

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
STANDARD FIXED-FEE ARCHITECT'S CONTRACT

PROJECT NUMBER: BI-CTC-565
CONTRACT NUMBER: BI-CTC-565-ARC

This contract for professional services herein designated in connection with the project entitled

**B Wing Renovations and Improvements
Norwalk Community College
188 Richards Avenue, Norwalk, Connecticut 06854**

is entered into this 22nd day of March, 2019, by and between the State of Connecticut, hereinafter called the State, acting herein by its Commissioner or designee, duly authorized, of the Department of Administrative Services (DAS) under the provisions of Sections 4-8, 4b-1, 4b-1b, 4a-1, 4a-2, and 4b-3 of the Connecticut General Statutes, as revised and/or amended, and

**Tecton Architects, P.C.
One Hartford Square West
Hartford, Connecticut 06106**

hereinafter called the Architect;

WITNESSETH, that the State and the Architect, in consideration of the mutual covenants, terms and conditions herein contained, do hereby agree as follows:

1. The Architect shall provide professional services for the project in accordance with Exhibit A, which is attached hereto and made a part hereof, and the "Terms and Conditions of Contract between State and Architect," Department of Administrative Services Form CS-3A dated February 3, 1998, and last revised June 29, 2016, which document is attached hereto as Attachment 1 and made a part hereof.
2. The Architect's total fee of **One Million Nine Hundred Four Thousand Nine Hundred Thirty Five Dollars (\$1,904,935.00)** shall be paid as indicated below, and such other work as described in Section II of Exhibit A, which exhibit is attached hereto and made a part hereof, for the completion of the work specified when previously authorized in writing:
 - A. Schematic Design Phase: **Two Hundred Forty One Thousand Six Hundred Fifty Dollars (\$241,650.00);**
 - B. Design Development Phase: **Three Hundred Twenty Two Thousand Two Hundred Dollars (\$322,200.00);**
 - C. Contract Documents Phase: **Four Hundred Eighty Three Thousand Three Hundred Dollars (\$483,300.00);**
 - D. The Architect shall be paid a sum of **Eighty Thousand Five Hundred Fifty Dollars (\$80,550.00)** after the documents to be provided in the contract documents phase are bid by the Department of Administrative Services, and the Architect's duties for the bidding phase have been completed to the Department of Administrative Services' satisfaction, or when the State's construction contract with the general contractor is signed. If neither occurs, this amount will not be earned and paid.
 - E. In the event the State approves and allocates funds for construction, a sum of **Four Hundred Eighty Three Thousand Three Hundred Dollars (\$483,300.00)** shall be paid to the Architect for construction administration services, if such administration is requested by the Department of Administrative Services. This sum includes the costs of services of any clerical and/or technical assistants working in the Architect's office or in the field. Said sum, **less the amount stated in subsection E. 1 below**, shall be paid in equal monthly installments, based upon the construction contract time, until payment reaches 90% of the construction administration sum, **less the amount stated in subsection E.1 below**. An additional 5% of the

construction administration sum, **less the amount stated in subsection E. 1 below**, shall be payable upon (1) completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction and (2) the receipt of record drawings. The balance of the construction administration sum, **less the amount stated in subsection E.1. below**, shall be payable upon Certification of the Final Application for Payment.

The duties of the Architect for said construction administration are as indicated in Article VII of the "Terms and Conditions of Contract between State and Architect."

In the event the Commissioner of the Department of Administrative Services, hereinafter called the "Commissioner," determines that the Architect has not performed its services as required by this contract, then the equal monthly installments shall be adjusted to a percentage commensurate with the level of the actual performance of the construction administration services. The equal monthly installment payments can be readjusted to a percentage commensurate with the level of the Architect's actual improvement of performance of construction administration services. The issue of the Architect's performance of services shall be determined by the Commissioner.

All payment installments, as adjusted, shall remain in effect until the payments reach 90% of the construction administration sum, **less the amount stated in subsection E. 1 below**. An additional 5% of the construction administration sum, **less the amount stated in subsection E. 1 below**, shall be payable upon (1) completing project close out as required by the General Conditions and the General Requirements of the Contract for Construction and (2) the receipt of record drawings. The balance of the construction administration sum, **less the amount stated in subsection E. 1 below**, shall be payable upon Certification of the Final Application for Payment.

Nothing contained herein shall limit the State's right to terminate or suspend this contract pursuant to Articles VIII and IX of the Terms and Conditions of the contract.

E. 1. The Architect shall be paid a sum of **Twenty Four Thousand One Hundred Sixty Five Dollars (\$24,165.00)** after (i) satisfactory completion of the commissioning process (which is defined as the submission of the Post Occupancy Commissioning Report as described in the DAS Capital Projects High Performance Buildings Guidelines) and (ii) receipt by the DAS of one (1) copy of the submitted LEED certification packet (if pursuing LEED certification) sent to the U.S. Green Building Council.

It is understood that the Architect's total fee hereinbefore mentioned in paragraph 2 shall be reduced by the sum hereinbefore mentioned in subparagraph 2E if construction administration is not requested, and, conversely, shall be increased by any payments that the State shall be obligated to make pursuant to the provisions of Article V and Section C of Article VII of the "Terms and Conditions of Contract between State and Architect." Said total fee shall also be subject to reduction pursuant to the provisions of the third paragraph of Section D of Article V of the "Terms and Conditions of Contract between State and Architect." It is also understood that a reasonable adjustment in said total fee shall be made by the Commissioner of DAS, hereinafter called the "Commissioner," in the event of termination or suspension, as provided in Articles VIII and IX of the "Terms and Conditions of Contract between State and Architect."

3. The Architect shall provide the work pursuant to the following phases within the time periods specified below or, at the option of the Department of Administrative Services within extended periods to be determined by the Department if the Department is of the opinion that such extensions are warranted and if the Department evidences its consent to such extensions in writing. The Architect shall not commence any phase work under the contract until the Architect receives written authorization to proceed from the DAS Project Manager.
 - A. Schematic Design Phase: **forty five (45) calendar days** after receipt of written notice to proceed;
 - B. Design Development Phase: **sixty (60) calendar days** after receipt of written notice to proceed;
 - C. Contract Documents Phase: **ninety (90) calendar days** after receipt of written notice to proceed;
 - D. Pre-Design Investigative Phase: **thirty (30) calendar days** after receipt of written notice to proceed.
4. The Architect's design shall be based on a total construction budget of **Fourteen Million Three Hundred Twenty Thousand Dollars (\$14,320,000.00)**.
5. The scope of professional services to be provided by the Architect under this contract is set forth in Exhibit A.

6. The Architect shall submit the following materials for review and approval:
 - A. Schematic Design Phase: **Four (4)** sets of full-size drawings, **Two (2)** sets of half-size drawings; **Six (6)** sets of specifications; **Two (2)** copies in AutoCAD drawings and Microsoft Word electronic compact disk format and **Four (4)** sets of detailed cost estimates;
 - B. Design Development Phase: **Four (4)** sets of full-size drawings, **Two (2)** sets of half-size drawings; **Six (6)** sets of specifications; **Two (2)** copies in AutoCAD drawings and Microsoft Word electronic compact disk format and **Four (4)** sets of detailed cost estimates;
 - C. Contract Documents Phase: **Four (4)** sets of full-size drawings, **Two (2)** sets of half-size drawings; **Six (6)** sets of specifications; **Two (2)** copies in AutoCAD drawings and Microsoft Word electronic compact disk format and **Four (4)** sets of detailed cost estimates.
7. The Architect shall develop drawings for this project using computer aided drafting software fully compatible with an AutoCAD version as approved in writing by the Department of Administrative Services. After the documents to be provided are approved by the Department of Administrative Services, and at a time specified by the Department of Administrative Services, the Architect shall submit an electronic copy of all drawings in a format approved by DAS. Upon completion of construction of the project, the Architect shall submit a revised electronic copy utilizing the most recently recognized format of the National CAD Standard basic format to reflect as-built conditions. All AutoCAD documentation related to a project shall be of a single media type. All the work called for in this paragraph shall be provided by the Architect at no additional cost to the State.
8. The following provisions modify the "Terms and Conditions of Contract between State and Architect":
 - A. **Sections B and C of Article VI are hereby amended to additionally require the Architect to submit, at times determined by DAS, one set of progress drawings and specifications completed to a stage satisfactory to DAS.**
 - B. **Section C of Article IV is amended as follows: Each of the said amounts in subparagraph 2B and 2C of the contract shall be paid in two equal installments. Each first installment shall be paid after the submission by the Architect and acceptance by DAS of the related aforementioned set of progress drawings and specifications. Each second installment shall be paid after the Architect has submitted all the related phase work and such work has been accepted by DAS.**
9. Entire Agreement No prior stipulation, agreement or understanding, verbal or otherwise, of the parties hereto, their agents or legal representatives shall be valid or enforceable unless embodied in the provisions of this contract.
10. Forum and Choice of Law The parties deem the contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Architect waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.
11. Approval of State Properties Review Board As provided in Connecticut General Statutes Section 4b-23(i), it is essential for the Architect contracting with the Department of Administrative Services to understand that the approval of the State Properties Review Board must be granted before the Architect's contract can begin. By providing service without a properly executed contract, the Architect accepts the risk that payment will not be made by the State of Connecticut.
12. Approval of the Attorney General's Office This contract shall take effect when it is approved as to form by the Attorney General of the State of Connecticut, the Deputy Attorney General of the State of Connecticut, or an Associate Attorney General of the State of Connecticut.

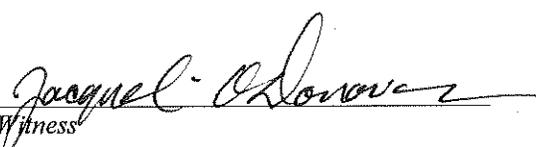
13. Notices: The Architect provides the following information for the purpose of receiving notices under this contract, and agrees to promptly notify the DAS project manager in writing if there are changes to the information.

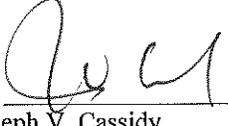
Contact person: Jeffery Wyszynski
Address for registered or certified mail: One Hartford Square West, Hartford, Connecticut 06106
Address for hand delivery: One Hartford Square West, Hartford, Connecticut 06106
Email: JeffW@tectonpc.com
Facsimile transmission telecopy (fax) number: (860) 249-2531

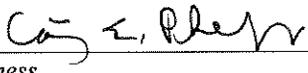
IN WITNESS WHEREOF, the State, acting herein by its Commissioner of the Department of Administrative Services, or his/her designee, duly authorized, and the Architect have executed this contract.

Attested by:

State of Connecticut


Witness
Print name: Jacqueline O'Donovan

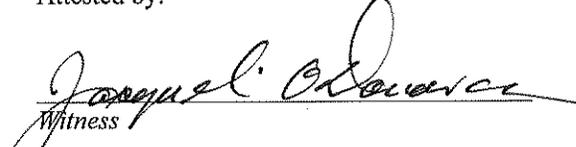
By 
Joseph V. Cassidy
Director of Project Management
Department of Administrative Services

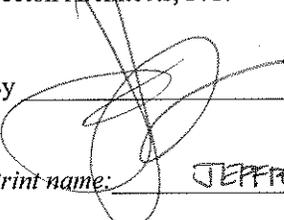

Witness
Print name: CATHY E. PHELPS

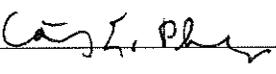
Date signed: 3/22/19

Attested by:

Tecton Architects, P.C.


Witness
Print name: Jacqueline O'Donovan

By 
Print name: JEFFREY WYSZYNSKI
Its PRINCIPAL, Duly Authorized


Witness
Print name: CATHY E. PHELPS

Date signed: 22 MAR 19

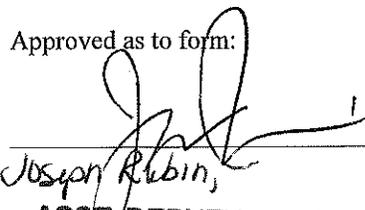
Approved as to form:

Joseph Rabin, Attorney General
ASST. DEPUTY ATTY. GENERAL
Date signed: 4/3/19

EXHIBIT A

**B Wing Renovations and Improvements
Norwalk Community College
188 Richards Avenue, Norwalk, Connecticut 06854
Project No. BI-CTC-565
Contract No. BI-CTC-565-ARC**

Section I

The Architect will provide professional services as set forth in the contract in connection with the following construction work.

The project is renovations and improvement to the B wing of Norwalk Community College West Campus building constructed in 1966. This existing structure consists of two (2) building floors approximately 32,000 gross square feet supported on slab on grade foundation with perimeter utility tunnel confined spaces. The building shall have comprehensive renovations, improvements and upgrades to classrooms, and laboratories, research laboratories, student support services and faculty services spaces. The existing heating, ventilation and air-conditioning systems (HVAC), and the mechanical, electrical, plumbing systems (MEP) shall be completely replaced. All MEP and HVAC work shall be coordinated with the existing to remain central steam plant, located in the B wing basement, serving the entire west campus. All work related to the steam plant includes, but is not limited to, building and fire code upgrades, where practical, and the modifications to support the B wing scope of work. The existing Community College facility spaces shall be retrofitted and redesigned accommodating new technologies and educational programming. Common building areas such as corridors, toilet rooms, elevators, stairs and lobbies shall be modernized and code upgraded. All exterior doors, interior doors and windows shall be replaced improving energy efficiency, as well as providing new exterior building wall enclosure and new roof assembly. Design and abatement of existing building shall be completed as it relates to this project's renovations and improvements.

The incorporation of the redesign and/or design modifications to the D wing entrance area is included in the schematic design level scope of work. This will involve renovations to both the interior and exterior of the building and may be identified as an alternate during the bid process in an effort to preserve the base scope of work for the B wing renovations. This entrance area contains a two-story glass enclosed space with an exterior curtain wall system. It should also be noted that the existing elevator is located adjacent to this space. Design services shall include a schematic design with separate cost estimate order of magnitude for consideration to the Owner to decide if this area should be additional project scope for inclusion in the project.

The B wing building area shall be vacated for the entire duration of construction and be constructed in one phase. Both adjacent building areas D wing and A wing shall be fully operational with classes in session. Coordination and temporary conditions may be required, for building occupancy, as the B wing electrical service, which shall require testing and replacement, feeds portions of other building wing areas. This project shall also consider other on campus Agency Administered Projects and DAS Construction Projects for coordination. During the Contract Documents Phase, the Architect will participate, review and address issues found in an interdisciplinary coordination 'RediCheck' construction documents review purchased by the Owner.

During the design phase, the Architect shall determine the need for any easements, including, but not limited to, easements in connection with utility services required for the project. If easements are necessary, this shall be an additional service as stated in Section II below.

In addition to the foregoing, the following are basic services to be provided by the Architect:

A. Consultant Basic Services

The Architect is authorized to engage the following consultants for the services set forth in this subsection for all work required of the Consultant's contract Basic Services.

1. (MEP) Mechanical, Electrical, Plumbing Engineering; Fire Suppression Engineering; Fire Protection Engineering; High Performance Buildings Engineering and (UER) Utility Energy Rebates Modeling; Telecommunication and (IT) Information Technologies Engineering; (AV) Audio Visual Systems Engineering; Security Systems Engineering; HVAC Commissioning Support Engineering Consultant services:
Kohler Ronan, LLC, 93 Lake Avenue, Danbury, CT 06810
2. Civil Engineering; Site Engineering; Landscape Architect; Environmental and Hazardous Materials Consultant services:
Langan CT, Inc., 555 Long Wharf Drive, New Haven, CT 06511
3. Structural Engineering Consultant services:
Michael Horton Associates Inc., 151 Meadow Street, Branford, CT 06405
4. Construction Cost Estimating Professional Consultant services:
Rider Levett Bucknall LTD, Two Financial Center Suite 810, 60 South Street, Boston, MA 02111

B. High Performance Building Standard Regulations

This project shall comply with the High Performance Building Regulations (Regulations of Connecticut State Agencies 16a-38k-1 through 9), "the Regulations". The Architect shall take all measures, and shall meet professional standards of care to provide all design and other services necessary to achieve compliance with the Regulations. The Architect's scope of services shall include all services outlined in the DAS Capital Projects High Performance Buildings Guidelines, including, but not limited to, the Design Professional's role in commissioning as defined in *ASHRAE Guideline 0-2005*.

The Connecticut High Performance Building Guidelines require the Design of a State Facility to meet both the twelve (12) Mandatory Requirements and twenty-six (26) of the sixty (60) Building Standard Optional Strategies.

Nothing contained herein shall be construed to limit the Architect's responsibility to provide drawings, specifications or other documents or services necessary to meet the requirements of the Regulations.

C. Energy Conscious Design

Architect shall fully participate in the utility companies' programs, including electric and gas service providers.

1. The Architect will research energy-related rebates and will communicate, work with and make all necessary and utility required applications, working with each applicable utility company, in order to maximize the magnitude of any and all such rebate opportunities.
2. The Architect shall provide whole building energy simulations and associated documentation to apply for financial incentives under Norwalk's utility company Energy Rebate program (the Energy Conscious Blueprint (ECB) for the State of Connecticut) Whole Building Performance Initiative program.
3. The Architect shall provide energy modeling performed in accordance with the Utility Energy Rebate (UER) program requirements, and shall be conducted in two phases; 1.) preconstruction and 2.) post-construction.

D. Commissioning Support Services

Architect shall work with the Construction Administrator and Commissioning Agent during design and construction to ensure that the specified MEP and HVAC systems are fully commissionable. Architect shall support the Commissioning Agent's efforts as construction approaches completion and the MEP and HVAC systems are commissioned.

E. Hydrant Flow Test

Architect shall arrange for, schedule a hydrant flow test at the site and determine if upgrades to the fire line or the lines supplying the building are required. Architect shall notify DAS of scheduled hydrant flow test for DAS staff attendance. Costs for such testing shall be billed to and shall be paid for by DAS.

F. PM Web Project Management Software

DAS projects utilize "PMWeb" project management (PMWEB.com) software as their project management and recording system. PMWeb Project Management Requirements for the Architect/Engineer (A/E) are as follows:

1. The A/E will be provided with a license or licenses to access the software and for use by their sub-consultants. The A/E is required to utilize PMWeb for project specific documentation as directed by the DAS Project Manager.
2. All documents not created in PMWeb shall be scanned, uploaded and maintained by the A/E in the PMWeb Document Management System for this project and linked to the corresponding record in PMWeb.
3. DAS is using PMWeb, 300 Tradecenter, Suite 3690, Woburn, MA 01801, as the project management software tool for this project.
4. The A/E is required to utilize PMWeb Consultant Payment Application form for the submission of their billings. The Consultant Payment Application shall be consistent with the services outlined in the A/E contract. The A/E may also attach a copy of their office invoice to this Consultant Payment Application.
5. The A/E is required to utilize PMWeb for the duration of this project and shall provide project document information via this program. This includes, but is not limited to, Project Design Submission, Design Estimates, Periodic A/E Consultant Payment Applications, Meeting Minutes, Responses to Requests for Information, Submittal Reviews, Proposal Requests, Supplemental Instruction, Construction Change Directives, Bi-monthly Observation-based Construction Progress Reports, Non-conformance Notices, Change Order Letter of Review, Punch List, Project Plans, Project Specifications, Progress Photos, Project Correspondence, Issues (action items), Project Transmittals, Closeout Log, etc. All documents not created in PMWeb, shall be scanned, uploaded and maintained by the A/E in the PMWeb Document Management System for this project and linked to the corresponding record in PMWeb.
6. DAS has established a project specific email "file" address for this project. The A/E shall include this address on all project related emails.
7. The above listed requirements apply to all of the A/E's Sub-consultants. Sub-consultants should attend the PMWeb training as a part of the A/E Team. Sub-consultants will be issued "Guest" Licenses to allow for their participation in PMWeb on this project.

G. Building Information Modeling (BIM)

Architect and Engineers shall utilize Building Information Modeling (BIM) Use and Process utilizing Revit from Autodesk computer software completing a BIM model for project use and implementation.

H. Technology, Telecommunications, and Security Design Services

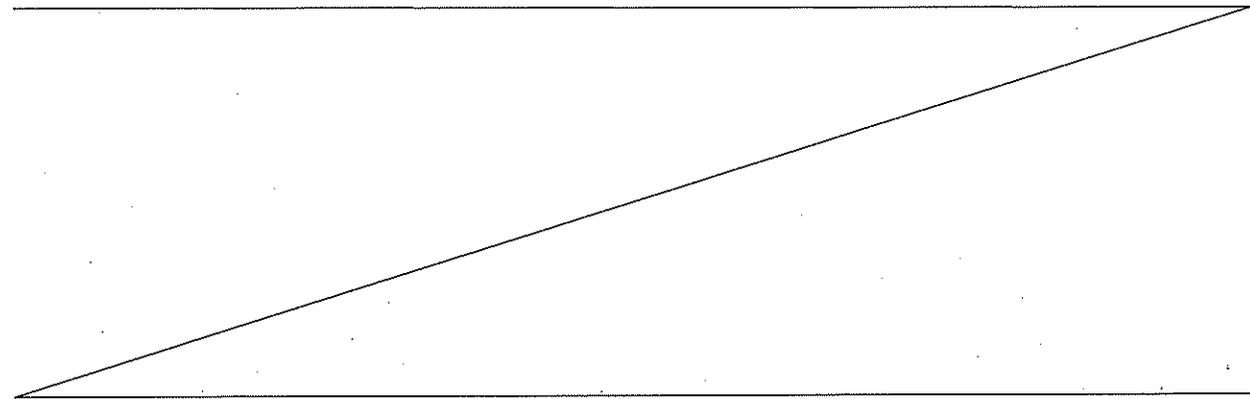
Architect shall work with the Engineer sub-consultant providing a project design, including, but not limited to:

- a. Structured cabling system for data and voice cabling, including backbone and horizontal cabling, cable pathways, and telecommunications grounding in accordance with applicable standards and as required by the architectural program.
- b. Telecommunications room layouts including rack elevation drawings extended from existing conditions services.
- c. Cable television distribution extended from existing conditions services.
- d. Overhead paging systems extended from existing conditions services.
- e. Classroom technology including master clock, public address, classroom sound reinforcement.
- f. Digital signage systems.
- g. Access control systems extended from existing conditions services.
- h. Video Surveillance (CCTV) modified from existing, intrusion detection, audio visual infrastructure design, conduit, backboxes and related accessories for new systems and existing systems extended from existing conditions services.
- i. Architectural and mechanical, electrical and plumbing (MEP) systems coordination.
- j. Overall system architecture support services.

I. Audio Visual Systems Design

Architect shall work with the Engineer sub-consultant providing a project design, including, but not limited to:

- a. Higher education design incorporating specialized requirements for classrooms.
- b. Design and specification of audiovisual systems for the project, including projectors, projection screen, interactive whiteboards, televisions, input devices, control systems, sound systems, media switches, digital signage, video teleconferencing, equipment racks, cabling and raceways.
- c. Provide compliance with all Agency, CSCU and college campus standards as applicable.
- d. Attendance and representation at meetings.
- e. Coordination with Architect, consultant and sub-consultants, DAS, the Board of Regents (Agency), CSCU and college documenting all communications related to the project.



Section II

The Architect shall provide the following additional services. The Architect shall be compensated for said services in the amounts specified below, which amounts are included in the Architect's total fee stated in Paragraph 2 of the contract. Said amounts include all sub-consultants' fees and the Architect's overhead and profit.

A. Pre-design Study

The Architect is authorized to conduct a Pre-design study.

The Architect shall provide the following design services to complete the work of the Pre-design Study. The services shall include, but are not limited to, Architectural, Mechanical, Electrical, Plumbing, (MEP), Structural, and Fire Protection investigative services and documentation of existing B wing East Campus Norwalk Community College building conditions work.

The Architect is authorized to engage the following sub-consultants for the services set forth in this subsection for work required of the Pre-design Study.

1. Mechanical, Electrical and Plumbing Engineering Consultant services of Kohler Ronan, LLC, 93 Lake Avenue, Danbury, CT 06810.
2. Electrical Testing and Inspection Services of Ralph S. Catalano, P.E., 46 Putnam Park Road, Redding, CT 06875.
3. Structural Engineering Consultant services of Michael Horton Associates Inc., 151 Meadow Street, Branford, CT 06405.

The service to be provided shall include, but not be limited to, the following:

I. Existing Conditions Investigative Services:

1. Field verify existing conditions for B wing building's foundation, first and second floor plans for all areas included in the scope of work. Field verification shall be based upon visual observations and physical measurements. The scope of field verification includes, but is not limited to, all portions of the existing building inclusive of areas proposed for removal.
2. The Architect shall create accurate Architectural systems existing conditions drawings including the following work:
 - a. Collect, review and collate existing paper drawings and determine their viability and accuracy. Review aerial survey, geotechnical report and field survey.
 - b. Visit site verifying existing conditions.
 - c. Coordinate with consultants on existing condition drawings.
 - d. Architectural building field verification of all floor levels and ceilings plans utilizing available drawings. Work is limited to the location of floors, walls, ceiling, doors, and fixed equipment. Verification of furniture systems, moveable components or loose furnishings are not part of scope of work.
3. The Architect's Engineering Consultants shall create accurate Structural, Mechanical, Electrical, Plumbing, Fire Alarm, Fire Suppression, Heating, Ventilation and Air Conditioning (HVAC) systems existing conditions drawings including the following work:
 - a. Collect, review and collate existing paper drawings and determine their viability and accuracy.

- b. Visit site verifying existing conditions.
 - c. Coordinate with consultants on existing condition drawings.
 - d. Structural, Mechanical, Electrical, Plumbing, Fire Alarm, Fire Suppression, Heating Ventilation and Air Conditioning systems building field verification of all floor levels and ceilings plans utilizing available drawings. Field verification shall be based upon visual observations and physical measurements. The scope of field verification includes, but is not limited to, all portions of the existing building inclusive of areas proposed for removal.
4. Perform all related engineering consultant services for a Structural, Mechanical, Electrical, and Plumbing, (SMEP) Infrastructure Assessment. Services include but are not limited to:
 - a. collection and review of available drawings, reports, documents and studies;
 - b. interviews with Norwalk Community College and Connecticut State Colleges and Universities facilities staff and administration for information and knowledge of Norwalk Community College's West Campus building and infrastructure;
 - c. visual assessment of existing SMEP systems including HVAC systems, electrical service and distribution systems, plumbing infrastructure, fire protection, fire alarm systems and building's structural components.
 5. Deliverables, include but are not limited to, an Existing Conditions Report with As-Built BIM model electronic documents.

II. Electrical and Transformer Evaluation Services:

1. Provide all services to evaluate one (1) existing in-service 500kVA transformer to determine the cause of overheating conditions.
 - a. Electrical Engineering site survey scope of work - conduct one (1) site visit during normal business hours.
 1. Perform visual inspection on the existing in-service 500kVA transformer.
 2. Document existing installation methods and conditions.
 3. Electrical power quality measurements - provide instrumentation and perform the following electrical power quality measurements during typical normal building occupied campus operational hours:
 - a. Instantaneous true RMS voltage and current.
 - b. Waveform crest factor/waveshape.
 - c. Voltage total harmonic distortion (THD) and spectrum analysis.
 - d. Current total harmonic distortion (THD) and spectrum analysis.
 - e. Watts, volt-amperes, volt-amperes reactive, true power factor, displacement power factor.
 - f. Connected-load K-Factor.
 - b. Transformer Testing Engineering Evaluation and Load Analysis
 1. Evaluate existing operation, environmental and installation conditions.
 2. Evaluate transformer application and measured connected load characteristics.
 3. Analyze harmonic distortion values and individual harmonic content.
 4. Evaluate connected load values and compare with transformer's capabilities and rating.
 5. Compare measured connected-load K-Factor with transformer design capabilities and application.
 6. Perform an overall power quality evaluation.
 7. Compare measurements, existing installation methods and conditions with applicable recommended practices and standards established by The Institute of Electrical and Electronics Engineers, Inc., (IEEE), American National Standards Institute (ANSI), National Electrical Manufacturers Association (NEMA), International Electrical Testing

Association (NETA), manufacturer's specifications and the National Fire Protection Association (NFPA) Standard 70-2017 National Electrical Code.

c. Certified Engineering Report

1. Provide a complete Engineering Report documenting all information and findings provided during the Engineers' and the Testing and Inspection scope of services. The report shall include, but be not limited to, all findings providing a complete executive summary, testing results, testing and observations conclusions, and engineering recommendations. The Engineering Report shall be sealed and signed by a Connecticut Licensed Professional Electrical Engineer and a Connecticut Certified Electrical Power Quality Professional.

The Architect shall provide **Four (4)** bound hard paper copies and **Two (2)** copies in an electronic compact disk format of all investigative reports' findings providing a complete Pre-design Study, together with a written narrative including two and three dimensional illustrative color drawings, to the Department of Administrative Services Division of Construction Services Project Manager within **Thirty (30)** calendar days after receipt of written notice to proceed.

The Pre-design Study total duration is **Thirty (30)** calendar days and the review period duration may coincide with the duration of the Schematic Design Submission Phase.

For the services provided, the Architect shall be compensated for said services in the amount of **Forty Eight Thousand Five Hundred Dollars (\$48,500.00)**.

B. Site Land Survey Verification

The Architect shall provide the following site survey verification services. The Architect is authorized to engage the services of Langan CT, Inc., 555 Long Wharf Drive, New Haven, CT 06511 for the services set forth in this subsection.

- The consultant shall provide limited survey service in the field to verify critical points to update recent completed existing conditions topographic survey for this project's design services.
- The consultant shall provide any monumentation that is needed.
- The consultant shall provide identification of wetlands.
- The consultant shall provide site verification of site and building's critical points, including but not limited to finish floor elevations and adjacent exterior site spot elevations to provide complete existing site survey document of site grade gaps.
- The consultant shall provide location and top of hole elevations for borings.

The above survey and its accompanying documentation shall be provided in accordance with the State of Connecticut Regulations of the Department of Consumer Protection, Articles I and II, Sections 20-300b-1 to 20-300b-20, inclusive, and the "Standards for Surveys and Maps in the State of Connecticut" adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996, and shall be certified to the State.

The Architect shall provide **four (4)** hard paper copies and **two (2)** copies in an electronic compact disk format of the site survey drawing document, and a report including, but not limited to, all investigative findings after receipt of written notice to proceed, by the end of Schematic Design Phase.

For the services provided by the sub-consultant authorized above, the Architect shall be compensated for said services in the amount of **Two Thousand Five Hundred Dollars (\$2,500.00)**.

C. Easement Services

The Architect shall provide the following Easement Engineering services. The Architect is authorized to engage the services of Langan CT, Inc., 555 Long Wharf Drive, New Haven, CT 06511 for the services set forth in this subsection.

The services to be provided shall include, but not be limited to, the following scope:

During the design phase, the Architect shall determine the need for any easements, including, but not limited to, easements in connection with utility services required for the project. If easements are necessary, the Architect and/or Engineer shall provide three (3) hard paper copies of an easement map, a legal description and a recordable mylar. The Architect and/or Engineer shall also provide the first draft of an easement document by electronic transmission (email) for review by a DAS Attorney.

For the services provided by the sub-consultant authorized above, the Architect shall be compensated for said services in an amount of **Two Thousand Five Hundred Dollars (\$2,500.00)**.

D. Phase I Environmental Site Assessment (ESA) Services

The Architect shall provide the following Phase I Environmental Site Assessment project reporting services as set forth in this subsection. The Architect is authorized to engage the services of Langan CT, Inc., 555 Long Wharf Drive, New Haven, CT 06511 for the services set forth in this subsection.

The services to be provided shall include, but not be limited to, the following scope:

1. The Phase I ESA shall provide a complete evaluation of potential environmental concerns relating to hazardous materials and wastes at the project Site and surrounding adjacent abutting properties.
2. The Phase I ESA shall be performed in accordance with the American Society of Testing Materials (ASTM) standard 1527-13.
3. Provide DAS with all Phase I ESA Standard User Phase I ESA forms and questionnaires. Consultant shall provide assistance supporting DAS with all forms completion, submission for schedule adherence. The Consultant shall provide, assist the DAS and submit for the DAS the Phase I ESA standards Client documents, including but not limited to, the CERCLA Landowner Liability Protections documents for this project.
4. Be responsible for obtaining all College campus existing available historical past project ESA information for this project's scope of work.
5. Provide the Phase I ESA report complete with the Consultant's findings, conclusions regarding the presence, if any, of recognized environmental conditions.
6. Complete DAS checklists, forms and documents as requested supporting the hazardous materials abatement Contract Documents project scope.
7. Meet with the CSCU administration, DAS, the College and others as necessary supporting these services.

The Architect shall provide **four (4)** hard paper copies and **two (2)** copies in an electronic compact disk format of the report and all investigative findings after receipt of written notice to proceed, by the end of Schematic Design Phase.

For the services provided by the sub-consultant authorized above, the Architect shall be compensated for said services in the amount of **Four Thousand Six Hundred Sixty Dollars (\$4,660.00)**.

E. Hazardous Building Materials Survey and Report Services

The Architect shall provide the following hazardous building materials project survey and reporting for the services set forth in this subsection. The Architect is authorized to engage the services of Langan CT, Inc., 555 Long Wharf Drive, New Haven, CT 06511 for the services set forth in this subsection.

The services to be provided shall include, but not be limited to, the following project's scope:

1. Perform a pre-renovation hazardous building materials survey, in accordance with National Emission Standards for Hazardous Air Pollutants (NESHAP), for the interior and exterior of the project building and site. Identify and quantify asbestos containing materials (ACM), screen for lead-based paint, visual inspection of source sealant materials for polychlorinated biphenyls (PCBs) and visual inspection for potential universal wastes in areas of planned building renovation scope. Available existing inspection and abatement Agency, CSCU, and College reports will be reviewed and utilized.
2. Perform an existing building Asbestos Survey providing estimated quantities and locations of asbestos containing materials. Services shall be performed by Connecticut Department of Public Health (CT DPH) asbestos licensed inspectors for the presence or absence of asbestos contaminated materials. Per requirements of Federal and State regulations, each distinguished layer of a sample shall be analyzed as an individual sample. The number of samples collected shall depend upon the survey findings and type of material analyzed for asbestos content. Suspect building materials shall be collected and analyzed such as thermal system insulation, surfacing and miscellaneous flooring, wall, ceiling materials, transite cement board, mastics, adhesives, sealants, roofing, window and door system materials, and other materials for asbestos content.
3. Perform a Lead Survey providing a field screening inspection of existing building areas to identify the presence or absence of lead in painted components. Services shall be performed in accordance with Federal and State requirements. Inspection shall include screening of readily accessible painted surfaces using an x-ray fluorescence (XRF) direct reading spectrum analyzer. Lead paint bulk sampling utilizing (TCLP) toxicity characteristic leaching procedure to be conducted to classify appropriated disposal method for building materials affected by demolition and renovation work.
4. Perform a Polychlorinated Biphenyls (PCB) building visual assessment Survey addressing existing building materials caulking/glazing/sealant compounds and materials quantified to contain PCBs greater than 50 (ppm) parts per million.
5. Perform other Hazardous Materials Universal Wastes visual assessment Survey and inventory addressing common hazardous building materials such as PCB containing light ballasts, mercury containing light tubes, switches, gauges, refrigerants, batteries. A mold inspection shall be conducted in readily visible areas and areas of potential concern shall be identified.
6. This Hazardous Building Materials Survey and Report shall include locations, quantities of hazardous materials identified and abatement remediation cost estimate.
7. Meet with the CSCU administration, DAS, the College and others as necessary supporting the survey and reporting services.

The Architect shall provide **four (4)** hard paper copies and **two (2)** copies in an electronic compact disk format of the report and all investigative findings after receipt of written notice to proceed, by the end of Schematic Design Phase.

For the services provided by the sub-consultant authorized above, the Architect shall be compensated for said services in the amount of **Twenty Five Thousand Six Hundred Ten Dollars (\$25,610.00)**.

Requests for payment shall be submitted on a properly prepared invoice form with attachments showing actual hours worked and rates applied. The sub-consultant shall certify that the amount invoiced is both accurate and commensurate with the work performed for the State under the contract. The State reserves the right to audit the sub-consultant's records at any reasonable time. It is specifically understood that the pre-approved hourly rates shall only apply for the period of time that the person is actually working on the project.

F. Hazardous Building Materials Abatement Design Specifications, Drawings and Meetings Services

The Architect shall provide the following hazardous building materials project design services as set forth in this subsection. The Architect is authorized to engage the services of Langan CT, Inc. 555 Long Wharf Drive, New Haven, CT 06511 for the services set forth in this subsection.

The services to be provided shall include, but not be limited to, the following scope:

1. Provide complete hazardous building materials abatement Construction Contract documents specifications and drawings. Contract documents shall utilize findings provided in the 'Hazardous Building Materials Survey and Report'.
2. Construction Contract Documents specifications shall include specifications for unit pricing, selective demolition, asbestos, lead-based paint, PCBs greater than 50 ppm and universal wastes. Specifications and drawings shall be provided for inclusion in the Contract Bid Documents. The Consultant shall participate, assist with all project phases, including but not limited to, the Contract Bidding phase.
3. Complete DAS checklists, forms and documents as requested supporting the hazardous materials abatement Contract Documents (drawings and specifications) project scope.
4. Meet with the CSCU administration, DAS, the College and others as necessary supporting these services.

The Architect shall provide **four (4)** hard paper copies and **two (2)** copies in AutoCAD drawings and Microsoft Word electronic compact disk format of the report and all investigative findings after receipt of written notice to proceed, by the end of Contract Documents Phase.

For the services provided by the sub-consultant authorized above, the Architect shall be compensated for said services in the amount of **Six Thousand Five Hundred Sixty Dollars (\$6,560.00)**.

G. Hazardous Building Materials Abatement Project Monitoring and Report Services

The Architect shall provide the following hazardous building materials abatement project construction monitoring and reporting services as set forth in this subsection. The Architect is authorized to engage the services of Langan CT, Inc., 555 Long Wharf Drive, New Haven, CT 06511 for the services set forth in this subsection.

The services to be provided shall include, but not be limited to, the following scope:

1. Provide all hazardous materials abatement project monitoring and management services during the construction phase for interior, exterior building materials and site project's scope.
2. Provide monitoring and construction administration services including project monitoring during all abatement work, final visual inspections once abatement is completed, clearance and re-occupancy Phase Contrast Microscopy/Transmission Electron Microscopy (PCM/TEM) asbestos air testing and project completion reports.
3. State of Connecticut Department of Public Health licensed asbestos monitor staffing shall perform project monitoring services including, but not limited to, air testing, record keeping, containment inspection, and checking regulatory and specification compliance adherence by the Abatement Contractor.
4. Provide a complete abatement-remediation completion report to DAS with all close-out project documents provided by the Abatement Contractor.
5. Complete DAS checklists, forms and documents as requested supporting the hazardous materials abatement Contract Documents project scope.
6. Meet with the CSCU administration, DAS, the College and others as necessary supporting these services.

The Architect shall provide **four (4)** hard paper copies and **two (2)** copies in an electronic compact disk format of all reports and all investigative findings by the end of Project Close Out Phase.

For the services provided by the sub-consultant authorized above, the Architect shall be compensated for said services in the amount of **Seventy Seven Thousand Nine Hundred Eighty Dollars (\$77,980.00)**.

Requests for payment shall be submitted on a properly prepared invoice form with attachments showing actual hours worked and rates applied. The subconsultant shall certify that the amount invoiced is both accurate and commensurate with the work performed for the State under the contract. The State reserves the right to audit the sub-consultant's records at any reasonable time. It is specifically understood that the pre-approved hourly rates shall only apply for the period of time that the person is actually working on the project.

H. Furniture, Fixtures and Equipment (FF&E) Design and Other Services

The Architect shall provide the following Furniture, Fixtures and Equipment consultant design services and other services set forth in this subsection.

The services to be provided shall include, but not be limited to, the following scope:

1. Meet with the CSCU administration, the DAS, the College and others as appropriate to define and establish furniture, fixtures and equipment requirements. Meetings shall explore all user group's educational objectives and how they relate to the furniture requirements.
2. Establish all interior design goals as appropriate and provide two (2) separate meetings with different proposed examples of furniture and finishes for client selection.
3. Provide all necessary professional design services required for the space planning, interior design, selection and specification of new furniture, furnishings and equipment. The preparation of bid documents will be based on the State of Connecticut and the user Agency procurement regulations for purchasing. All requisite utility and other infrastructure requirements will be incorporated into the base building design documents. The design team will coordinate and incorporate computer and telephone location requirements with the user Agency designated staff.

4. Develop and select all furniture and furniture systems furnishings, finishes, upholstery and fixtures/equipment. Provide sample demonstration furniture including, but not limited to, delivery arrangements and/or showroom site visit demonstrations.
5. Prepare applicable floor plan drawings at 1/8" = 1'-0" or 1/4" = 1'-0" scale and other related details to clearly delineate the project scope indicating furniture required for each room in the building providing designated keys for each item.
6. Utilize these plans and details and obtain budget pricing for furniture and review with the CSCU administration. Develop and provide financial cost estimates for, but not limited to, typical and specialized classrooms design layouts, typical educational office design layouts, and standard office and systems furniture work stations for educational instructional and support staff. Provide an opinion of probable estimated cost for the specified furniture, fixtures, and equipment to the DAS Project Manager and user Agency.
7. Prepare and present to the CSCU administration, the DAS and the College presentation boards indicating proposed furnishings for each room type, along with upholstery and other finish samples.
8. Prepare a furniture index, keyed to furniture plans, specifying each item of furniture, along with manufacturer, model number, color, upholstery, and other finishes.
9. Develop, present formal presentation of proposed loose lay furniture and associated finishes and color/fabric selections. Proposal shall provide three (3) options for review and comment by DAS, CSCU administration and the College. Provide visual presentation boards with physical samples for sharing with the College and participate in two (2) separate meetings with the client.
10. Develop and provide a formal final presentation of all proposed loose lay furniture and their associated finishes and color/fabric selections. Proposal shall provide final options for review and comment by DAS, CSCU administration, and the College. Provide visual presentation boards with physical samples for sharing with the College.
11. Prepare and submit all required furniture and fixtures written documentation including, but not limited to, specifications and associated two or three dimensional drawings for all design phase submissions. Prepare and present for review and comment by DAS, the user Agency, CSCU administration and the College as appropriate, but not limited to, design, specification and bidding documentation required to purchase and install all project furnishings, fixtures and equipment, and participate in one (1) separate meeting with the client.
12. Assist in procurement process by providing documents to purchasing entity. Respond to questions that arise during the procurement process.
13. Review documents submitted by selected furnishings vendors. Inspect furniture upon completion of installation, and verify that work complies with specification requirements.
14. During furniture, fixtures and equipment installation perform periodic site visitation to determine conformance with project documents and compliance with project design intent, and monitor finishes installation. For all site visits document, provide and distribute a written report including all observations.
15. Provide a written final punch list representing the findings of site visits and walkthrough to ensure compliance with construction documents, quality assurance, and to analyze the design goals have been achieved.

For all FF&E services the Architect shall be compensated for said services in the amount of **Ninety Five Thousand Six Hundred Twenty Five Dollars (\$95,625.00)**.

Said FF&E service fee shall be paid as follows:

1. Schematic Design Phase: Fourteen Thousand Three Hundred Forty Three Dollars (\$14,343.00);
2. Design Development Phase: Nineteen Thousand One Hundred Twenty Five Dollars (\$19,125.00);
3. Construction Documents Phase: Twenty Eight Thousand Six Hundred Eighty Six Dollars (\$28,686.00);
4. Bidding Phase: Four Thousand Seven Hundred Eighty Five Dollars (\$4,785.00);
5. Construction Administration Phase: Twenty Eight Thousand Six Hundred Eighty Six Dollars (\$28,686.00).

I. Design and Construction Phase Contingency

This paragraph establishes a design and construction phase contingency. This contingency is established in order to facilitate the timely resolution of issues impacting the project during the design and/or construction phases. It shall be used to supplement the effort of the Architect and if applicable, its subconsultants, if:

- 1.) the service needed is determined by the DAS Project manager to be clearly beyond the contract's scope of services;
- 2.) the DAS has determined in its sole discretion that the Architect has been performing at a level that meets or exceeds DAS requirements; and
- 3.) the issue is not the result of deficient or delayed work caused by the Architect or its subconsultants.

For this Design and Construction Phase Contingency, an allowance of **Thirty Thousand Dollars (\$30,000.00)** shall be established. This allowance shall be used at the discretion of, and only upon the prior written approval of, the DAS Project Manager and his/her DAS Assistant Director of Project Management. Such written approval shall also be provided to the State Properties Review Board.

Requests for payment shall be submitted on a properly prepared invoice form with attachments showing actual hours worked and rates applied. The consultant and if applicable, its subconsultants shall certify that the amount invoiced is both accurate and commensurate with the work performed for the State under the contract. The State reserves the right to audit the sub-consultant's records at any reasonable time. It is specifically understood that the pre-approved hourly rates shall only apply for the period of time that the person is actually working on the project.

ATTACHMENT 1

(12 pages)

**STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES**

FORM CS-3A

February 3, 1998

Last Revision June 29, 2016

**TERMS AND CONDITIONS OF CONTRACT
BETWEEN STATE AND ARCHITECT**

I. GENERAL

The amount of the total construction budget noted in Paragraph 4 of this contract is to include all construction work and the connecting up of all existing utilities and related services; it is to include any other costs directly chargeable to the proper functioning of the building with the exception of the furnishing of equipment other than that which is usually built in as a component part of the building. This amount is not to be exceeded except by prior and express written permission from the State.

II. ARCHITECT'S SERVICES

- A. The Architect agrees to prepare and furnish documents as set forth in Article VI.
- B. The Architect agrees to become familiar with and follow the Department of Administrative Services (DAS) provisions set forth in the "CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES CONSULTANTS PROCEDURE MANUAL," which may be amended and/or supplemented current with the date of this contract. These guidelines and provisions are incorporated herein by reference and shall be as binding upon the parties to this contract as though fully set forth herein.
- C. The Architect shall consult with the DAS Project Manager to ascertain requirements of the project and consult with proper State authorities and inform himself as to specific institutional conditions that might affect his contemplated work or the hours or season of its execution, such as type of patients, use of adjacent areas, interruptions of institutional routine, etc. The drawings and specifications submitted by the Architect for review and approval by the State shall reflect consideration of those conditions requiring safeguards and precautionary measures in excess of usual practice.
- D. Should the Architect require the services of registered consultants at any time during the term of this contract, their names and qualifications shall be submitted to the State for approval. Such consultants shall provide evidence of their competence by affixing their seals on any drawings or specifications prepared by them or under their supervision. The Architect shall pay such approved registered consultants in proportion to payments received by the Architect as set forth in Article IV, and shall submit evidence of such payments upon request by the State.
- E. The Architect covenants and agrees that he shall perform his services under this contract in accordance with the standards and practices of his profession.
- F. **INDEMNIFICATION.**

The Architect shall indemnify and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising directly or indirectly in connection with the contract, concerning the negligent acts of commission or omission (collectively, the "Acts") of the Architect or Architect Parties, and (2) liabilities, damages, losses, costs and expenses, including but not limited to attorneys' and other professionals' fees, arising directly or indirectly in connection with Claims, Acts or the contract, to the extent of the Architect's or Architect Parties' negligence. The Architect's obligations under this section to indemnify and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Architect's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopied

compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance. For purposes of this section, the term "Claim" is defined as follows: "All actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum."

G. ANTITRUST PROVISION.

The Architect hereby irrevocably assigns to the State of Connecticut all rights, title and interest in and to all Claims associated with this Agreement that the Architect now has or may or will have and that arise under the antitrust laws of the United States, 15 USC Section 1, *et seq.* and the antitrust laws of the State of Connecticut, Connecticut General Statute § 35-24, *et seq.*, including but not limited to any and all Claims for overcharges. This assignment shall become valid and effective immediately upon the accrual of a Claim without any further action or acknowledgment by the parties. For purposes of this section, the term "Claim" is defined as follows: "All actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum."

III. INSURANCE

The Architect for the duration of this contract, including any extension of the original contract term, must carry insurance to protect the interests of the State. The Architect must obtain statutory workers' compensation and employers' liability insurance, comprehensive automobile liability insurance, commercial general liability insurance and professional services liability insurance to not less than the minimum limits as required in this article, all at no cost to the State.

A. Statutory Workers' Compensation and Employers' Liability:

- | | |
|----------------------------|-------------------------|
| 1. Workers' Compensation: | Statutory limits |
| 2. Employers' Liability: | |
| Bodily injury by accident: | \$100,000 each accident |
| Bodily injury by illness: | \$100,000 each employee |
| | \$500,000 policy limit |

B. Commercial General Liability: \$1,000,000 each occurrence
\$2,000,000 annual aggregate

C. Comprehensive Automobile Liability
(to include owned, non-owned and hired vehicles):
Combined single limit: \$1,000,000 each occurrence

D. Professional Services Liability Insurance: The Architect shall furnish evidence by way of a certificate of insurance that it has obtained a professional services liability insurance policy with \$1,000,000.00 each claim and annual aggregate minimum coverage for negligence and errors and omissions. If any claims are paid against its professional services liability insurance policy, the Architect agrees to purchase additional insurance in order to maintain the minimum coverage of \$1,000,000.00 each occurrence and per aggregate. The insurance shall remain in effect during the entire duration of the contract and for eight years after substantial completion of the project. For policies written on a "Claims Made" basis, the Architect agrees to maintain a retroactive date prior to or equal to the effective date of the contract. The Architect shall contractually require any structural engineering firm it hires to maintain professional liability insurance in the same amount and with the same provisions indicated above. The Architect's policy shall provide that it shall indemnify and save harmless the State and its officers, agents and employees from claims, suits, actions, damages and costs of every name and description resulting from negligence and errors and omissions in the work performed by the Architect under the terms of the contract.

Each of the policies for such kinds of insurance mentioned above shall be issued by an insurance company or companies satisfactory to the DAS. The Architect agrees that coverages will not be changed, canceled, or non-renewed until at least sixty (60) calendar days' prior written notice has been given to the DAS. Each insurance policy shall state that the insurance company agrees to investigate and defend the insured against all claims for damages to

the extent that all alleged damages might be covered by insurance. Such insurance policies shall name the State as an additional insured, except that the State shall not be named as an additional insured with respect to the coverage for the statutory workers' compensation, automobile liability, and employer's liability insurance and to the coverage for professional liability insurance. Certificates of insurance showing such coverages as required in this article shall be filed with the DAS prior to the time this contract is executed on behalf of the State.

IV. PAYMENT OF ARCHITECT'S FEE

- A. The State agrees to pay the Architect for the services herein described the total fee set forth in Paragraph 2 of this contract. It is understood that no changes or adjustments shall be made in said fee unless the scope of the work performed or to be performed by the Architect has substantially changed as determined by the Commissioner of the Department of Administrative Services, hereinafter referred to as the Commissioner.
- B. Said fee includes all costs of living, transportation and communication, whether within or without the State of Connecticut, connected with the discharge of the Architect's duties under this contract unless express written notification to the contrary is received from the State.
- C. No payments shall be made until the materials submitted have been reviewed and approved by the Department of Administrative Services.

V. SPECIAL SERVICES

- A. Should it be necessary for the Architect to engage the services of a licensed land surveyor, geotechnical engineer or test boring firm for the purposes of this contract, the State shall reimburse the Architect for the cost of such services and in addition shall also pay the Architect ten percent (10%) of such cost, or such other percentage deemed reasonable by the Commissioner, for overhead and profit. The Architect's selection of the consultant retained in connection therewith is to be submitted for approval.
- B. If, in the opinion of the State, any special technical service is required which is not usually furnished in architectural practice and which is not included in this contract, either expressed or implied by the nature of the work, then the State shall, in writing, authorize the service and the related cost. The Architect's selection of the consultant retained in connection therewith is to be submitted for approval. The State shall reimburse the Architect for the cost of any such services and in addition shall also pay the Architect ten percent (10%) of such cost, or such other percentage deemed reasonable by the Commissioner, for overhead and profit.
- C. Should the Architect itself wish to perform special services as described in Sections A and B of this article, the Architect shall submit to the State a written quotation of the cost of its performing such services. The quotation shall not include, nor shall the Architect be paid for, an additional percentage of the cost for overhead and profit. The State shall decide whether to allow the Architect to perform the work with its own forces based on its quotation, and shall notify the Architect accordingly.
- D. If at any time during the term of this contract the State should require the Architect to make any substantial change in the size or scope of the work or require any substantial change in plan, design or specification which shall necessitate the preparation by the Architect of additional sketches, drawings or other documents, or the making of substantial changes in any other document already approved, or upon which substantial work had been done pursuant to instruction to proceed, then, and in such event, the Architect shall prepare the additional documents and make changes as required and shall be entitled to reasonable compensation therefor. The Commissioner shall determine the amount of such compensation and the manner of payment thereof. If the State should require any such substantial changes and if these should result in a change in the amount of the total construction budget noted in Paragraph 4 of this contract, said amount shall be considered changed to an amount determined by the Commissioner.

The above notwithstanding, should it be necessary for the Architect to prepare any such additional documents or make changes in the same for purposes of meeting the budget requirements of the project, and where an increase in the cost of labor and/or materials is not the governing factor, he shall perform such duties without receiving additional compensation.

In addition, if at any time during the term of this contract the State should request the Architect to reduce the scope of services originally agreed upon under this contract, the Architect shall then reduce said scope of

services, as requested, and his fee shall be reduced by a fair and equitable amount determined by the Commissioner.

- E. For reuse by the State of the drawings and specifications prepared by the Architect under this contract, the Architect shall be paid a reasonable fee for such reuse plus a reasonable fee for making necessary changes to such drawings and specifications as may be required by job conditions. The Commissioner shall determine the amounts of such fees.

VI. SPECIFIC DOCUMENTS TO BE FURNISHED BY THE ARCHITECT WHEN AUTHORIZED

A. Schematic Design Phase

Pursuant to conferences with the State, designs shall be prepared by the Architect to encompass the general program of the project. These designs shall consist of small scale drawings, elevations, sections and outline specifications. All specifications shall be prepared in accordance with the CSI (Construction Specifications Institute) format. At this time the Architect shall make sufficiently accurate estimates to determine the feasibility of constructing the project within the funds available. At the beginning of the schematic design phase, the Architect shall engage his consultants as set forth in Section D of Article II. The Architect shall submit for review and approval the number of sets of drawings, specifications and detailed cost estimates as indicated in Paragraph 6 of this contract.

While preparing such drawings, specifications and detailed cost estimates, the Architect shall investigate any factors that may conflict with the use of the site as proposed, such as neighboring building lines, zoning regulations, sanitary codes, health and fire laws, local ordinances, etc., and shall report his findings thereon to the State when submitting schematic design phase drawings, outline specifications and detailed cost estimates.

If the estimate agreed to by the State and Architect exceeds the total construction budget noted in Paragraph 4 of this contract, or if the State and Architect cannot agree upon an estimate of the probable construction cost and the probable cost of construction as determined by the State exceeds both the Architect's estimate and the total construction budget noted in Paragraph 4 of this contract, then the Architect shall make appropriate recommendations to the State for adjustments to the documents in regards to the project's scope, quality, or budget. At that time, the State shall have the right to require the Architect to modify the documents as the State deems necessary to bring the cost within the amount of the total construction budget noted in Paragraph 4 of this contract. The revisions shall be made without additional compensation to the Architect.

B. Design Development Phase

The Architect must receive written notice from the State to proceed with the design development phase before commencing the phase. The design development phase drawings shall show the extent of the site, location of the project on the site and the general disposition of the principal features and equipment embodied in the project, and shall be sufficiently developed so as to fix and illustrate the size and character of the project in all of its essential basic particulars as to kinds of materials, types of structure, and mechanical and electrical systems. All specifications shall be prepared in accordance with the CSI (Construction Specifications Institute) format. The Architect shall submit for review and approval the number of sets of drawings, specifications and detailed cost estimates as indicated in Paragraph 6 of this contract.

Submitted with the design development phase drawings and specifications shall be an estimate of the cost of construction predicated on the same, and broken down into the major sub-trades for the construction of the building, with separate figures for special items such as equipment, site work, and utility lines. Basic engineering and other drawings and specifications shall also be provided at this time by the engineers and other consultants working under the direction of the Architect.

If the estimate agreed to by the State and Architect exceeds the total construction budget noted in Paragraph 4 of this contract, or if the State and Architect cannot agree upon an estimate of the probable construction cost and the probable cost of construction as determined by the State exceeds both the Architect's estimate and the total construction budget noted in Paragraph 4 of this contract, then the Architect shall make appropriate recommendations to the State for adjustments to the documents in regards to the project's scope, quality, or budget. At that time, the State shall have the right to require the Architect to modify the documents as the State deems necessary to bring the cost within the amount of the total construction budget noted in Paragraph 4 of this contract. The revisions shall be made without additional compensation to the Architect.

At this phase, a rendered colored and framed perspective drawing shall be submitted together with three (3) 8" x 10" black and white photographs thereof.

As the drawings submitted during this phase are to form the basis of the whole concept of the project, they shall be reviewed by the State for conformance to functional and technical requirements of the project and approved by the State before the Architect proceeds to the next phase. It is understood, however, that such review and approval does not relieve the Architect from any responsibility arising out of the State's reliance on his professional skill and ability to discharge his services as required by this contract.

C. Contract Documents Phase

The Architect must receive written notice from the State to proceed with the contract documents phase before commencing the phase. The documents to be provided in this phase are a part of the construction contract and as such must explain in substantial detail the full scope of the work included in, and performed under, the construction contract. A final detailed estimate of the cost of construction, including unit prices, quantities, labor and materials, predicated on the contract documents phase drawings and detailed specifications, shall be included as a part of this phase. All specifications shall be prepared in accordance with the CSI (Construction Specifications Institute) format and in accordance with Part II of Chapter 60 of the Connecticut General Statutes, as revised, when applicable. The Architect shall submit for review and approval the number of sets of drawings, specifications and detailed cost estimates as indicated in Paragraph 6 of this contract. Such review and approval by the State does not relieve the Architect of responsibility arising out of the State's reliance on his professional skill and ability to discharge his services as required by the contract.

If the estimate agreed to by the State and Architect exceeds the total construction budget noted in Paragraph 4 of this contract, or if the State and Architect cannot agree upon an estimate of the probable construction cost and the probable cost of construction as determined by the State exceeds both the Architect's estimate and the total construction budget noted in Paragraph 4 of this contract, then the Architect shall make appropriate recommendations to the State for adjustments to the documents in regards to the project's scope, quality, or budget. At that time, the State shall have the right to require the Architect to modify the documents as the State deems necessary to bring the cost within the amount of the total construction budget noted in Paragraph 4 of this contract. The revisions shall be made without additional compensation to the Architect.

If the project involves either new construction and/or additions to an existing facility, the Architect will consult with the client agency and develop the first year estimated operating cost for the project's utilities including, but not limited to, heating, cooling, water and sewer.

All original final tracings shall, together with the specifications typed in letter quality print on one side of 8 1/2" x 11" white bond paper, be submitted by the Architect prior to the State's going to bid.

When the Architect has incorporated all comments and the documents are ready for bidding, the Architect will submit the tracings, master specifications, and a CD ROM disk of both to DAS. This submission will conclude the contract documents phase of the contract.

D. Bidding Process

In the event the Department of Administrative Services bids the contract drawings and specifications, the Architect shall, as part of the design services to be rendered for his established fee, include as much of his professional services as the State deems necessary for the well-being of the project and the efficient prosecution of the bidding process.

VII. ARCHITECT'S DUTIES DURING CONSTRUCTION

- A. If the Architect's services during construction are requested as set forth in Subparagraph 2E of this contract, the Architect shall, as part of the services to be rendered for his established fee, include as much of his professional services and the services of his consultants as the State deems necessary for the well-being of the project and efficient prosecution of the construction work. The Architect shall not, however, be required to undertake continuous on-site observation of the work. If the Architect fails to perform such duties in a conscientious and reasonable manner, the State may exercise its right to terminate this contract as hereinafter provided in Article VIII.

- B. Additionally, it is understood and agreed to by the Architect and the State that, should the Architect's services during construction be requested, such services shall include, but not be limited to, the following:
1. observe the progress of construction in order to determine whether there appear to be any defects or deficiencies in the construction work or deviations from the drawings and specifications, including variations from the materials specified and the methods of construction authorized. The Architect shall not be required to guarantee the performance of the general contractor or his subcontractors;
The Architect is obligated to immediately notify the DAS project manager, in writing, whenever any work is unsatisfactory, faulty or defective, or does not conform to the contract documents.
 2. attend job meetings as required, at which the Architect shall, on the basis of his visitations to the site and observations thereon, report on the progress of the work and make recommendations concerning the same; participate in monthly meetings with the general contractor to obtain information necessary to be able to update the as-built drawings.
 3. submit to the Department of Administrative Services, on the fifteenth and last days of each month, in such form as directed by the State, observation-based reports regarding the progress of the work;
 4. examine submittals and furnish recommendations to the State concerning material and equipment, and review and report on the general contractor's proposals in connection with changes in the construction contract. These services are to be performed within five (5) calendar days of receipt of such proposals so as not to delay the work;
 5. review and return partial payment requisitions submitted by the general contractor within three (3) working days of the receipt of such submittals;
 6. review and comment on shop drawings submitted to him for review. This service is to be performed within ten (10) working days of the receipt of such submittals unless the Department of Administrative Services, assents to written notification of why this cannot be accomplished;
 7. within thirty (30) calendar days after receipt, record on the original final tracings and CAD disks returned to him after the construction contract award all changes made during the period of construction as furnished and recorded by the general contractor, and, at his expense, provide updated CAD disks to the State which reflect such changes. The CAD disks shall become the property of the State;
 8. fully cooperate with the Department of Administrative Services during the progress of the work.
- C. In the event that the time period of the construction contract is exceeded by more than 10% due to no fault of the Architect, the Architect may be paid for any additional services required beyond the 10% construction contract time overrun a reasonable fee to be determined by the Commissioner. The question of fault or no fault on the part of the Architect shall be determined by the Commissioner.

VIII. TERMINATION OF CONTRACT

- A. Notwithstanding any provisions or language in this contract to the contrary, the Commissioner may terminate the contract whenever he/she determines in his/her sole discretion that such termination is in the best interest of the State. Any such termination shall be effected by delivery to the Architect of a written notice of termination. The notice of termination shall be sent by registered or certified mail to the Architect's address as furnished to the State for purposes of receiving notices under this contract, by email to the Architect's email address as furnished to the State for the purpose of notices, by facsimile transmission telecopy (fax) to the Architect's fax number as furnished to the State for the purpose of notices, or by hand delivery. Upon receipt of such notice, the Architect shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the State all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Architect in performing its duties under this contract, whether completed or in progress. All such documents, information and materials shall become the property of the State. **The mailing, email, fax, or hand delivery of such notice shall preclude any claim on the part of the Architect as to failure to receive notice of such termination.**
- B. If the termination is for the convenience of the State, the Architect shall be entitled to receive reasonable compensation for services already satisfactorily performed and accepted, but no amount shall be allowed for

anticipated profit on unperformed services. The Commissioner shall determine the amount of such compensation.

- C. If the termination is for reason of failure of the Architect to fulfill its contract obligations, the State may take over the work and prosecute the same to completion by contract or otherwise. In such event, the Architect shall be liable to the State for any additional costs occasioned to the State thereby.
- D. If after notice of termination for failure of the Architect to fulfill its contract obligations it is determined that the Architect had not so failed, the termination shall be deemed to have been effected for the convenience of the State. In such event, the Architect shall be entitled to reasonable compensation as provided in Section B of this article.
- E. If the Architect is a sole proprietor and the Architect should die during the term of this contract, this contract shall be considered terminated. In the event of such termination, the Architect's estate shall be entitled to a reasonable payment for any uncompensated work performed to the date of death, and the State shall have title to, and shall have the right to immediate use and possession of, all finished and unfinished documents prepared under this contract. The Commissioner shall determine the amount of such payment.
- F. The rights and remedies of the parties provided in this article are in addition to any other rights and remedies provided by law or under this contract.

IX. SUSPENSION OF THE WORK

- A. The State, at any time, may suspend all or any part of the services of the Architect. In such event, the Architect shall be given notice of such suspension in writing by registered or certified mail to the Architect's address furnished to the State for purposes of receiving notices under this contract, by email to the Architect's email address as furnished to the State for the purpose of notices, by facsimile transmission telecopy (fax) to the Architect's fax number as furnished to the State for the purpose of notices, or by hand delivery.
- B. Upon receipt of such notice, the Architect shall immediately discontinue all services affected (unless the notice directs otherwise). The mailing, email, fax or hand delivery of such notice shall preclude any claim on the part of the Architect as to failure to receive notice of such suspension.
- C. In the event of suspension by the State as noted above, the Architect shall be entitled to such compensation as the Commissioner shall deem reasonable.
- D. Should the State reactivate any assigned work covered by this contract, in whole or in part, within one year from the time the work was suspended, any fees paid to the Architect pursuant to this contract shall be applied as payment on the fees for the work as set forth in this contract at the time of reactivation. Should reactivation occur after a period of suspension exceeding one (1) year, the Architect and the State may renegotiate the fees for the work based on current conditions or either may unilaterally elect to terminate the remaining work.
- E. In the event the State decides to suspend any work under this contract, the State shall become entitled, after payment of outstanding fees, to all finished and unfinished documents prepared pursuant to this contract.
- F. If the Architect should be unwilling or unable to perform the services required by this contract at the time the State desires to reactivate the work after a period of suspension, then all finished or unfinished documents prepared pursuant to this contract shall become the property of the State and the State shall have the right to immediate possession and use thereof.
- G. The rights and remedies of the parties provided in this article are in addition to any other rights and remedies provided by law or under this contract.

X. CONFIDENTIALITY OF DOCUMENTS

- A. The Architect agrees on behalf of the Architect and the Architect's principals, employees, agents, heirs, successors and assigns that they shall only utilize drawings, specifications, maps, reports, records or other documents to the extent necessary for the performance of the Architect's work and duties under this contract. This limitation on use applies to those items produced by the Architect, as well as to those items

received by the Architect from the Department of Administrative Services, or others in connection with the Architect's work and duties under this contract.

- B. The Architect further agrees that said drawings, specifications, maps, reports, records and other documents may not be released to any other entity or person except for the sole purpose of the work described in this contract. No other disclosure shall be permitted without the prior written consent of the Department of Administrative Services.
- C. The Architect further agrees that the following provision will be included in its contracts with sub-consultants:

Any and all drawings, specifications, maps, reports, records or other documents associated with the contract work shall only be utilized to the extent necessary for the performance of the work and duties under this contract. Said drawings, specifications, maps, reports, records and other documents may not be released to any other entity or person except for the sole purpose of the work described in this contract. No other disclosure shall be permitted without the prior written consent of the Department of Administrative Services. When any such drawings, specifications, maps, reports, records or other documents are no longer needed, they shall be destroyed.

XI. NONDISCRIMINATION AND AFFIRMATIVE ACTION PROVISIONS, NONDISCRIMINATION PROVISIONS REGARDING SEXUAL ORIENTATION, EXECUTIVE ORDERS, ANTI-HARASSMENT POLICY, SUMMARY OF STATE ETHICS LAWS AND CAMPAIGN FINANCE LAWS

For the purposes of this article, the word "contractor" is substituted for and has the same meaning and effect as if it read "Architect" and references to "contract" shall mean this Contract.

A. Non-discrimination.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or

- persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes §32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes §46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes §46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

B. EXECUTIVE ORDERS.

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings, and Executive Order No. Sixteen of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the contract as if they had been fully set forth in it. The contract may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and to Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office. If Executive Order No. 14 and/or Executive Order No. 49 are applicable, they are deemed to be incorporated into and are made a part of the contract as if they had been fully set forth in it. At the contractor's request, the Department shall provide a copy of these orders to the contractor.

C. ANTI-HARASSMENT POLICY.

This contract is subject to the provisions of the Department of Administrative Services' Anti-Harassment Policy ("Policy") and, as such, the contract may be cancelled, terminated, or suspended by the State in the event that the contractor, its employees, contractors, subcontractors, consultants, subconsultants, or vendors engage in behavior prohibited by the provisions of the Policy (a copy of the Policy is available on the DAS website). The contractor agrees to include a copy of the Policy, and the requirement to prevent behavior as defined in such Policy, in all contracts with its contractors, subcontractors, consultants, subconsultants, and vendors.

D. SUMMARY OF STATE ETHICS LAWS.

Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes, the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of the contract as if the summary had been fully set forth in the contract.

E. CAMPAIGN CONTRIBUTION RESTRICTION

For all State contracts, defined in Conn. Gen. Stat. §9-612(g)(1) as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this contract expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations," attached as "Attachment."

XII. WHISTLEBLOWING

This contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Architect takes or threatens to take any personnel action against any employee of the Architect in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Architect shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Architect.

XIII. ANNUAL CERTIFICATION

If the aggregate value of this contract is \$50,000.00 or more, including all amendments and/or commission letters, then the Architect shall annually submit electronically, on or within two (2) weeks of the anniversary date of the execution of this contract, a completed Gift and Campaign Contribution Certification and notify the DAS Office of Legal Affairs, Policy and Procurement that it has been uploaded. Said certification shall be uploaded on the Department of Administrative Services website. For the purposes of this article, the execution date of the contract shall be the date the Commissioner of DAS signs the contract.

XIV. SOVEREIGN IMMUNITY

The parties acknowledge and agree that nothing in the Solicitation or the contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal

law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the contract. To the extent that this section conflicts with any other section, this section shall govern.

XV. STATE'S RIGHTS OF INSPECTION, AUDIT AND COLLECTION; MAINTENANCE OF RECORDS

- (a) All services performed by and material supplied by the Architect under this contract shall be subject to the inspection and approval of the State at all times, and the Architect shall furnish all information concerning such material and services as may be requested by the State.
- (b) The Architect shall maintain, and shall require each of its subcontractors hereunder to maintain, accurate and complete records, books of account and other documents that delineate the nature and extent of the State's, Architect's, and, in the case of each subcontract, the applicable subcontractor's, performance hereunder. The Architect shall maintain all such documentation and any and all other of its records (whether stored in electronic or other form) that in any way pertain or relate to this contract and/or the actual or alleged performance and/or lack of performance by any party hereunder (individually and collectively, "Records") at the Architect's address provided on the first page of this contract or such other location as is approved in writing in advance by the State.
- (c) The Architect agrees to make all of its Records available for inspection and/or examination, and copying, by the State's authorized representatives during reasonable hours. The State and its representatives also shall have the right, at reasonable hours, to inspect and examine all of the part(s) of the Architect's and its subcontractors' plant(s) and/or place(s) of the businesses which, in any way, are related to, or involved in, the performance of this contract and/or any subcontract to ensure compliance with the same. Except in the case of suspected fraud or other abuse or in the event of an emergency, the State will give the Architect at least twenty-four (24) hours notice of any intended inspections or examinations.
- (d) At the State's request, the Architect shall provide the State with hard copies of or electronic media containing any data or information in the possession or control of the Architect which pertains to the State's business or this contract.
- (e) The Architect agrees that it will keep and preserve or cause to be kept and preserved all of its Records until three (3) years after the latter of (i) final payment under this contract, or (ii) the expiration or earlier termination of this contract, as the same may be extended or renewed, and any holdover period.
- (f) The Architect also agrees that it will require each subcontractor under this contract to maintain all of its Records until three (3) years after the expiration or earlier termination of said subcontract or other agreement, as the same may be renewed or extended.
- (g) If any litigation, claim or audit is started before the expiration of said three (3) year periods, such records shall be (and shall be required to be) retained until all litigation, claims or audit findings have been resolved.
- (h) The Architect shall incorporate the provisions of this article, including this section (h), verbatim into any contract or other agreement it enters into with any subcontractor under this contract.

XVI. DISCLOSURE OF RECORDS

This contract may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public agency and a person or entity for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to FOIA and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

ATTACHMENT



Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (*italicized words are defined on the reverse side of this page*).

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor; with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "Lobbyist/Contractor Limitations."



DEFINITIONS

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.