

**Town of Ledyard, Connecticut**

**Request for Qualifications/Request for Proposals for Architectural  
and Consultant Design Team Services for the**

**Ledyard Middle School Renovate as New Project**

*and the*

**Gallup Hill (Elementary) School Renovate as New Project**

**RFQ/RFP/BID # 2015-16**

**Mandatory Pre-submission Meeting: Ledyard Middle School  
04 MAY 2015 @ 2:30 p.m.**

**RFQ/RFP Responses Due: 21 MAY 2015 @ 2:00 p.m.**

**Office of the Mayor  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339  
(860) 464-3215**

**Late Submissions will not be accepted**

## **Town of Ledyard, Connecticut**

### **Request for Qualifications/Request for Proposals for Architectural and Consultant Design Team Services for the Ledyard Middle School Renovate as New Project and the Gallup Hill (Elementary) School Renovate as New Project**

#### **I. INTRODUCTION**

The Town of Ledyard, Connecticut (“Town”), through its Permanent Municipal Building Committee (“PMBC”), is seeking qualifications and proposals for architectural and consultant design team services for the Ledyard Middle School and Gallup Hill School “Renovate as New” projects. A conceptual design study entitled “Town of Ledyard School Facilities Improvements Project 8-6-14 Final Report” was completed by Silver Petrucilli & Associates (the “Study”) and the Town held a referendum on 20 January 2015 to appropriate a sum believed to be sufficient to complete and finance both projects:

- Ledyard Middle School: \$ 35,652,092
- Gallup Hill School: \$28,612,104

Required ED-049 Applications (one for each project) have been filed with the Connecticut State Department of Education (“State”) and project numbers have been received.

- Ledyard Middle School: PROJECT NUMBER 072-0090
- Gallup Hill School: PROJECT NUMBER: 072-0091

The Town has appointed the PMBC as the building committee for both projects. As the State views these projects as separate grants for separate projects, the Town reserves the right to award the contracts to two different successful respondents, award both projects to a single successful respondent, or make no award. In no way is the Town obligated to award either contract to the respondent submitting the lowest Fee Proposal.

The Town intends to award a contract for and begin design work in the summer of 2015, with the intention of being ready to submit plans for State review soon after the State approves school construction financing, anticipated in the summer/early fall of 2016. The Town intends to run the projects concurrently.

At this time, the Town has not decided whether to utilize a General Contractor or a Construction Manager for school construction.

## **II. PROJECT BACKGROUND**

The Study was conducted to address the Town’s educational facility needs and made recommendations from which a plan was developed. The Study, as well as the FORMs ED049 for each project, this RFQ/RFP and approval letters are available for viewing/download from the Town’s website:

<http://www.ledyardct.org/DocumentCenter/Index/643/>

a. LEDYARD MIDDLE SCHOOL, built in 1971, serves Seventh and Eighth grade students in an approximately 75,000 square foot building. Ledyard Middle School shares a 38.3 acre site with Juliet W. Long School and Gales Ferry School. The Town intends to renovate as new the Ledyard Middle School expanding its capacity to absorb the Sixth Grade students from the Town’s Elementary Schools (Juliet W. Long School, Ledyard Center School, and Gallup Hill School). The Ledyard Middle School will eventually serve an estimated 554 Sixth, Seventh, and Eighth Grade students. The existing building and Middle School portion of the property shall be totally refurbished as a complete “renovation and addition” complying with all applicable codes and taking on a useful life comparable to a new facility. The appropriation amount was based on a cost estimate for the approved concept design (approximately 93,500 square foot facility) contained in the Study. The purpose of this project is to satisfy the requirements of the Education Specifications provided on FORMs ED049 (See websiteabove).

b. GALLUP HILL SCHOOL, built on a 14.6 acre site in 1965, serves K through Sixth Grade students in an approximately 40,000 square foot building, in addition there are five classes of pre-school (ages 3-5) at the facility. The Town intends to renovate as new the Gallup Hill School expanding its capacity to absorb the increase in students from the closing of Ledyard Center School (K through 6) once the construction project is complete. As the Ledyard Middle School project will allow the Sixth Grade to be housed at the Ledyard Middle School, Gallup Hill School will eventually serve an estimated 694 Pre-K through Fifth Grade students once both projects are completed. The existing building and property shall be totally refurbished as a complete “renovation and addition” complying with all applicable codes and taking on a useful life comparable to a new facility. The appropriation amount was based on a cost estimate for the approved concept design (approximately 86,500 square foot facility) contained in the Study. The purpose of this project is to satisfy the requirements of the Education Specifications provided on FORMs ED049 (See website above).

## **III. PRE-SUBMISSION MEETING AND SITE VISITS**

A pre-submission meeting for interested respondents is scheduled for **04 May 2015 at 2:30 p.m.** This meeting will convene at Ledyard Middle School, 1860 Route 12, Gales Ferry, CT, with meeting moving to Gallup Hill School at approximately 3:30 p.m. with an expected completion time of 5:00 p.m. Respondents must attend this mandatory pre-submission meeting in its entirety, including the portions at both sites. **Submissions in response to this RFQ/RFP will NOT be accepted from respondents that do not attend the pre-submission meeting in its entirety.**

Respondents are encouraged to review the Study and all other documents available on the website provided in Section II prior to attending the pre-submission meeting.

The Town shall allow each interested firm to visit the school sites one additional time prior to the submission deadline. This should be arranged by contacting Ledyard Schools Facilities Director, Mr. Sam Kilpatrick III, at (860) 464-9255 EXT 207, or [samkilpatrick@ledyard.net](mailto:samkilpatrick@ledyard.net).

#### **IV. INQUIRIES AND AMENDMENTS**

All questions regarding the submissions shall be directed to Ledyard Town Planner, Mr. Charles Karno, (860) 464-3215 or [planner@ledyardct.org](mailto:planner@ledyardct.org) no later than five (5) calendar days prior to the RFQ/RFP due date. Mr. Karno shall use reasonable efforts to respond to questions within two (2) business days of receipt.

In addition to initial newspaper publication, this RFQ/RFP shall appear on the website [provided](#) in Section II above and any amendments to the RFQ/RFP shall be issued only on such website. It shall be the respondent's responsibility to check this website for addenda prior to submitting a response to this RFQ/RFP. No addendum will be posted later than Friday, May 15, 2015 at 12:00 p.m., unless it is to extend the response due date.

#### **V. SCOPE OF SERVICES/WORK**

a. The scope of services of the selected respondent will be ***to provide all design and related administrative services for all aspects of the school project(s)***. It is the intention of the Town to renovate and make these improvements to Ledyard Middle School and Gallup Hill School so that they meet the educational needs of the Board of Education (BOE) in the most cost effective manner maximizing eligible reimbursements from the State and meeting all building code requirements for HVAC, electrical, plumbing, communication, and technology systems, full roof replacement, window and door replacement, replacement of finishes, and all other applicable school facility requirements. The scope of services shall be incorporated in a written

agreement using the standard form American Institute of Architects Owner / Architectural Agreement, current as of the time of contracting, with minor modifications to the maximum extent.

b. Alterations, additions, and renovations to the Ledyard Middle School and Gallup Hill School are to meet State “Renovate as New” requirements and Connecticut Building Standards Guidelines Compliance Manual requirements for High Performance Buildings. The project shall include code updates and modernization of the HVAC, electrical, plumbing, communication, and technology systems, full roof replacement, window and door replacement and replacement of finishes. New furnishings, fixtures and equipment (FF&E) are also required for the newly created and renovated rooms. The Study provides more information, including site plan concepts.

c. Respondents will propose a schedule of its work with target dates for the completion of each phase of the design schedule.

d. The fundamental scope of work for these projects shall be as described in this RFQ/RFP. The work to be provided under the contract with the Town shall include, but not be limited to the following:

1. The respondent’s Statement of Qualifications/Proposal shall provide qualifications of the respondent for mechanical, electrical, plumbing, survey, geotechnical engineering, traffic engineering, school security, landscape/playscape design, structural and civil engineering and technology. Note: the Town shall solicit and initiate separate contracts for commissioning and hazardous material survey and abatement. From this point forward in the RFQ/RFP, the architectural/engineering (including technology) respondents shall be referred to as the "Design Team".

2. The Design Team shall perform a detailed review of the existing conceptual documents previously prepared for the Town referendum, and report any concerns, criticisms or improvements to the PMBC within 90 days of contract award.

3. The Design Team shall attend meetings with the PMBC, BOE and Town/BOE administrators throughout the design and construction process to communicate design progress, address any issues or questions, confirm financial issues and schedule compliance, etc.

4. The Design Team shall gather all pertinent information relative to the projects with the intent of developing a clear understanding of the needs of the BOE including field verification of the existing conditions at the sites.

5. The Design Team shall complete Schematic Design (SD), Design Development documents (DD), Contract Documents (CD), coordinate the construction bid documents with the PMBC, Finance Director, and Town Attorney, review and evaluate such bids and bidders, assist in any negotiations necessary to find an acceptable construction General Contractor and/or Construction Manager, within budget, and provide Contract Administration (CA) for the project(s), including FF&E design services.

6. The Design Team shall provide specifications for any additional FF&E required to ensure each building is functional for the intended grade levels.

7. The Design Team shall prepare documents for PMBC review and approval throughout the design and construction process.

8. The Design Team shall design the project(s) to conform to State “Renovate as New” requirements and Connecticut Building Standard Guidelines Compliance Manual requirements for High Performance Buildings.

9. Design Team shall readily assist the Town in preparation of any and all documentation in order for the Town to apply for and receive any and all grant and rebate programs for new mechanical, electrical, plumbing systems, classroom, cafeteria, kitchen and facility space, as well as site modifications and improvement. Design Team shall prepare energy modeling reports based on the building design and proposed systems.

10. The construction schedules of the project shall be coordinated with school schedules. It is anticipated that the schools shall remain occupied during the normal school year.

11. The Design Team shall be responsible for assisting the Town in preparing, submitting and obtaining all required local, state and federal approvals, including but not limited to all required submissions to the Department of Construction Services, Connecticut Bureau of School Facilities and the Connecticut State Department of Education. The Design Team shall attend required meetings with state and local officials as required to review submissions.

12. All designs shall be completed by a professional architect or engineer (depending on portion of work) licensed in the State of Connecticut.

13. The Design Team shall be responsible for preparing/having printed sets of plans and specifications for the design phase, and local and state reviews. At the time of construction bid, the Design Team shall provide one set of electronic drawings and specifications to the Town for use in preparing the construction bid package, dissemination of specifications to bidders, staff and interested people. The Design Team shall provide assistance to the Town in

preparing the construction bid package and all pre-bid Connecticut Bureau of School Facilities or other approvals.

14. Updated detailed professional project cost estimates shall be prepared and submitted to the PMBC at the completion of DD and CD based on the final plans and specifications.

15. The Design Team shall be responsible for coordinating the compilation of the project specification manuals with input from the PMBC and Town's purchasing agent, and shall integrate the Town's forms, standards, general and special conditions into the manuals.

16. The Design Team shall assist the Town in the coordination of all construction bid activities with the Town. The Town shall distribute invitations to bid, bid sets and any addenda as well as place the legal advertisement in the newspaper. The Town will be the sole source for the distribution of bid documents.

17. The Design Team shall attend any and all mandatory pre-bid conferences with all construction bidders, as well as with the PMBC, Planning & Zoning Commission (“PZC”), Zoning Board of Appeals (“ZBA”), Town Council, and BOE as required. The Design Team shall answer any inquiries regarding the plans and specifications during the construction bid process from potential bidders in strict accordance with the requirements of such bid documents. Any necessary addenda needed during the bid process will be prepared by the Design Team and provided electronically to the PMBC for distribution.

18. After construction bid opening, the Design Team shall assist the PMBC in reviewing all bids received, as well as bidder qualifications and references of the lowest qualified bidders.

19. The Design Team shall respond to and make recommendations to the PMBC regarding alternates or substitutions proposed by the selected construction firm.

20. The Design Team shall promptly review and approve shop drawings, material samples, subcontractor's qualifications, and any other submissions for compliance with the drawings and specifications; shall evaluate any and all change orders and applications for payment, provide concurrence if appropriate, and forward to the PMBC for approval and signature; shall attend weekly job meetings at the project site and such additional meetings as may be required to resolve any interpretation of the design documents and construction issues, review and comment on the meeting minutes prepared by the construction General Contractor and/or Construction Manager at regular construction meetings and distribute to the PMBC. The Design Team shall determine contract completion, recommend project acceptance, and perform

other standard architectural services related to this project. The Design Team shall document As-Built information provided by the contractors on their data files and provide one set of as-built drawings and specifications as well as electronic drawing files in Auto CAD and PDF for the Town's use.

21. The Design Team shall provide consultation and assistance for evaluation of all change orders and the required filing of State grant reimbursements with the Department of Construction Services, Connecticut Bureau of School Facilities and the Connecticut State Department of Education, for both change orders and general construction.

22. The Design Team shall commence services within fifteen (15) days of contract execution.

## **VI. EVALUATION CRITERIA**

a. Qualification Criteria: Respondents interested in being considered for this project shall clearly demonstrate that they meet the minimum qualification criteria of:

- Licensed to perform architecture services in Connecticut
- Designed a minimum of three public school projects located in Connecticut that included grant funding from the State Department of Education within the past 10 years and received a certificate of Occupancy for those projects. The projects shall include the following:
  - At least one Renovate As New school project
  - At least one elementary school project
  - At least one middle or high school project
  - At least one with project budget of not less than \$25 million

b. Additional evaluation criteria beyond the minimum qualifications that will be used in the proposal review phase include:

- Recent experience with work of similar size and scope
- Organizational and team structure
- Past performance data including, but not limited to:
  - adherence to project schedules
  - adherence to project budgets
  - number and cost of change orders
- Approach to the work to include project schedules
- Contract oversight capabilities
- Experience in planning/designing sustainable facilities including specific

requirements of the Connecticut Building Standard Guideline Compliance Manual for High Performance Buildings

- Experience in planning/designing renovation projects for occupied schools
- Fee proposal: Note that proposed fee will not be considered until the proposal review phase of the solicitation, which will follow initial respondent qualification per the schedule and process described in Section VII below.

## **VII. SELECTION PROCESS/SCHEDULE**

The PMBC shall appoint the Selection Committee for determining the selected respondent to this RFQ/RFP. The PMBC may appoint itself as the Selection Committee.

This work will be funded by the Town, subject to approval for reimbursement from the State. Therefore, the selection process for the project shall be made in accordance with Section 10-287(b) (2) of the Connecticut General Statutes. The Town shall select a firm using the process as outlined below. Interested respondents shall attend a pre-submission site visit to tour the schools and, by the due date of this RFQ/RFP, submit a Statement of Qualifications/Proposal to best communicate the respondent's ability to meet or exceed the qualification requirements of this RFQ/RFP.

Also by the due date of this RFQ/RFP, and in addition to the respondent's Statement of Qualifications/Proposal, each respondent shall submit a Fee Proposal in a **separate sealed envelope** for the defined Scope of Services. *A separate fee breakdown is required for each project. The Fee Proposal shall NOT be included with the respondent's Statement of Qualifications/Proposal, but submitted in a separate envelope.*

**Qualification Phase:** Respondents' qualifications will be screened by the Selection Committee against the minimum criteria listed in Section VI(a), Evaluation Criteria, of this RFQ/RFP. Respondents whose submissions do not meet the minimum qualifications shall be notified and their sealed Fee Proposal shall be returned unopened.

**Proposal Review Phase:** All those respondents determined to meet or exceed the requirements will be considered by the Selection Committee in the proposal review phase. The Selection Committee shall evaluate the submissions using the criteria in this RFQ/RFP with due consideration, but not exclusive consideration, of the respondent's pricing/Fee Proposal. The Selection Committee is in no way required to select the respondent with the lowest Fee Proposal. The Selection Committee shall develop a short list of not more than four respondents determined to best meet or exceed the requirements for each project for interview. Respondents whose submissions are not selected for interview shall be notified.

**Interview Phase:** The Selection Committee will conduct interviews of the respondents

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on the short list (not to exceed four firms) during special PMBC meetings not to exceed forty-five (45) minutes each. The interview will provide the respondent with the opportunity to supplement its proposal, demonstrate why it would be the best choice for the project(s) and permit the Selection Committee to inquire further. After the interview, the Selection Committee may make a final selection from that pool of respondents and may make arrangements to award a separate contract for each project. The Town reserves the right to make no awards.

Note: Respondents selected for interview will be provided with the names of the interview panel; and will be required to submit affidavits related to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the respondents shall not directly contact the panel members prior to or immediately following the interview process.

**Schedule:** The following schedule is for the selection of the Design Team

<b>Event</b>	<b>Date/Time</b>	<b>Comments</b>
Advertise RFQ/RFP	On or about: 22 APRIL 2015	
Mandatory Pre-Submission Meeting	Monday, 04 MAY 2015 at 2:30 PM	Ledyard Middle School 1860 Route 12 Gales Ferry, CT 06335
RFQ/RFP Response Due	Thursday 21 MAY 2015 at 2:00 PM	Office of the Mayor Town of Ledyard 741 Colonel Ledyard Highway Ledyard, CT 06339
Qualification Phase	On or about: 26 MAY 2015	
Proposal Review Phase	On or about: 27 MAY 2015	Select 4 or fewer firms to interview
Interview Phase	On or about: 24 JUNE 2015	
Final Selection	On or about: 26 JUNE 2015	
Contract Award	On or about: 06 JULY 2015	

## **VIII: DIRECTIONS FOR SUBMITTALS**

### **a. Copies/Maximum Length:**

1. Submission Packages shall include: ten (10) printed or hard copies of its Statement of Qualifications/Proposal and one (1) electronic copy in PDF format of the identical document on compact disc or flash drive. Only one copy of the Fee Proposal (one for each school) in a separate sealed envelope is required.
2. Hard copy of the Statement of Qualifications/Proposal shall not exceed fifty (50) pages (Fee Proposal does not count toward this limit).

### **b. Deadline and submission address:**

1. Respondents responding to this RFQ/RFP must submit their Submission Package no later than **21 MAY 2015 at 2:00 p.m.** to:

HAND DELIVERY

Town of Ledyard, Connecticut  
Office of the Mayor  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

U.S. MAIL OR OTHER DELIVERY SERVICE

Town of Ledyard, Connecticut  
Office of the Mayor  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

**c. Submission Packages:** Submission packages are to be sealed and clearly marked: ***RFQ/RFP # 2015-16 Architectural Services for Ledyard School Improvement Project.*** Packages or partial packages received beyond the listed time will not be opened and will not be considered and will be returned to the respondent unopened.

**d. Content of Submission:** All respondents are required to submit the information detailed below. ***With the exception of the Fee Proposal, one Statement of Qualifications/Proposal from each firm will be reviewed for both school projects.*** Responses

shall be organized and presented in the order listed below to assist the Town in reviewing and rating the proposals. The Town reserves the right to reject responses which do not follow the format given, or the size limitation for both hard and electronic copies which may be deemed non-responsive.

1. **Table of Contents** - Table of contents to include clear identification of the material provided by section and number.

2. **Letter of Transmittal**- A letter of transmittal indicating the respondent's interest in providing the service and any other information that would assist the Town in making a selection must be submitted. This letter must be signed by a person legally authorized to bind the respondent to a contract and must also affirm that the respondent or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence its submission. Finally, the letter must identify a contact person for the submission, including telephone and fax numbers, and email address.

3. **Executive Summary** - Briefly describe the respondent, the approach to the project(s), staffing available and envisioned for the project(s), and respondent's capability to execute to the schedule while providing the services required.

4. **Description of Firm and Consultants** - Describe the respondent's organization, and include a copy of the firm's State of Connecticut architectural license. Specify the personnel (including qualifications and years of experience in their current position, municipalities served and their roles providing these services) and equipment to be assigned to the project(s).

5. **Qualifications/Past Performance** - Respondents shall identify and describe specific projects/jobs previously or currently being executed that demonstrates the respondent's ability to satisfy the Evaluation Criteria. Identify which qualification criteria apply to respective project/jobs. The respondent may highlight significant accomplishments and awards as well as alliances or partnerships with other contractors, professionals, and owners.

For each project/job, provide the following:

- Name of the client
- Description of the project
- Approximate gross cost of contract
- Dates services encompass
- Services being provided
- Key personnel in respondent's design group assigned to subject project
- Primary consultants in project design team
- Information pertaining to adherence to project schedule and cost to include

- change orders (number and percentage of total project cost)
- Name, address, and telephone number of the responsible official of the client organization

By submitting the submission, the respondent grants the Town, or any of its agents, the right to contact the organizations identified in its Statement of Qualifications/Proposal regarding the services performed by the respondent.

**6. Approach to the Project(s)** - Describe the respondent's approach to the proposed projects commencing with award of contract and concluding with punch-list and final documentation completion including close-out with the State. Detail any specific data your firm would require from the Town to perform the work. Describe the anticipated role that the Town will play in this project.

**7. Work Schedule-** Provide a proposed schedule indicating major milestones for work accomplishment. Specific project work plan and completion dates to be determined with the Town upon contract execution with the selected respondent.

**8. Litigation** – Identify ongoing or recent (within the past five years) litigation (related to school design or construction projects) involving the respondent.

**9. Fee Proposal.** A Fee Proposal is required by the due date of the response to this RFQ/RFP. A breakdown of fees for the major portions/phases of each project shall be provided. The Selection Committee will only review the submitted Fee Proposals for respondents deemed to have met the minimum qualifications during the Qualification phase. The Fee Proposal shall be delivered with the Statement of Qualifications/Proposal in a separate sealed envelope clearly marked with the respondent's name and marked ***RFQ/RFP #2015-16 Architectural Services for Ledyard School Improvement Project - Fee Proposal***. Fee Proposals shall be signed by a person legally authorized to bind the firm to a contract. ***NOTE: A separate Fee Proposal is required for each of the two school projects. Clearly mark individual fee proposals with Fee Proposal for Ledyard Middle School or Fee Proposal for Gallup Hill School.***

## **IX. GENERAL PROVISIONS**

A. **GENERAL:** This RFQ/RFP does not commit the Town to award a contract to any respondent or to pay any costs incurred in the preparation of a response for this request. The Town reserves the right, in its sole discretion, to accept or reject any or all responses received as a result of this request, waive any informalities or technical defects in any proposal, to

negotiate with the selected respondent as to scope of service and/or fees, to extend the contract for an additional period, or to cancel this RFQ/RFP in part or in its entirety for any reason or no reason at all.

- B. SUBMISSIONS:** Respondents are advised that any and all materials submitted in response to this RFQ/RFP shall become the property of the Town and shall be subject to Freedom of Information requests after evaluation and award decisions have been made. Returned late submissions or unopened Fee Proposals from respondents found not qualified are not subject to this provision.
- C. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION:** A successful respondent shall comply in all aspects with the Equal Employment Opportunity Act. A respondent with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the respondent does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A respondent with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable state and federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of any contract awarded through this RFQ/RFP process.
- D. ACTS OF COLLUSION:** Non-collusion Representation: In submitting a proposal, the respondent shall declare that its proposal is made without any connection with any persons making another proposal for the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; that no official of the Town, or any person in the employ of the Town is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.
- E. TAXES:** All deliveries of commodities or services hereunder shall comply in every respect with all applicable federal and state laws. Purchases made by the Town are exempt from payment of Federal Excise Taxes and Connecticut Sales Tax, and such taxes must not be included in Fee Proposal prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
- F. INDEMNIFICATION:** A successful respondent shall agree to indemnify, defend, and save harmless the Town, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract. The Town, as a sovereign government, cannot indemnify businesses or individuals.

- G. CONFLICT OF INTEREST DISCLOSURE REQUIRED:** No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner, or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be known in writing to the agency making such purchase, and notice thereof posted for at least five (5) days before such purchase be made in the office of the agency making such purchase and in the public place in the Ledyard Town Hall.
- H. INSURANCE:** Prior to the execution of any contract, the Town requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (in an approved format) naming the “Town of Ledyard” as additional insured, for the amounts listed below. Any subcontractor to a contracted firm shall be likewise covered and shall furnish certificates of coverage acceptable to the Town before starting work.

Minimum Coverage

General Liability:	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Product/Completed Operations Aggregate	\$2,000,000
Auto Liability:	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability:	Each Claim or Occurrence	\$1,000,000
	Aggregate	\$3,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Workman’s Compensation	As required by CT Statute	

- I. TERMINATION:** Please note that any contract executed by the Town, may be terminated by the Town upon (30) days written notice, in the event that the Town determines that termination is in its best interest. In the event of termination, the respondent shall be compensated for all work properly performed in accordance with the approved fee schedule submitted after award.

A. Termination for Convenience: In the event that the contract is terminated or canceled upon request and for the convenience of the Town, without the required thirty (30) days advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

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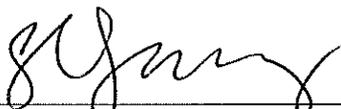
B. Termination for Cause: Termination by the Town for cause, default or negligence on the part of the respondent shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of termination for cause.

C. Non-Appropriation of Funds: Please note that any contract executed by the Town is subject to and conditioned upon the appropriation of funds.

Contract Governed by Connecticut Law: Please note that any contract executed by the Town shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town.

Further, any such contract, and any other documents associated therewith, shall be in compliance and conformance with all applicable provisions of the General Statutes of the State of Connecticut, and the rules and regulations pertaining thereto, as the same may be amended from time to time.

TOWN OF LEDYARD  
PERMANENT MUNICIPAL BUILDING COMMITTEE

By  21 APRIL 2015  
Steven Juskiewicz Date  
Chairman