #1.

6.5 Bid Security

- A. Bid Bonds are required for this project.

6.6 Modification or Withdrawal of Bid

- A. Bid Withdrawal: Bids may be withdrawn only by written request received from the Bidder prior to the deadline for submission. No bidder may withdraw its bid within ninety (90) days from the actual date of bid opening. Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.
- B. Extension: Bids shall be valid for 90 days following the Bid Closing Date. If for some reason a contract cannot be awarded within the specified period, the time may be extended by mutual agreement between CRDA and the designated low bidder.
- C. Bid Modification: Bids may not be changed after the deadline for submission. A Bid submitted prior to the time and date designated for receipt of Bids, may be modified or withdrawn by notice to the party receiving Bids at the place designated for receipt of Bids prior to the deadline for submission. Such notice shall be in writing and signed by the Bidder. If notice is sent by telegram, written confirmation shall be mailed and postmarked on or before the date and time set for receipt of Bids. Any change shall be so worded as not to reveal the amount of the original Bid.
- D. Bid Clarification: CRDA reserves the right to request clarifications from any bidder, which shall be provided at the bidder's sole expense.

6.7 Post Bid Scope Review Meeting

- A. After the public Bid opening there will be scope review meeting(s) with the apparent low Bidder(s). These meetings will be held at CRDA Offices at the Connecticut Convention Center, 100 Columbus Boulevard, Hartford, CT. The purpose of these meetings is to review the apparent low bidder's proposals. The apparent low bidders will be notified by CRDA and shall be available to attend these meetings.

6.8 Consideration of Bids

- A. The properly identified Bids received on time at CRDA's office, will be opened publicly.
- B. CRDA reserves the right to do any of the following without liability, including but not limited to:
 - 1. Award in part,
 - 2. To reject any and all bids in whole or in part for misrepresentation or if the bidder is in default of any prior State contract, or if the bid or submission limits or modifies any of the terms and conditions and/or specifications of the bid;
 - 3. Cancel the award or execution of any contract prior to the "Notice to Proceed;"
 - 4. Advertise for new bids.
- C. CRDA also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of CRDA would be served.
- D. CRDA reserves the right to correct inaccurate awards resulting from clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a bidder and subsequently awarding the contract to another bidder. Such action on the part of CRDA shall not constitute a breach of contract on the part of CRDA since the contract with the initial bidder is deemed to be void ab initio and of no effect as if no contract ever existed between CRDA and the bidder

INVITATION TO BID: INSTRUCTION TO BIDDERS

- E. Every bid which is conditional or obscure, or which contains any addition not called for, may be considered invalid, and CRDA may reject every such bid.
- F. CRDA may reject a bid as non-responsive if the Bidder does not make all required pre-award submittals within the time designated by CRDA.

6.9 Acceptance of Bid

- A. It is the intent of the Owner to award a Contract to the lowest qualified Bidder offering the optimum combination of cost, service and schedule, provided that the apparent Low Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available within the budget established for this project by the Owner. The Owner reserves the right to accept or reject any or all bids and to award the contract to the bidder deemed to be for its best interest. Consideration will also be given to bidder's affirmative action plan.
- B. The Bidder will be required to establish to the satisfaction of the Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.
- C. Prior to the award of the Contract, the Owner will notify the Bidder in writing if the Owner has reasonable objection to a person or entity proposed by the Bidder. If the Owner has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, (1) withdraw the Bid, or (2) submit an acceptable substitute person or entity with an adjustment in the Base Bid to cover the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder.
- D. Persons and entities proposed by the Bidder and to whom the Owner has made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner.

An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business enterprises are encouraged to apply.

ATTACHMENT 1**LIST OF BID FORMS****LIST OF REQUIRED BID FORMS**

The following forms must be completed and submitted as part of the Bid Submission

1. Bid Form (including Addenda Acknowledgement, Subcontractor List)
2. Standard Bid Bond Form
3. Contractors Price Itemization Form
4. DAS Contractor Prequalification Certification and current Update (bid) Statement
5. Surety Letter from bidders bonding company stating the bidder, if awarded a contract, can obtain the required Performance and Labor and Materials Payment Bonds in the full amount of the Base Bid.
6. OPM Ethics Form 1 – Gift and Campaign Contribution Certification
7. Guide to the Code of Ethics for Current or Potential State Contractors
8. State Elections Enforcement Commission Form 10
9. Internal Revenue Service Form W-9
10. CRDA Disclosure Form A
11. State of CT Certificate of Compliance
12. Disclosure statement concerning any current business relationships (within the last three years) that pose a conflict of interest as defined by Connecticut General Statutes Section 1-85 & 1-86
13. State of CT Nondiscrimination Certification form D
14. OPM Ethics Form 5 – Consulting Agreement Affidavit
15. CHRO Contract Compliance Regulations & Report
16. State of CT Terms & Conditions
17. General Conditions Certification (page 25)
18. Department of Revenue Services registration information for out-of-state contractors if required.

ATTACHMENT 2**BID FORM****CONCOURSE PARK
EAST HARTFORD, CONNECTICUT**

TO: **CAPITAL REGION DEVELOPMENT AUTHORITY**
100 Columbus Boulevard, Suite 500
Hartford, CT 06103-2819

Date: _____

Bidder's Name: _____

The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and the Contract Documents as prepared by **SOLLI Engineering, LLC** (as listed in Schedule A) and on file with **Capital Region Development Authority**, hereby propose to provide all labor, materials, tools, equipment, temporary facilities and transportation necessary to complete Concourse Park as defined in the Contract Documents for the Contract Price of:

_____ Dollars

(\$ _____)

This Bid Price shall include all charges such as overhead, profit, insurance, permits, etc.

Submitted herewith is the Bid Price Itemization including an amount for all project components required by the Bid Documents. The sum of all listed components shall equal the Bid Price.

Submitted herewith are all the forms as listed in the Instructions to Bidders, in accordance with these Instructions to Bidders.

We/I acknowledge that should conditions make it necessary to revise the scope of the project, the Bid Price Itemization shall serve as the basis for adjustments to the Bid Price.

BID FORM**BF/2****CONCOURSE PARK
EAST HARTFORD, CONNECTICUT**

Bidder's Name: _____

CONTRACT PRICE ITEMIZATION

Bid Item 1 – General Requirements (section 2.1.A)	\$ _____
Bid Item 2 – Survey & Temporary Protection (Section 2.1.B.a-c)	\$ _____
Bid Item 3 – Clearing & Grubbing (Section 2.1.B.d)	\$ _____
Bid Item 4 – Site Demolition (Section 2.1.B.e)	\$ _____
Bid Item 5 – Erosion and Sediment Control (Section 2.1.B.f)	\$ _____
Bid Item 6 – Site Grading (Section 2.1.B.g):	\$ _____
Bid Item 7 – Sanitary System (Section 2.1.C.a):	\$ _____
Bid Item 8 – Storm Water System (Section 2.1.C.b):	\$ _____
Bid Item 9 – Electric and Communications (Section 2.1.C.c&d):	\$ _____
Bid Item 10 – Water System (Section 2.1.C.e):	\$ _____
Bid Item 11 – Water and Sanitary Mains (Section 2.1.C.f):	\$ _____
Bid Item 12 – Gas System (Section 2.1.C.g):	\$ _____
Bid Item 13 –Lighting System (Section 2.1.D.a):	\$ _____
Bid Item 14 - Road Base (Section 2.1.D.b):	\$ _____
Bid Item 15 – Curbing (Section 2.1.D.c):	\$ _____
Bid Item 16 – Paving (Section 2.1.D.d):	\$ _____
Bid Item 17 – Conc. Sidewalks, Curbing, Ramps & Aprons (Section 2.1.D.e):	\$ _____
Bid Item 17b – Retaining Walls & Monument Walls (Section 2.1.D.g):	\$ _____
TOTAL BID ITEMS 1 THROUGH 17b (BASE BID PRICE”):	\$ _____

BID FORM**BF/3****CONCOURSE PARK
EAST HARTFORD, CONNECTICUT**

Bidder's Name: _____

CONTRACT ALTERNATES

Bid Item 18 – Add/Alt Pavement Markings & Signs – Phase 1b (section 2.1.1.A.a-b)	\$ _____
Bid Item 19 – Add/Alt Pavement Markings & Signs – Phase 2 (section 2.1.1.A.a-b)	\$ _____
Bid Item 20 – Add/Alt Paving – Phase 1b (Section 2.1.1.A.c)	\$ _____
Bid Item 21 – Add/Alt Paving – Phase 2 (Section 2.1.1.A.c)	\$ _____
Bid Item 22 – Add/Alt Concrete Sidewalks, Curbing, Ramps & Aprons – Phase 1b (Section 2.1.1.A.d)	\$ _____
Bid Item 23 – Add/Alt Concrete Sidewalks, Curbing, Ramps & Aprons – Phase 2 (Section 2.1.1.A.d)	\$ _____
Bid Item 24 – Add/Alt Site Furnishings – Phase 1b (section 2.1.1.A.e)	\$ _____
Bid Item 25 – Add/Alt Site Furnishings – Phase 2 (section 2.1.1.A.e)	\$ _____
Bid Item 26 – Add/Alt Otto Gravity Sanitary System (Section 2.1.1.B.a)	\$ _____
Bid Item 27 – Add/Alt Otto Pump Station Sanitary System (Section 2.1.1.B.b)	\$ _____
Bid Item 28 – Add/Alt Landscaping – Phase 1b (Section 2.1.1.C.a&b)	\$ _____
Bid Item 29 – Add/Alt Landscaping – Phase 2 (Section 2.1.1.C.a&b)	\$ _____
Bid Item 30 – Add/Alt Communications (Section 2.1.1.D.a)	\$ _____
Bid Item 31 – Add/Alt Clearing & Grubbing (Section 2.1.B.h)	\$ _____

BID FORM**BF/4****STANDARD BID BOND FORM****CAPITAL REGION DEVELOPMENT AUTHORITY****Bond No.:** _____**Date:** _____**Parties**

- **Principal (Bidder):**
Name: _____
Address: _____
- **Surety:**
Name: _____
Address: _____
State of Incorporation: _____
Authorized to transact surety business in Connecticut
- **Obligee:**
Capital Region Development Authority (CRDA)

Penal Sum

This bond is in the penal sum of **five percent (5%) of the bid amount** submitted in the proposal described below, payable in lawful money of the United States.

Project

- **Project Name:** Concourse Park
- **Project Number:** CRDA Project No. 25-005

Conditions of Obligation

The Principal has submitted, or is about to submit, a bid to the Obligee for the above-referenced project.

If the Principal is awarded the contract and, within the time specified:

1. **Executes a written contract** with the Obligee in accordance with the bid, and
2. **Furnishes the required performance and payment bonds** with a surety acceptable to the Obligee,

then this bond shall be null and void. Otherwise, it shall remain in full force and effect, and the Surety shall be liable to the Obligee for damages, not to exceed the penal amount of this bond.

BID FORM

BF/5

Execution

Signed and sealed this ____ day of _____, 2025.

PRINCIPAL (Bidder):

Signature: _____

Printed Name: _____

Title: _____

Company: _____

SURETY:

Name of Surety: _____

Signature of Attorney-in-Fact: _____

Printed Name: _____

Title: _____

[Affix Surety Seal]

INVITATION TO BID: INSTRUCTION TO BIDDERS**BID FORM****BF/6****CONCOURSE PARK
EAST HARTFORD, CONNECTICUT**

Bidder's Name: _____

GENERAL REQUIREMENTS

The bidder shall, before submitting his Proposal, carefully examine the Contract Documents. He shall inspect in detail the site of the proposed work and familiarize himself with all the local conditions affecting The Work and the detailed requirements of construction. If his Proposal is accepted, he will be responsible for all errors in his Proposal resulting from his failure or neglect to comply with these instructions or errors in judgment arising from said inspections of the work site and examination of the Contract Documents. The Engineer and/or the Owner will, in no case, be responsible for any losses or change in Contractor's anticipated profits resulting from such failure or neglect.

If the bidder finds any language in the Contract inconsistent, vague or difficult to understand or interpret, for any reason, he shall request clarification in writing from the Engineer or Owner not less than 8 working days prior to the scheduled dates for response thereto in writing to all bidders known to the Owner. Unless the bidder seeks clarification in accordance with this paragraph, he will be deemed to have waived his rights, if any he had, to object to said Contract language as vague or misleading for any reason.

When the plans and Special Provisions include information pertaining to surface observations, material testing and other preliminary investigations, such information represents only the opinion of the Engineer as to the location, character, or quantity of the materials encountered and is only included for the convenience of the bidder. The Owner/Engineer assumes no responsibility whatever in respect to the sufficiency or accuracy of the information, and there is no guarantee, either expressed or implied, that the conditions indicated are accurate or unanticipated developments may not occur. Said information shall not be considered by the parties as a basis for the Contract award amount.

The Bidder agrees that adequate time was allowed for the bidder to inspect all work sites and, unless express written request has been made, the Engineer/Owner will be presumed to have supplied the bidder all the information and access required to adequately complete the Proposal.

Work acceptance is to be made by the Engineer.

Any extra work beyond the scheduled quantities requiring additional cost to the Owner shall be approved by the Owner prior to taking such action. Claims for extra work which have not been authorized in writing by the Owner and approved by the Engineer will be rejected and the Contractor shall not be entitled to payment thereof.

CONSTRUCTION TIME

Contractor shall reference the Instructions to Bidders for applicable requirements.

RIGHT TO REJECT BIDS AND SIGNING CONTRACTS

In submitting this Bid, it is understood that the right is reserved by the Owner to reject any and all bids, and/or negotiate with the selected bidder or bidders, including splitting the work into multiple contracts, all as may be in the best interest of the Owner. If written notice of acceptance of this bid is mailed, delivered and/or otherwise transmitted to the undersigned within ninety (90) days after the opening thereof, or at any time thereafter before this bid is withdrawn by written notification, the undersigned agrees to execute and deliver a Contract in the prescribed form. The Work shall be commenced by the successful bidder within 14 days after the Notice to Proceed from the Owner.

BID FORM

BF/7

**CONCOURSE PARK
EAST HARTFORD, CONNECTICUT**

Bidder's Name: _____

ADDENDA ACKNOWLEDGMENT

The undersigned acknowledges receipt of the following addenda:

ADDENDA NUMBER

DATE OF ADDENDA

1

10/30/25

2

11/07/25

BID FORM

BF/8

**CONCOURSE PARK
EAST HARTFORD, CONNECTICUT**

Bidder's Name: _____

SUBCONTRACTOR'S LIST (If applicable)

(1) Name _____

Address _____

Work Scope _____

(2) Name _____

Address _____

Work Scope _____

(3) Name _____

Address _____

Work Scope _____

(4) Name _____

Address _____

Work Scope _____

(5) Name _____

Address _____

Work Scope _____

(6) Name _____

Address _____

Work Scope _____

BID FORM**BF/9****CONCOURSE PARK
EAST HARTFORD, CONNECTICUT**

Bidder's Name: _____

GENERAL STATEMENT

The information in this Bid is correct to the best information, knowledge and belief of the undersigned. The undersigned has checked all of the above figures and understands that the owner will not be responsible for any errors or omissions on the part of the undersigned in preparing this bid. In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids and waive all technicalities and informalities in connection therewith, including negotiating with the selected bidder or bidders, all as may be in the best interest of the Owner. It is agreed that this Bid may not be withdrawn for a period of 90 days from the time of opening.

The undersigned declares that the person or persons signing this bid is/are fully authorized to sign on behalf of the firm listed, to all of the Bid's conditions and provisions thereof.

It is agreed that no persons or company other than the firm listed below or as otherwise indicated has any interest whatsoever in this Bid or the contract that may be entered into as a result of this Bid and that in all respects the Bid is legal and firm, submitted in good faith without collusion or fraud.

It is agreed that the undersigned has complied and/or will comply with all requirements of local, state or national laws, and that no legal requirements has been or will be violated in making or accepting this Bid, in awarding the contract to him and/or in the prosecution of the work required.

SIGNATURE OF BIDDER

Date _____ day of _____ 20 _____

Firm Name _____

(Seal)

Address _____

Signature _____

Name Typed _____

Title _____

Witness _____ Telephone _____

State of _____, County of _____

On this _____ day of, 20____ before me personally came to me known who did depose and say that
he is _____, of _____,

the Corporation/Partner/Individual described in and which executed the foregoing instrument and that such instrument is
duly submitted on behalf of

Notary Public

ATTACHMENT 3

GENERAL CONDITIONS CERTIFICATION

Bidder's Name: _____

The undersigned hereby affirms the Bidder shall adhere to the Conditions as contained in this ITB, the Sample Contract and the Project Manual.

Submitted:

Date: _____

(Signature of Official)

(Print Name and Title of Official)

ATTACHMENT 4**LABOR RATES**Project: **Concourse Park**Location: **East Hartford, Connecticut**Project Number: **CRDA Project # 25-005**

For additional work not reflected in the Lump Sum Bid Items or Unit Price Bid Items, the following labor rates shall apply. Use one sheet for each classification. Do not include Overhead and Profit.

Contractor: _____

Trade Classification: _____

	Straight Time	Time & Half	Double Time
A. Base Rate	_____	_____	_____
B. FICA	_____	_____	_____
C. FUTA	_____	_____	_____
D. SUTA	_____	_____	_____
E. Workman's Comp	_____	_____	_____
F. General Liability	_____	_____	_____
G. Benefits (list each)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
H. Total	_____	_____	_____

ATTACHMENT 5

SAMPLE CONTRACT

The Contract for this project will be based on the AIA Document A104-2017, Standard Abbreviated Form of Agreement between Owner and Contractor.

The Sample Contract will be issued in a Bid Addendum.

Attachment 6

State Forms

- 1) OPM Ethics Form 1 – Gift and Campaign Contribution Certification
- 2) Guide to the Code of Ethics for Current or Potential State Contractors
- 3) State Elections Enforcement Commission Form 10
- 4) Internal Revenue Service Form W-9
- 5) CRDA Disclosure Form A
- 6) State of CT Certificate of Compliance
- 7) Disclosure statement concerning any current business relationships (within the last three years) that pose a conflict of interest as defined by Connecticut General Statutes Section 1-85 & 1-86
- 8) State of CT Nondiscrimination Certification form D
- 9) OPM Ethics Form 5 – Consulting Agreement Affidavit
- 10) CHRO Contract Compliance Regulations & Report

(Attached separately)

SCHEDULE A**PLANS AND SPECIFICATIONS****Plans by SOLLI Engineering, LLC****CIVIL DRAWINGS**

Sheet #	Date	Title
0.00	10/01/25	Cover Sheet
0.10	10/30/25	General Project Notes & Legends
0.11	10/01/25	Approvals and Documentation
1 of 2	05/22/25	ALTA/NSPS Land Title Survey
2 of 2	05/22/25	ALTA/NSPS Land Title Survey
1 of 1	07/17/25	Lot Consolidation Plan

Site Enabling Phase 1A

2.00	10/30/25	Overall Demolition Plan
2.01	10/30/25	Phase 1A Overall Grading and Drainage Plan
2.02	10/30/25	Phase 1A Overall Site Utility Plan
2.03	11/07/25	Overall Site Logistics Plan

Phased Plans Phases 1B & 2

2.10	10/01/25	Overall Site Plan
2.11.1	10/30/25	Phase 1B Site Plan
2.11.2	10/01/25	Phase 1B Site Plan
2.12.1	11/07/25	Phase 2 Site Plan
2.12.2	10/30/25	Phase 2 Site Plan
2.20	10/01/25	Overall Grading and Drainage Plan
2.21.1	10/01/25	Phase 1B Grading and Drainage Plan
2.21.2	10/01/25	Phase 1B Grading and Drainage Plan
2.22.1	10/07/25	Phase 2 Grading and Drainage Plan
2.22.2	10/01/25	Phase 2 Grading and Drainage Plan
2.30	10/01/25	Overall Erosion & Sedimentation Control Plan
2.31.1	10/01/25	Phase 1B Erosion & Sedimentation Control Plan
2.31.2	10/01/25	Phase 1B Erosion & Sedimentation Control Plan
2.32.1	10/01/25	Phase 2 Erosion & Sedimentation Control Plan
2.32.2	10/01/25	Phase 2 Erosion & Sedimentation Control Plan
2.41	10/01/25	Soil Erosion & Sediment Control Notes & Details
2.50	10/01/25	Overall Site Utility Plan
2.51.1	10/30/25	Phase 1B Site Utility Plan
2.51.2	10/01/25	Phase 1B Site Utility Plan
2.52.1	10/30/25	Phase 2 Site Utility Plan
2.52.2	10/01/25	Phase 2 Site Utility Plan
3.01	11/07/25	Construction Details
3.02	11/07/25	Construction Details
3.03	10/01/25	Construction Details
3.04	10/01/25	Construction Details
3.05	10/01/25	Construction Details
3.06	10/01/25	Construction Details
3.07	10/01/25	Construction Details
3.08	10/01/25	Construction Details

Add/Alternate Plans

4.01.1	11/07/25	ADD/ALT Phase 1B Site Plan
--------	----------	----------------------------

INVITATION TO BID: INSTRUCTION TO BIDDERS

4.01.2	10/01/25	ADD/ALT Phase 1B Site Plan
4.02.1	10/01/25	ADD/ALT Phase 2 Site Plan
4.02.2	10/01/25	ADD/ALT Phase 2 Site Plan
4.03	10/01/25	ADD/ALT Otto Sanitary Service
4.04	10/30/25	ADD/ALT Otto Pump Station Details
4.05	10/01/25	ADD/ALT Overall Landscaping Plan
4.06.1	10/01/25	ADD/ALT Phase 1B Landscape Plan
4.06.2	10/01/25	ADD/ALT Phase 1B Landscape Plan
4.06.3	10/01/25	ADD/ALT Phase 1B Landscape Details & Notes
4.07.1	10/01/25	ADD/ALT Phase 2 Landscape Plan
4.07.2	10/01/25	ADD/ALT Phase 2 Landscape Plan
4.07.3	10/01/25	ADD/ALT Phase 2 Landscape Details & Notes

MDC DEVELOPMENT PERMIT AGREEMENT SET

Sheet #	Date	Title
0.00	10/01/25	Cover Sheet
1 of 2	05/22/25	ALTA/NPS Land Title Survey
2 of 2	05/22/25	ALTA/NPS Land Title Survey
1 of 1	07/17/25	Lot Consolidation Plan
0.10	10/01/25	Utility General Notes
2.50	10/01/25	Overall Site Utility Plan
2.51	10/01/25	Water Main – Plan and Profile
2.52	10/01/25	Water Main – Plan and Profile
2.53	10/01/25	Water Main – Plan and Profile
2.54	10/01/25	Sewer Main – Plan and Profile
3.01	10/01/25	Sewer Details
3.02	10/01/25	Water Details

Project Specifications, dated October 1, 2025**Division 00 – Procurement and Contracting Requirements**

003132	Geotechnical Data
003133	Environmental Data

Division 01 – General Requirements

011000	Summary
012000	Price and Payment Procedures
012500	Substitution Procedures
013000	Administrative Requirements
013216	Construction Progress Schedule
013300	Submittal Procedures
014000	Quality Requirements
015000	Temporary Facilities and Controls
015639	Temporary Tree and Plant Protection
016000	Product Requirements
017000	Execution and Closeout Requirements

Division 02 – Existing Conditions

024100	Site Demolition
--------	-----------------

Division 03 – Concrete

033053	Site Cast-in-Place Concrete
--------	-----------------------------

INVITATION TO BID: INSTRUCTION TO BIDDERSDivision 10 – Specialties

101425	Traffic Control Signage
--------	-------------------------

Division 31 – Earthwork

311000	Clearing and Grubbing
312300	Earthwork
312319	Dewatering
312333	Trenching and Backfilling
312500	Sedimentation and Erosion Controls
315000	Excavation Support and Protection

Division 32 – Exterior Improvements

321216	Asphalt Paving
321313	Concrete Paving
321373	Concrete Paving Joint Sealants
321613	Concrete Curbs and Gutters
321726	Tactile Warning Surfacing
323113	Chain Link Fences and Gates
329116	Topsoil and Planting Mix
329200	Turf and Grasses
329300	Plants

Division 33 – Utilities

331000	Water Utilities
333000	Sanitary Sewerage Utilities
334000	Storm Drainage Utilities
337000	Electrical Utilities
338000	Communication Utilities

Town of East Hartford specifications:

<https://www.easthartfordct.gov/engineering/files/manual-of-technical-design-0>

Metropolitan District Commission (MDC) specifications:

<https://themdc.org/what-we-do/engineering-planning/technical-services>

SCHEDULE B**STATE OF CONNECTICUT TERMS & CONDITIONS**

All bidders are required to review and accept the State of Connecticut Terms and Conditions (**Schedule B**). These terms are incorporated by reference into this ITB and will form part of the Contract. Submission of a bid shall constitute acceptance of these Terms and Conditions unless specifically noted in writing. Insurance requirements are indicated in Schedule B

(Attached separately)

Bidder's Name: _____

Exhibit A
Qualification Application

(Use Extra Sheets as necessary, indicating question responding to on extra sheet)

1. Federal Employer ID Number/SSN: _____
2. Is your business a non-profit organization? ☐ Yes (Attach copy of 501c3) ☐ No
3. Is your business a: ☐ Proprietorship (Individual) ☐ Partnership, ☐ Joint Venture or ☐ Corporation
(Type of Corporation) _____
4. # of years in business in Connecticut _____
5. Has your business operated under a different name at any time? If so, list name

6. How many years has your business operated under its current name? _____
7. If your organization is a corporation, answer the following:
Date of incorporation: _____
State of incorporation: _____
President's name: _____
Vice-president's name(s) _____
Secretary's name: _____
Treasurer's name: _____
8. If your organization is a partnership, answer the following:
Date of organization: _____
Type of partnership _____
Name(s) of general partner(s) _____
9. If your organization is individually owned, answer the following:
Date of organization: _____
Name of Owner: _____
10. Is your business currently a DAS certified small business enterprise? ☐ Yes (A copy of the certificate will be required at the RFP stage if your firm is selected to submit a proposal.) ☐ No.
11. Are you registered as: ☐ MBE ☐ WBE ☐ DBE ☐ SET ASIDE. Have you been certified by the State of Connecticut as such? ☐ Yes ☐ No.
12. Have you been Pre-qualified by the Connecticut Department of Administrative Services (DAS) Contractor Pre-qualification program? ☐ Yes ☐ No If yes, attach a copy of each classification relative to this Application.

INVITATION TO BID: INSTRUCTION TO BIDDERS

13. It is mandatory that the firm be legally qualified to do business in Connecticut. If the Bidder is a joint venture, all joint venture partners must be qualified to do business in the State of Connecticut. Are you legally qualified to do business in Connecticut?
☐ Yes, ☐ No
14. List all labor organizations with which you have agreements; a negative response will not be reason for disqualification.
15. What percentage of work do you commonly perform with your own forces as opposed to work contracted separately (average) of the past five (5) years?
 _____% of work performed with own forces
 _____% of work subcontracted
16. What percentage of the work for which you have served under contract for the past five years has been competitively bid on an open bid market as opposed to selected bidding or negotiation on the basis of invitation only?
 _____% open bid work
 _____% selected bid list or negotiated work
17. Within the past five (5) years has your firm or any part of your firm; any owner, or partial owner of your firm; or any other person in any way associated with or employed by your firm ever been barred, suspended, disqualified or otherwise precluded from bidding or offering a proposal on contracts by any municipality or any agency of the State of Connecticut, other states, or the Federal Government? If yes, include an explanation of any previous debarment and copies of any notice of reinstatement. ☐ Yes ☐ No
18. State whether within the past five (5) years you have been defaulted, terminated, or have had any liquidated damages or other contractual penalties for failure to timely or properly perform a contract assessed against you and indicate the current status of any litigation involving those transactions.
19. State whether within the past five (5) years you have been declared to be a non-responsible bidder or proposer on any public work project and identify the project and date of the findings.
20. Has your firm, or any part of your firm, any owner, or partial owner of your firm, or any person in any way associated with or employed by your firm ever: *(If yes to any question, please identify the offense, along with the location of the court or tribunal administering the matter, and the docket or proceeding number of the matter.)*

had a conviction or entry of a plea of guilty or nolo contendere for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract? ☐ Yes ☐ No

had a conviction or entry of a plea of guilty or nolo contendere under state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a contractor?
☐ Yes ☐ No

had a conviction or entry of a plea of guilty or nolo contendere under state or federal antitrust, collusion or conspiracy statutes arising out of the submission of bids or proposals? ☐ Yes ☐ No
 been cited for noncompliance with contract provisions on a public project, of a character regarded by the awarding authority to be of such gravity as to indicate a lack of responsibility to perform as a state contractor, including deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract? ☐ Yes ☐ No

within the previous five (5) years compiled a record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, unless such failure to perform or unsatisfactory performance was caused by acts beyond your control? ☐ Yes ☐ No

INVITATION TO BID: INSTRUCTION TO BIDDERS

on a public project or contract, been cited for any other cause the awarding authority determined to be so serious or compelling as to affect responsibility as a state contractor, including disqualification by another governmental entity, having caused financial loss to the state or having caused a serious delay or inability of state officials to carry out their duties on a past contract or contracts? [] Yes [] No

21. Where applicable, list all litigation or arbitration proceedings including out of court settlements initiated by or against you within the past five (5) years including all pending cases. List the name of the project, the project location and the court or arbitration number and location. Briefly describe, use a separate sheet if necessary, the circumstances and disposition of each case. **Specifically identify and provide details of each instance of claims or legal proceedings by or against a public or private Owner. Please note that generalized responses such as “litigation arising in the ordinary course of doing business” are not acceptable.**
22. List any OSHA citations within the past five (5) years under present business name or any past business name. Have you been cited for any willful or serious violation of OSHA, or of any standard, order or regulations promulgated pursuant to such Act which violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or the Occupational Safety and Health Act of 1970 and which were not abated within the time fixed by the citation; and which citation has not been set aside following appeal to the appropriate agency or court having jurisdiction? [] Yes [] No
23. List any criminal convictions related to the injury or death of any employee.
24. Have you appeared on any list published by the Connecticut State Labor Department of persons or firms that have been found by the National Labor Relations Board and by a final decision rendered by a Federal Court to have been in violation of the National Labor Relations Act, 29 USC § 151 et. Seq. or to have been found in contempt of court by a final decision of a Federal Court for failure to correct a violation of the National Labor Relations Act on three or more occasions involving different violations? [] Yes [] No *If yes, state the date of publication of such list by the Connecticut State Labor Department.*
25. Identify any instances within the previous five (5) years in which you or any entity in which you have an interest, has appeared on a list published by the State of Connecticut Labor Department of persons or firms who the Labor Department has found you to have disregarded or violated your obligations to employees and subcontractors on public works projects under Connecticut General Statutes Sections 31-53 and 31-76c (i.e. payment of prevailing wages and overtime payments) or in which you have been barred from Federal government contracts in accordance with the provisions of the Davis Bacon Act, 40 U.S.C. § 276a-2. Describe in detail the circumstances of each violation, including but not limited to, the date and nature of the violation, the project on which the violation occurred, the source, if known, of any complaint giving rise to any Department of Labor investigation, the results of any such investigation, the penalty imposed or other action taken by the Department of Labor, any remedial action which was taken and any other resolution of any such complaint or violation.
26. Identify any instances other than those described in response to Item 25 in which any complaint has been made to, or any investigation or inquiry has been conducted by, the State of Connecticut, Department of Labor regarding any alleged non-compliance by you or by any subcontractors on your previous projects, of any provision of Part III of Chapter 557 (Connecticut General Statutes Sections 31-52 through 31-57e, prevailing wage and other requirements) and Chapter 558 (Connecticut General Statutes Sections 31-58 through 31-761, minimum wage, overtime and other requirements) during the five calendar years immediately preceding this Application. Describe in detail the circumstances of each violation, including but not limited to, the date and nature of the violation, the project on which the violation occurred, the source if known, of any complaint giving rise to any Department of Labor investigation, the results of any such investigation, the penalty imposed or other action taken by the Department of Labor, any remedial action which was taken and any other resolution of any such complaint or violation. *(If in the event that there were such instances as described in your response, you are further required to provide with your Application a written statement of the policy and procedures you would implement on this project in an effort to insure that you and your subcontractors would remain in compliance with the statutory requirements for wage rates and payment of wages as noted above.)*

INVITATION TO BID: INSTRUCTION TO BIDDERS

27. State whether you have ever been cited or penalized by any government agency for failure to comply with any affirmative action, non-discrimination, or other human rights requirements applicable to any work performed by you. *(If so, provide the date(s), details, disposition and docket number(s) for each such instance.)*
28. Are there any criminal charges, indictments or civil enforcement actions currently pending against you or your principals involving any of the offenses or violations referred to in Item 20 above? [] Yes [] No *(If yes identify the offense(s), court docket number and status of proceeding(s).)*
29. Have you ever been found by the Connecticut Department of Administrative Services Division of Construction Services (formerly Dept of Public Works), or another State Agency to be in violation of the subcontractor listing requirements or other provisions of Connecticut General Statutes Section 4b-95? [] Yes [] No *(If so indicate the nature, date and circumstances of any such violation.)*
30. Have you ever been cited for or been the subject of a civil or criminal court proceeding alleging that you have violated the provisions of Connecticut General Statutes Sections 31-52 or 31-52A regarding providing preference to Connecticut citizens or residents in the construction of public buildings or works? [] Yes [] No *(If yes, provide details concerning the date, circumstances and disposition of any such citation or court proceeding.)*
31. Please provide the address of your Connecticut office and indicate whether it constitutes your home office, branch office, one of your principal places of business or otherwise, and state the number of years you have maintained an office in Connecticut.
32. Please state the percentages of your past work and the dollar value which is being performed in Connecticut.
- | | | |
|------|---------|----------|
| 2024 | _____ % | \$ _____ |
| 2023 | _____ % | \$ _____ |
| 2022 | _____ % | \$ _____ |
33. Please indicate the State in which you are incorporated and if it is not Connecticut indicate whether you are currently authorized to do business in Connecticut, as well as the date such authorization was obtained. Authorized? [] Yes [] No Date: _____
34. List all bid or proposal protests you have engaged in over the past five years and the results of each instance by date, owner, architect, engineer, consultant, project and court or administrative docket number and location as applicable.
35. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? [] Yes [] No *(If yes, please attach details.)*
36. **Complete Exhibit A.1 in its entirety for all projects that best portray your qualifications for this Application's Project.** *(Make additional copies of Exhibit A.1 as needed).* On Lines 6 and 7 of Exhibit A.1 indicate the capacity in which you are or expect to be performing work; i.e. general contractor, construction manager at risk, construction manager for fee, sub/trade contractor, joint venture partner, design/build, part of a design/build team, etc. Also, if you are not or do not expect to perform the entire project, specify the dollar value of work you did or will perform.
37. **Complete Exhibit A.2 in its entirety for all current projects and projects for which you are the apparent low bidder.** *(Make additional copies of Exhibit A.2 as needed)* On Lines 6 and 7 of Exhibit A.2, indicate the capacity in which you are or expect to be performing work; i.e. general contractor, construction manager at risk, construction manager for fee, sub/trade contractor, joint venture partner, design/build, part of a design/build team, etc. Also, if you are not or do not expect to perform the entire project, specify the dollar value of work you did or will perform.

38. Provide the construction experience and present commitments of the key individuals of your organization.
39. List the personnel, together with their qualifications and resumes, of those individuals to be assigned to the project team for this project, including but not limited to the Project Executive, Site Manager, Project Manager(s), Safety Engineer, support staff, either located at the job site or your home office or both for administrative, accounting, estimating, etc. State the specific anticipated involvement of each individual in the project.
40. For all those projects for which there is a completed Exhibit A.1 & A.2, identify and describe changes that were made in the project team for the project. The description should identify the reason for the change.
41. Describe the Quality Assurance/Quality Control/Code Compliance ("QA/QC/CC") Program and Procedures which your firm typically uses on the type of project for which this application is submitted, in order to assure that the construction complies throughout with the requirements of the Contract Documents and complies with all applicable Building and Fire/Safety Code requirements. Your response should include, but not be limited to, a description of any and all inspection and testing procedures and activities, the various steps and procedures and methods used in the QA/QC/CC process, the nature and qualifications of the internal team and/or organizations and process are being followed from the planning, through construction, and through any applicable warranty or post construction period, the methods used to report on inspections, and observations such as, Quality Control reports, the methods to report to the Owner and to address and correct instances of contract and code non-compliance and construction and/or design defects and deficiencies, and whether your firm's QA/QC/CC program and procedures are in writing.
42. Please further state whether on the project for which this application is being submitted you intend to use the QA/QC/CC program and procedures described in response to the foregoing. If no, describe any differences.
43. Every Bidder is expected to have in place a QA/QC/CC program and procedures and to describe them in detail in response to Item 42. You may use a separate sheet identifying the response as being to Item 42 if necessary. If your firm's programs and procedures are in writing, such as in the form of a manual, you should additionally attach a copy of same in response to Item 72 of this Application, whereby miscellaneous materials are permitted to be attached. Have you attached the requested material? ☐ Yes ☐ No (*If no, please explain.*)

References:

44. List three or more trade references from whom you have purchased in quantity materials or equipment in the past five years.
45. Provide a list of references who can attest to having a record of harmonious relations with your firm. The list should include subcontractors, State and/or Municipal project administrators and any other projects which demonstrate harmonious relationships to the satisfaction of the Project Team. Prompt payment to subcontractors is one factor to be considered by the Project Team in evaluating relations with subcontractors and suppliers.
46. Provide documentation from the Connecticut Secretary of State's Office that your firm is currently in good standing as a corporation if applicable.
47. Provide your State of Connecticut license, registration or certificate number, if a joint venture provide for each joint venture partner, for threshold building construction.
48. Has your firm or any part of your firm, affiliate, subsidiary, parent or predecessor, any owner, partial owner, or principal of your firm or any officer or managerial or supervisory employee of your firm ever been involved in any bankruptcy proceedings?

Chapter 11: ☐ Yes ☐ No

Chapter 7: ☐ Yes ☐ No

INVITATION TO BID: INSTRUCTION TO BIDDERS

Provide the court location, caption and docket number of any such bankruptcy proceedings as well as a statement explaining the circumstances resulting in the filing. Please note that the institution of bankruptcy proceedings in and of itself shall not be considered as grounds for non-qualification.

Bidder's bonding company must be licensed to do business in the State of Connecticut.

49. Name of bonding company: _____

50. Name and address of agent: _____

51. What is the most current rating the A.M. Best Company has assigned your bonding company?

52. Total bonding capacity as of the first working day of this month, state in dollars, not as a range:

\$ _____

53. Total bonding committed as of the first working day of this month, state in dollars not as a range:

\$ _____

54. Maximum bonding permitted by your Bonding Company for a single project for your firm, state in dollars not as a range:

\$ _____

55. Provide a listing of your anticipated completion of current bonded work to indicate when additional capacity will be available.

56. Does your bonding company hold a Certificate of Authority as an acceptable Surety and/or Reinsuring Company acceptable to the U.S. Department of Treasury?

☐ Yes ☐ No

57. What is the maximum single amount Bond limitation established by the U.S. Department of Treasury for your Bonding Company?

\$ _____

If this amount is less than the estimated value of the project contemplated under this Application, how will the bonding requirement be met?

58. Submit a letter from your Bonding Company or its representative confirming items from Items 52 through 58.

59. Has any surety which issued a performance bond on your behalf ever completed work in its own name or financed such completion of your behalf?

☐ Yes ☐ No

60. Provide a statement detailing any financial interest in any other construction business, including any financial interest of 25% or more, which any officer, principal or key employee of the firm have in the Contractor or other construction business.

61. Disclose and identify any relationship and/or potential conflicts of interest which the Bidder may have with any director, officer or employee of CRDA or the City of Hartford, or any member of the Project Team or their representatives or any consultants involved in the selection process or any architect, consultant, engineer or designer of the proposed project for the purpose of determining whether a conflict of interest exists.

☐ Bidder has no conflict of interest

☐ Bidder has a potential conflict of interest and herewith has attached a full disclosure of said potential conflict of interest.

62. Identify any instances during the five calendar years immediately preceding the current date in which any complaint has been made to, or any investigation or inquiry has been conducted by the State of Connecticut Ethics Commission, or by any other State of Connecticut Agency or Department, regarding any alleged non-compliance by you, or anyone employed by you or acting in your behalf, with Connecticut General Statutes Sections 1-79 through 1-101, pertaining to Codes or Ethics for Public Officials and Lobbyists, and particularly Section 1-84, listing prohibited activities including the giving of "gifts" as defined therein to public officials and employees. Describe in detail each alleged violation and the circumstances pertaining thereto, including but not limited to the date or dates of such alleged violation, the factual background, nature and specifics of the alleged violation, the source, if known, or any complaint giving rise to the investigation, the penalty, if any, imposed or other action taken by the investigating agency or any other agency to which the matter was referred, any remedial action which has been taken and any other resolution of any such complaint or alleged violation.

63. If the Bidder is a Joint Venture identify the nature and percentage of the work of this project for which each joint venture partner will be primarily responsible.

Attach a copy, executed if available, of your joint venture agreement pursuant to which you propose to perform work on this project.

64. Attach a sample copy of your Connecticut Workers Compensation Insurance Certificate. Also please provide your national Council on Compensation Insurance (NCCI) Experience Modification Sheet and **state here** your Workers Compensation Experience Modification: _____.

65. Attach a sample copy of your General Liability Certificate.

66. Attach a sample copy of your Automobile Liability Certificate.

67. Have you ever worked on a project that has a Project Labor Agreement (PLA)? ☐ Yes ☐ No (*If yes, please identify the project(s) and whether any members of your proposed project team had a role in the negotiations.*)

68. Please provide any other information which you feel would be appropriate or helpful for the Project Team to consider in making its determination.

SIGNATURE

Dated at this _____ day of _____

Name of Organization: _____

By: _____

Title: _____

M _____ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____

Notary Public:

My Commission Expires:

Bidder's Name: _____

Exhibit A.1

**PROJECTS BEST PORTRAYING YOUR QUALIFICATIONS
FOR THIS APPLICATION'S PROJECT**

NO SUBSTITUTION OF FORMAT

Project Information Sheet

1. Project Name: _____

2. Project Location: _____

3. Project Owner: _____

4. Project Architect: _____

5. Project Engineer(s):

Civil: _____

Structural: _____

Mechanical: _____

Electrical: _____

6. Project role (Item 36 of Exhibit A Application):

7. Percentage of work performed by Own forces: _____ %

If less than 100% indicate dollar value performed: \$ _____

8. Contract Dates: Date of Notice to Proceed: _____

Date of Substantial Completion: _____

9. Contract Times: Original Contract Timeframe: _____

Final Contract Timeframe: _____

10. Contract Cost: Original Contract Cost: \$ _____

Final Contract Cost: \$ _____

11. Value of Change Orders Submitted for Consideration: _____

12. Value of Change Orders Approved: _____

13. Owner Reference:

Name: _____

Telephone: _____

14. Architect Reference:

Name: _____

Telephone: _____

15 Engineer References:

Civil:

Name: _____

Telephone: _____

Structural:

Name: _____

Telephone: _____

Mechanical:

Name: _____

Telephone: _____

Electrical:

Name: _____

Telephone: _____

16. Major Subcontractor References: (if a trade was not used on this Project enter N/A):

Masonry:

Name: _____

Telephone: _____

Electrical:

Name: _____

Telephone: _____

Mechanical:

Name: _____

Telephone: _____

HVAC:

Name: _____

Telephone: _____

Plumbing:

Name: _____

Telephone: _____

Fire Proofing:

Name: _____

Telephone: _____

Roofing:

Name: _____

Telephone: _____

Audio Visual:

Name: _____

Telephone: _____

Other:

Name: _____

Telephone: _____

17. Major Supplier Reference:

Name, Address, Telephone, Contact Person, e-mail, Estimated Annual Expenditures:

INVITATION TO BID: INSTRUCTION TO BIDDERS

18. Briefly describe the project. Indicate comparisons between the work of the above project with the work of the project for which this application is submitted.
19. If the "Final Contract Time" stated above is in excess of 45 days of the "Original Contract Time", please provide a brief explanation.
20. If the "Final Contract Cost" exceeds the "Original Contract Cost" By more than 3%, please provide a brief explanation.
21. List the key personnel in your firm who were assigned to the project (principal in charge, project manager, field superintendent, field office manager, field engineer, etc.) who had direct responsibility for the day-to day management of this project and state whether or not each of these people are still employed by your firm.
22. Were you required to furnish a Labor and Material Payment Bond for this project?
- YES_____ NO_____
- Were you required to furnish a Performance Bond for this project?
- YES_____ NO_____
23. What percentage of the work for this project was performed with your own forces as opposed to subcontracted work?

Bidder's Name: _____

Exhibit A.2**CURRENT PROJECTS AND WHERE NOTED**
PROJECTS YOU ANTICIPATE BE BEING AWARDED

SUBSTITUTION OF FORMAT PERMITTED

Project Information Sheet

1. Project Name: _____
2. Project Location: _____
3. Project Owner: _____
4. Project Architect: _____
5. Project Engineer(s):
Civil: _____
Structural: _____
Mechanical: _____
Electrical: _____
6. Project role (refer to Item 37 of Exhibit A Application):

7. Percentage of work expected to be performed by Own forces: _____%
8. Contract Dates: Date of Notice to Proceed: _____
Date of Substantial Completion: _____
9. Contract Times: Original Contract Timeframe: _____
10. Contract Cost: Original Contract Cost: \$ _____
11. Value of Change Orders Submitted for Consideration: _____
12. Value of Change Orders Approved: _____
13. Owner Reference:
Name: _____
Telephone: _____

INVITATION TO BID: INSTRUCTION TO BIDDERS

14. Architect Reference:

Name: _____

Telephone: _____

15. Engineer References:

Civil:

Name: _____

Telephone: _____

Structural:

Name: _____

Telephone: _____

Mechanical:

Name: _____

Telephone: _____

Electrical

Name: _____

Telephone: _____