

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

RFQ # 2020 - 05

Request for Qualifications & Proposals
For
Project Management/ Owner's Representative Services
For
Proposed Colchester Senior Center

Submittal Packages shall be addressed to 1st Selectman, Mary Bylone, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **June 5, 2020**.

Responses to this RFQ shall be submitted in a sealed envelope clearly marked, "2020 - 05 Project Management/Owner's Representative". Bid opening shall take place at the Colchester Town Hall, Office of the 1st Selectman or a designated Meeting Room, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at **2:05 P.M on June 5, 2020**.

General questions concerning this bid may be answered by contacting the Office of the First Selectman at (860) 537-7288, who may refer said question to staff or the Senior Center Building Committee for response or issuance of addendum.

You must submit fifteen (15) written copies of your proposal and a pdf copy on a CD. Technical questions concerning the Request for Proposal should be in writing and directed to: seniorcenterbuildingcommittee@colchesterct.org. with copy sent to the First Selectman's Office. No firm pursuing this project shall have any contact or communication with any member of the building committee or other Town official regarding this procurement during the procurement phase.

Failure to comply with these conditions will result in the Candidate waiving the right to dispute the bid specifications and conditions.

No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Colchester Board of Selectman. The Colchester Board of Selectman reserves the right to reject any and all bids and to accept the lowest responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Board of Selectman, it would be in their best interest to do so.

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

RFP # 2020 - 05
BID FORM

BIDDERS: COMPLETE ALL INFORMATION REQUESTED BELOW. BIDDER MUST SIGN BID FORM.

COMPANY NAME & ADDRESS: _____

TELEPHONE #: _____ - _____

FAX #: _____ - _____

EMAIL: _____

REPRESENTED BY: _____
(Name & Title)

INSTRUCTIONS: *The undersigned, attesting to be a duly authorized representative of the Bidder, having familiarized himself/herself with the project documents contained herein affecting the cost of the work, hereby proposes to furnish the Town of Colchester / Colchester Public Schools with all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, permits, fees and services required to perform and satisfactorily complete the work specified, in accordance with said Documents for the sums as indicated below.*

BASE BID

<u>Item #</u>	<u>Description</u>	<u>Price for Item</u>
1	<u>Phase I – Conceptual and Schematic Design</u> Project Management/Owner’s Representative Services – Lump Sum Fee For all work as outlined in the RFQ., include all reimbursable expenses.	_____
2	<u>Phase Two – Design Development to Project Completion</u> <u>Subject to Conditions as defined under Project Scope.</u> Project Management/Owner’s Representative Services Lump Sum Fee For all work as outlined in the RFQ, include all reimbursable expenses.	_____

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

NOTE: Respondents shall provide a schedule of fees for any additional work requested outside the project scope. This may include work to be performed as part of the agreement or change order between the Project Manager/Owner's Representative and the Town of Colchester.

The undersigned hereby is in agreement to provide project management/owner's representative services for the Colchester Senior Center Project as specified herein for the following fees:

Total of Item #1 and Item #2 Amount Written in words:

Bidders Name (print)

Authorized Signature

Bidders Address: _____

Bidders Phone

Bidders FAX

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

RFQ #2020-05

General Specifications

All responses must include the enclosed “Bid Form” above and further information as detailed herein. *No Exceptions.* Bidder shall provide information regarding the bidder’s qualifications, company history, etc. on separate sheets as detailed herein.

GENERAL OVERVIEW AND SCOPE

The Town of Colchester (Owner) is seeking an Owner’s Project Management/Owner’s Representative (OPM) Services for the construction of a new Senior Center that will meet the requirements of the Senior Center Strategic Plan.

The Owner’s Project Manager/Owner’s Representative will assist the Owner during the design, referendum, bid, construction and close-out phases of the project. The OPM will also assist the Owner in analyzing alternatives and in seeking the best-value option so the Building Committee can make an informed decision before proceeding to referendum.

Project Scope

Item #1 Phase One – Conceptual and Schematic Design:

1. Conceptual Design
 - a. Consult with the Owner and A/E team to determine the scope and requirements of the project.
 - b. Work with the Owner and A/E team to aid in the development of the conceptual design, commensurate budget and project schedules to meet the specifications as noted in the Senior Center Strategic Plan.
 - c. Contract for and assist with an independent third party estimate of the Architect’s Conceptual Design to help formulate a budget amount to forward to the Town of Colchester for referendum approval.
2. Schematic Design
 - a. Assist the Owner in finalizing the facility programming to address all functions and operational requirements.
 - b. Review that the facility programming complies with the standards as required by the State of Connecticut and the Town of Colchester for buildings which serve as Senior Centers.
 - c. Review with the Owner alternative approaches to design and construction of the project.
 - d. Review Design Plans and Schematic Site Plans reflect general conformance with Town of Colchester Planning and Zoning Regulations and other applicable regulations.
 - e. Review documents and models prepared by the A/E (which become property to the Owner) to describe the size and scope of the project, including architectural, structural,

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

mechanical and electrical systems, and security systems, and other elements as necessary to inform the community about the project.

- f. The OPM shall further develop the conceptual estimate with the independent third-party professional estimator and shall reconcile this estimate with the A/E's estimate in an effort to formulate a true budget amount to allow the Owner to agree to and finalize the budget then forward to the Town of Colchester for referendum approval. The budget estimate will be inclusive of all work associated with the project including "soft" and "hard" construction costs, site development costs, bonds, insurances and contingency accounts.
- g. Meet with the Owner, town residents, news and social media, governing boards and commissions, and others as necessary to obtain funding approval and update citizens on project progress.

Item #2 Phase Two – Design Development to Project Completion – To be implemented only upon Referendum and Funding Approval. Work included within this item is subject to contract amendment and approval, based upon Building Committee's recommendation concerning acceptable completion of Item #1, and the Town of Colchester Purchasing Policy.

1. Design Development

- a. Attend bi-weekly and special meetings between Building Committee and A/E to assist in development of design for the project. Attend all pre-construction meetings.
- b. Further develop Owner's Contingencies for inclusion in project detailed estimate.
- c. Aid Owner in solicitation, interview and selection of the Construction Manager (CM)

2. Bidding Phase

- a. Attend pre-bid meetings to represent the Owner.
- b. Assist the Owner and its consultants in obtaining qualified bids.
- c. Assist the Owner and its consultants in evaluating, awarding, and preparing contracts for construction.
- d. Review Bidding format, procedures and criteria with CM.

3. Pre-construction Phase

- a. Assist Building Committee/Town Officials in negotiating Guaranteed Maximum Price with CM.
- b. Review detailed cost estimate prepared by CM prior to public bidding inclusive of all costs associated with the project (A/E Fees, CM Fees, PM Fees and Contingencies).
- c. OPM's Representative to attend all Pre-construction meetings.
- d. Coordinate all required Environmental and Hazardous Materials studies and testing. Consultant to be selected by Owner.
- e. With the A/E, attend and represent the owner in front of all required regulatory permitting agencies and meetings on the project. Coordinate Local Agency approval process (Planning & Zoning and Conservation Commission).

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

- f. Review the CM/AE detailed project phasing, construction scheduling and construction requirements.
 - g. Review CM Quality Control and Safety Programs
 - h. Review bonding format, procedures and criteria with CM.
 - i. Review Insurance Certificates
 - j. Review Project Master Schedule with A/E and CM
 - k. Bid FF&E and Technology packages prepared by A/E and Town Respectively. Coordinate delivery, inspection and quality control, and installation of the FF&E and Technology.
4. Construction Phase
- a. Provide administration of the construction project. Serve as the advisor to the Owner during this phase. A OPM's Representative shall attend all Building Committee regularly scheduled meetings as required. Assume a minimum of two (2) monthly meetings with the Building Committee for the duration of the project.
 - b. Provide on-site full time Owner's Representation for the project whenever construction activity is on-going in accordance with the project schedule including second shifts and weekends. Duties of on-site Owner's Representative will include, but not limited to, the following:
 - i. Attend all on-site meetings throughout the project. Attend special job meetings as required. These may be scheduled in conjunction with regular job site meetings. The CM shall run the job meeting and have the minutes prepared and distributed. Review job meeting minutes as prepared by the CM for accuracy.
 - ii. Keep records on the project to include daily reports tracking contractor and sub-contractor on-site work crews including number of workers and hours worked, work completed that day, correspondence, reports of the job meetings, shop drawings, sample submissions, change orders, additional drawing clarifications, interpretations of the contract documents, progress reports and other project related documents and other pertinent information.
 - iii. Throughout construction, verify work in progress and work not commenced.
 - iv. Coordinate with the CM in the administration of the inspection and testing of materials as tested on the job site. Witness on-site third party tests and record in testing log.
 - v. Ensure materials delivered to site are in compliance with approved submittals and no substitutions have been made without written approval by the A/E.
 - vi. Keep a log of construction deficiencies. Log to include type of deficiency, date deficiency was discovered and contractor notified contractor plan of action to correct deficiency, date of planned correction, and date of actual completion of work to correct deficiency.
 - vii. Make final reviews and reports on the acceptability of the completed work.
 - viii. Be present at all inspections by local and state Building Officials and Fire Marshal inspections. Note inspections and results of inspections in separate log.
 - c. Participate in remediation of conflict resolution should conflict arise between A/E and CM, A/E and Building Committee, and/or CM and Building Committee.

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

- d. For the testing of materials inspection services relating to independent inspection and testing agencies administrated by the CM, the OPM shall;
 - i. Evaluate compliance by testing and inspection agencies with the required scope, standards, procedures and frequency
 - ii. Review inspection and test reports and notify Owner and Contractor(s) of observed deficiencies in the Work.
 - e. Review all Change Order requests for necessity, accuracy and cost. Provide remedies for errors and omissions.
 - f. Conduct inspections as necessary to determine progress and completion of work, and prepare a punch list of incomplete/unsatisfactory items and schedule their completion.
 - g. Coordinate with the CM in maintaining an updated list of all contractors, subcontractors and major suppliers of materials and equipment. The list shall include the company name, address, telephone number, FAX number, email address and a contact person's name and address.
 - h. Advise the Building Committee upon any special construction problems that may arise in carrying out the construction work.
 - i. Advise and update Colchester CFO regarding cash flow forecasts.
 - j. Throughout construction verify work in progress and work not commenced.
 - k. Make final reviews and reports on the acceptability of the completed work.
 - l. Oversee Commissioning Agent services. Commissioning Agent to be selected by Owner. Coordinate with CM and A/E to resolve identified deficiencies.
 - m. Advise the Owner in determining the final acceptance and completion of the work, and confirm that all documents, warranties, manuals, bonds, as-built drawings, etc. have been turned over to the Owner (Owner's option).
 - n. Coordinate with the A/E and CM in preparing a punch list prior to project "substantial completion" and follow up with the CM on completion of same.
 - o. Inspection(s) upon notice by the CM that the Work is ready for final inspection and acceptance.
5. Post Construction Phase
- a. Prepare specifications for Moving Services, bid, and recommend award.
 - b. Coordinate moving services logistics with Senior Center administration, moving contractor and CM for phasing move requirements and final occupancy.
 - c. Final Inspection with the A/E, CM, and Owner's Representative to verify final completion of the Work.
 - d. Assisting the CM in the receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds indemnifying the Owner against liens.
 - e. Coordinate with the CM in assembling instructions, guarantees, certificates, parts lists and attic stock submitted by the contractors for compliance to the Contract Documents.
 - f. Coordinate with the A/E and CM to ensure mechanical system and building system suppliers provide operating and maintenance training videos for the end users.
 - g. Monitor status of retainage and recommend to the Building Committee the release thereof when applicable.
 - h. Review final project accounting.

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

- i. Coordinate with the A/E and CM the Colchester Building Official and Fire Marshal for Temporary and Final Certificates of Occupancy.
- j. Assist A/E in a ten (10) month re-inspection after project substantial completion to identify any open warranty issues. Assist the Town in resolution.
- k. Review Bonding Agreements and tender recommendations regarding Bond releases.
- l. Any and all other services not specifically delineated above that would be considered normal and reasonable services to be provided to a client by a PM for the final design, bidding and construction of Senior Center construction project of this scope and magnitude.

QUALIFICATIONS REVIEW AND SELECTION PROCESS

Following initial review, candidates will be short-listed up to four semi-finalists at the discretion of the Building Committee. The presentation will not exceed 30 minutes and will be followed by a question and answer period of approximately 30 minutes which may involve questions on their ideas for meeting design requirements. These interviews will be beginning in Mid-June 2020. The Owner may opt to hold a second interview with two or more finalists.

SELECTION CRITERIA

The Owner is utilizing a combination written qualifications, proposal evaluation, oral interview responses and fee to select a firm for this project. Proposals are being requested and anticipated to be received from multiple firms. The Town of Colchester will review these written proposals (inclusive of the fee proposals) and will shortlist up to four firms for possible interviews.

Consideration may be based upon the following:

- a) Candidate's background and professional expertise, including size and scope of previous projects, and specifically expertise in administration of those projects.
- b) The Candidate's ability to complete the project within the required timeline, and to commit staff in a timely way when requested.
- c) The Candidate's demonstrated understanding of the work.
- d) Evidence of any special innovative approach that the firm will use.
- e) The proven ability to submit cost-effective solutions.
- f) Fee proposal, in accordance with attached Fee Schedule

After review of all factors, terms and conditions, including price, the Purchasing Authority of the Town of Colchester reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Colchester and in accordance with the Town of Colchester Purchasing Policy. Award of the contract is addressed below.

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 – 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 – 1252

ADDITIONAL CRITERIA

Regulations of Connecticut State Agencies Section 4-1 14a-3(10) requires agencies to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- a. The Candidate's success in implementing an affirmative action plan
- b. The Candidate's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive
- c. The Candidate's promise to develop and implement a successful affirmative action plan:
- d. The Candidate's submission of EEO-1 data indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- e. The Candidate's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises (see CGS3 1-9e).

PROPOSED ANTICIPATED PROJECT SCHEDULE

Submission of OPM's detailed qualifications	June 5, 2020
Committee review of OPM's qualifications	June 9, 2020
OPM's Candidates interviews	June 16-17, 2020
Selection of Owner's Project Manager	June 23, 2020
Boards of Finance and Selectmen Approvals	July 2 & 9, 2020
A/E Complete conceptual design and budget estimate	Est. August 11, 2020
Review of design, estimate and financial analysis	September 15, 2020
Public Education of Project prior to referendum	Sept. 15 – Oct. 14, 2020
Town Meeting and Referral to Referendum	Oct. 15 – Nov. 15 2020
Town Referendum (Legal Warning-Statutory Req.s)	End of Nov., early Dec. 2020

FORMAT OF PROPOSAL

All responses to this RFQ must conform to these instructions.

Information should be complete, accurate and concise. Proposals shall be a maximum of 30 pages. In addition you may enclose no more than 15 pictures to help illustrate your work. We have also suggested a maximum number of pages for each section of your proposal. While these section totals are only suggestions the total of **30** pages for the entire proposal is a **maximum**. Your submittal should include the following and be formatted in this order with the number of pages for each section noted in parentheses:

- a. Letter of Interest (not part of 30 page max.)

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

- b. Your abilities and relevant prior experiences in the area(s) if service offered, and is to include a list of prior clients, complete with names, addresses and telephone numbers of contact persons. Include photographs and /or illustrations for similar projects. (3 max)
- c. Discuss prior similar projects that were designed and constructed to LEED, Green Globe or other sustainable building standards that your firm was involved with. (1 max)
- d. How you will deal with each element of the work described. (2 max)
- e. Your work currently under contract and your ability to meet time schedules outlined. (3 max.)
- f. The extent to which qualified staff will be available to provide the services offered. Include a complete resume and project assignment for each professional or technical person to be assigned to the project (1-2 pages each) and an organizational chart showing the relationship of the team (10 max.)
- g. How you propose to schedule the project. (1 max.) See anticipated project schedule.
- h. Submit data regarding maintenance of project schedules and budgets for prior clients. (2 max.)
- i. Describe the specific cost-saving measures and their magnitude which you have implemented on past projects and how project schedules were improved or expedited to the Owner's benefit. (2 max.)
- j. The Board of Education offers students a variety of technical education classes including architecture. The Owner and the Board of Education consider this project as an opportunity for authentic student learning. Please describe any ideas and/or experience you may have in providing authentic learning experiences to high school students. (1 max.)
- k. Five pages which may be used for anything you wish. (5 max.)
- l. Provide Hourly Fees as requested above in the Bid Form requirements.

Additional Notes

- 1. The Town of Colchester is exempt from paying excise, transportation, and sales taxes imposed by the Federal Government and/or the State of Connecticut. Such taxes must not be included in prices. No exemption certificates are required and none will be issued, until the contract is executed.
- 2. AIA Document B15 1 – 1997 Edition form will be the contract used for this work, with the following amendments: Article 7: Delete all references to arbitration; Article 8.2: Change 30 days to 90 days, Article 8.7: to read: "Termination Expenses are limited to work actually done, based upon hours expended on that work. See attachment A for hourly rates". Articles 1 1.3.3 and 1 1.4: Multiple of 1.1 is maximum markup allowable for these services/expenses. Article 11.2.2: Architect is to clearly state percentages of basic compensation payable per phase. Article 12: Architect is to clearly describe other services and compensation. It is noted that the Contract Document will be formatted for only those portions of work approved (i.e. Phase 1 and then Phase 2 if applicable).

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 – 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 – 1252

ACCEPTANCE PERIOD

In submitting the proposal, the candidate agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Prices quoted must be firm for acceptance by the Town of Colchester, for a period of 90 days.

ADDENDA TO THE RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all prospective firms who have received the RFQ documents.

ATTACHMENTS

The following attachments are to be considered part of this document:

- a. Strategic Plan – 2017-2022 – As prepared by the Department of Senior Services
- b. Town of Colchester Geographic Information System – Map denoting SRC property location
- c. Survey Map of proposed site.
- d. Plan of adjacent Town Hall Site Plan
- e. GIS Clip Plan Dated November 2019

THE CANDIDATE

The candidate shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the actual project site. The submission of a proposal shall be construed as evidence that the Candidate has examined the actual job conditions, requirements and specifications. Any claim for labor, equipment or materials required or difficulties encountered that could have been foreseen will not be recognized.

ASSIGNMENT OF CONTRACT

No contract may be assigned or transferred without the consent of the Owner, which may be withheld in the Owner's absolute discretion.

FEDERAL, STATE AND LOCAL LAWS

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

BASIS OF AWARD

This contract will be awarded to the *lowest responsible qualified bidder* meeting specifications or providing a proposal that at the sole discretion of the Town, meets the needs and performance criteria of the Town as detailed above.

Once the Lowest Responsible Qualified Bidder has been identified and award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (1) a purchase order to confirm the bid award and/or (2) when required a contract. The Purchasing Agent will bring the recommendation forward to the Board of Selectman for approval as required by the Town Charter, State Statutes, and the Town of Colchester Purchasing policy.

INSURANCE REQUIREMENTS

The successful Candidate will be required to furnish and maintain a comprehensive general liability certificate of insurance naming the Town of Colchester as additional insured. The Candidate shall maintain for the life of the Contract the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts, and listing the Town of Colchester as additional insured, must be submitted at the time of award.

A. Commercial General Liability:

Limits of Liability:-Each Occurrence - \$1,000,000 General Aggregate - 2,000,000

includes coverage for:

- 1. Products/Completed Operations.
- 2. Contractual Insurance.
- 3.. Broad Form Property Damage.
- 4. Independent Contractors.
- 5. Personal Injury.
- 6. Premises-Operations.

B. Auto Liability - Combined Single Limit \$1,000,000

C. Owners Contractors Protective Liability (OCP) in the name of The Town of Colchester:

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

- Each Occurrence - \$1,000,000
- General Aggregate - \$1,000,000
- E. Worker's Compensation – Statutory
- F. Umbrella Policy – \$3,000,000 Minimum
- G. Errors and Omissions – N/A
- H. The Town of Colchester shall be listed as additional insured on Commercial General Liability policies.
- I. The contract of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

The contractor shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees, and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, the contractor agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the contractor's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the contractor's performance or lack of performance of the Contract or arising from the enforcement of this provision.

Invoicing

Contractor shall prepare invoicing for payment for completed work that has been recommended by the Senior Center Building Committee for acceptance by the First Selectman or his designee, either at the completion of all work, or portions that has been completed, inspected and approved as stated.

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey E. Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

