



Community Renewal Team, Inc. (CRT)
Request for Quotation
Specification Sheet

September 23, 2019

RFQ Architectural & Engineering Services

Introduction

The fiduciary procedure for securing quotes follows CRT's Request for Quotation guidelines. Local firms found available for the work, including those with a work history with CRT, are contacted for work detail and cost statements.

Scope

CRT is looking obtain quotes for Architectural & Engineering Services at one of our sites located at 385 Main Street, East Hartford, CT, for replacement of the entire stair tower to code, and column reconfiguration of the lally columns with the replacement of rotted rafters under the rear porch.

Services include the following:

- Contract documents;
- Bidding phase;
- Construction Administration.

Walk-through

A mandatory walk-through of the property is scheduled for **Monday, October 7th, 2019 at 9am** at 385 Main Street, East Hartford.

Selection Criteria

The contractor that best fits the key elements of **availability, reasonable cost, and proven capacity** will be chosen for the project.

Pricing

Please submit a proposal for Architect & Engineering Services. The Community Renewal Team, Inc. is exempt from taxes.

Documents to be submitted

- Proposal
- Bid Form
- Contractor Reference Form
- Sample Certificate of Insurance

*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women's business Enterprises are encouraged to apply.*

Proofs of Insurance Amounts considered acceptable by CRT are as follows:

- General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate)
- Automobile Liability (\$1,000,000 each accident)
- Umbrella Liability (\$3,000,000 each occurrence)
- Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit)
- CRT listed as an additional insured.

Deadline

Please submit a quote by, **Monday, October 21, 2019 – 12pm noon** by electronic mail to Jeanette Dunbar, Operations Project Coordinator at dunbarj@crtct.org . Once quotes are reviewed, notification will be sent to selected company and a contract will be forwarded for review. The selected company will be required to submit the signed contract, Certificate of Insurance with acceptable amounts by CRT and a W-9 Form prior to commencement of work.

For any questions, please contact Jeanette Dunbar at dunbarj@crtct.org

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BID FORM

AUTHORIZATION AND EXECUTION OF BID

1. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
 - a. The propose bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
 - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
 - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
 - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
 - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.
2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team to consider the bid and make an award in accordance therewith.
3. Complete & Sign

Legal Name of Bidder	
Business Address	
Phone # & Email	
Print Name & Title of Authorized Agent	
Signature	

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CONTRACTOR REFERENCE FORM

Company Name: _____

Reference #1:

Name of Company _____

Contact Name: _____

Telephone: _____

Address: _____

_____ City/Town _____ State _____ Zip Code

Description of work/project/products completed for or sold to this customer:

Reference #2:

Name of Company _____

Contact Name: _____

Telephone: _____

Address: _____

_____ City/Town _____ State _____ Zip Code

Description of work/project/products completed for or sold to this customer:

Reference #3:

Name of Company _____

Contact Name: _____

Telephone: _____

Address: _____

_____ City/Town _____ State _____ Zip Code

Description of work/project/products completed for or sold to this customer:

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