Professional Services Agreement No. 1090

By and between

Town of Bloomfield CT

And

STV Construction Inc.

For

Owner’s Project Management Services

This Agreement is by and between the Town of Bloomfield, CT having its principal address at 800 Bloomfield Avenue Bloomfield, Connecticut 06002 acting herein by Philip K. Schenck, Jr., Town Manager, duly authorized hereinafter referred to as "TOWN", and STV Construction Inc., d/b/a STV|DPM, a corporation with its principal place of business at 205 West Welsh Drive, Douglasville, PA 19518 acting herein by Robert Keeley, Senior Vice President, duly authorized, hereinafter referred to as the "OPM".

WITNESSTH THAT:

WHEREAS, TOWN published a Request for Proposal dated June 19, 2018, for the purpose of obtaining owner’s project management services for the a renovated and expanded public works facility project (the “Project”). The Project consists of expansion of the existing public works building, addition of a vehicle maintenance shop, ADA and safety improvements, increased vehicle and material storage, a new fueling island other improvements; and

WHEREAS, The OPM submitted a proposal dated July 10, 2018 for the aforementioned services;

WHEREAS, The DPW Garage Building Committee, duly appointed, upon review of submitted proposals and interviews, consistent with their Charge, has recommended the OPM to the Town Manager to provide such services; and

WHEREAS, The Town Manager has approved such selection subject to the execution of a mutually acceptable professional services agreement; and

WHEREAS, TOWN and OPM desire to enter into an Agreement in accordance with the Request for Proposals which incorporates the scope, objectives, activities and budget and included herein (attached as Appendix A)

NOW THEREFORE, TOWN and OPM do mutually covenant and agree as follows:

1. GENERAL

The OPM agrees to provide prompt professional services to the TOWN. The OPM shall provide its services in cooperation with the services provided by the Town and the Town’s consultants
and contractors. The OPM shall provide prompt written notice to the Town if the OPM becomes aware of any error, omission or inconsistency in such services or information provided by the Town or its consultants.

The OPM shall have authority to act on behalf of the Town only to the extent provided in this Agreement. The OPM shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs employed in connection with the construction of the Project, nor shall the OPM be responsible for the failure of the Town’s consultants or contractors to perform services for, or the construction of, the Project in accordance with the plans, specifications, or other contract or legal requirements. The OPM shall be responsible for the OPM’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Town’s consultants or contractors.

Unless otherwise required in the Agreement, the OPM shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

The OPM shall have the right to include photographs of the project among the OPM’s promotional and professional materials. The OPM shall be given reasonable access to the Project to take photographs. However, the OPM’s materials shall not include confidential or proprietary information.

2. SCOPE OF SERVICES

The OPM agrees to provide prompt professional services to the TOWN as specified in the Town’s Request for Proposal.

The Town’s Request For Proposals (Appendix A) and the OPM’s Proposal dated July 10, 2018 (Appendix B) and are incorporated herein as if fully set forth.

A. In addition to the detailed descriptions of Services contained in the TOWN’s RFP, the OPM shall assist the Town in obtaining a mover and provide move management services.

B. If the OPM reasonably believes the Architect should reject work or required additional inspection or testing of the work, the PM shall promptly recommend such actions to the Town and Project Architect in writing. The OPM shall also recommend to the Town, in writing, courses of action when requirements of a contract are not being fulfilled. The OPM shall include all recommendations in Project reports.

C. The OPM shall evaluate whether the work, or a designated portion thereof, is substantially complete and provide its written recommendations to the Town and Project Architect. Upon the contractor’s completion of the work, the OPM shall inspect the work and provide written recommendations to the Town and Architect.

D. With the Project Architect and Town’s maintenance personnel, the OPM shall observe the CM’s final testing and start-up of utilities, operational systems and equipment and observe any commissioning.
3. **COMPENSATION/FEE SCHEDULE**

The fixed fee for services to be provided pursuant to this Agreement is $96,602. Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

Approval and acceptance of billings by TOWN shall constitute an acceptance of the services by TOWN and shall be prerequisite to payment for the rendered services. Payment will be made within thirty (30) days of acceptance and approval by the DPW Garage Building Committee.

Payments to the OPM will be made conditioned upon the completion of all assignments in accordance with the terms and conditions of this Agreement. In the event, that TOWN reasonably determines the OPM to be in nonconformance with the terms of this Agreement or if in TOWN judgment the OPM's provision of services is not satisfactory, TOWN may take corrective action, including but not limited to the following:

(a) Delay of payment, and or
(b) Adjustment of payment, and/or
(c) Suspension or termination of this Agreement

In the event of substantial deviation from the Project schedule or additional services are required that are not currently contemplated, the Town and the OPM shall jointly negotiate additional compensation at the hourly rates contained in Appendix C, and issue an amendment to this Agreement for additional compensation.

4. **MANAGEMENT**

This contract will be managed for TOWN by the DPW Garage Building Committee. Day to day management will be by the Town’s Purchasing and Risk Manager.

The OPM’S contact person shall be Scott Pinckney, who will be responsible for directing and coordinating the activities of the OPM’s personnel in all aspects of Project(s) assigned.

5. **PERFORMANCE STANDARDS**

The OPM shall perform its services consistent with the skill and care ordinarily provided by program managers practicing in the same or similar locality under the same or similar circumstances. The OPM shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.

6. **PROJECT TEAM**

The OPM's on site Project team will be led by Scott Pinckney. The OPM shall not change its project lead without the Owner’s written consent, which shall not unreasonably be withheld or delayed. Assignment to another Project shall not be a basis for change.

7. **ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION**

The OPM agrees to abide Executive Orders Number 3 and 17 of the State of Connecticut; and Presidential Executive Orders Number 11246, 11375 and 11063.
In carrying out this contract, the OPM shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

The OPM shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship.

The OPM shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government, setting forth the provisions of the non-discrimination clause. The OPM shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. The OPM shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant to this Agreement.

8. RELATIONSHIP BETWEEN PARTIES

The OPM, and any approved contractors or subcontractors, are independent contractors and not an officer, employee or agent of the TOWN. Therefore, it is mutually agreed that this Agreement is a contract for services and not a contract of employment, and that, as such, the OPM and any and all subcontractors shall not be entitled to any employment benefits of TOWN such as, but not limited to: vacation, sick leave, insurance, worker's compensation, and pension and retirement benefits.

All personnel matters affecting Project team members will be the responsibility of the OPM, and TOWN shall be notified in writing in advance of any changes to said team.

9. INSURANCE

The OPM shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of this Agreement. Failure to maintain insurance coverage as required and to name the Town of Bloomfield CT as the Additional Insured will be grounds for immediate termination of the contract. In addition:

(a) The insurance requirements shall apply to all of the OPM's subcontractors and/or contractors.

(b) All policy forms shall be on the Occurrence basis form of coverage. Exceptions must be authorized in writing by TOWN, unless the coverage is for Professional Liability where the form is to be claims made.

(c) Acceptable evidence of coverage will be on the ACORD form or a form with the same format.

(d) All renewal certificates shall be furnished at least 10 days prior to policy expiration.

(e) Each certificate shall contain a 30 day notice of cancellation.

(f) Insurance shall be issued by an insurance company authorized to conduct business in the State of Connecticut and which has at least an "A-"VIII policy holders rating according to Best Publications latest edition Key Rating Guide.
The Town of Bloomfield is to be included as Additional Insureds, ATIMA under the Commercial General Liability. Umbrella, Auto and Employer’s Liability Insurance Policies. THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE ACORD INSURANCE CERTIFICATE. (Additional Insured requirement is waived for Professional Liability coverages.) Coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation must be provided.

10. HOLD HARMLESS AND INDEMNIFICATION

The OPM, its agents, successors and assigns shall indemnify and hold harmless the Town of Bloomfield, including but not limited to, its elected or appointed officials, its officers and agents, ("the Indemnities") from any and all claims made against the Indemnities, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the OPM during the OPM’s performance of this Agreement or any other Agreements of the OPM entered into by reason thereof. Indemnitee agrees to give the OPM prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

11. CONFLICT OF INTEREST

TOWN and the OPM hereby covenant and agree that no member of the governing body of TOWN, or its designees or agents, and no other public official, either paid or unpaid, who exercises any functions or responsibilities with respect to this Agreement during the individual's tenure or for one (1) year thereafter, shall have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to be performed in connection with the services under this Agreement. The OPM shall cause to be incorporated, in all contracts and subcontracts a provision prohibiting such interest pursuant to the provisions of this paragraph.

12. EVENTS OF DEFAULT AND REMEDIES

12.1 Events of Default

Any of the following occurrences of acts shall constitute an Event of Default under this Agreement:
12.1.1 If default shall be made by the OPM, its successors or assigns, in the performance or observance of any of the covenants, conditions or agreements on the part of the OPM set forth in this Agreement; or

12.1.2 If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that the OPM’s management or any accounting for its funding, from whatever source, is improper, inadequate or illegal; or

12.1.3 If a decree or order by a court having jurisdiction in the matter shall have been entered adjudging the OPM bankrupt or insolvent or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for the OPM under the federal bankruptcy laws, or any other similar applicable federal or state law; or

12.1.4 If any competent authority shall have determined that the OPM is in default of any federal, state or local tax obligation.

12.2 **Election of Remedies**

If any Event of Default hereunder shall have occurred and be continuing beyond any cure period provided for herein, TOWN may elect to pursue any one or more of the following remedies, in any combination or sequence:

12.2.1 Take such action as it deems necessary; and/or
12.2.2 Suspend the provision of services; and/or
12.2.3 Require the OPM to correct or cure such default to the satisfaction of the TOWN; and/or
12.2.4 Terminate this Agreement for cause in accordance with Section 13 hereof.

The selection of any remedy shall not prevent or stop TOWN from pursuing any other remedy and shall not constitute a waiver by TOWN of any other right or remedy.

13. **TERMINATION OF AGREEMENT**

13.1 **Termination**

"Termination", for purposes of this Agreement, shall mean the cessation, upon the effective date of termination, of the following obligations only: the OPM’s obligation to perform the services described in the Scope of Services of this Agreement, and TOWN obligation, as described in Section 3 of this Agreement, to compensate the OPM for such services performed.

13.2 **Termination for Cause**

Upon the occurrence of any Event of Default, as set forth in Section 12 hereof, TOWN may terminate this Agreement if OPM fails to cure such Event of Default within thirty (30) days written notice thereof to the OPM. The OPM shall make a reasonable effort to begin remedying the Event of Default within 5 business days.
13.3 **Termination at Will**

Either party may terminate this Agreement at any time by giving thirty (30) days written notice thereof.

13.4 **Reimbursement upon Termination**

In the event this Agreement is terminated by TOWN as herein provided, the OPM shall receive compensation for services performed prior to the effective date of termination, which conform to the Scope of Services and the Fee Schedule. However, if the OPM has caused damages to the TOWN, such payment may be withheld until TOWN determines whether or by how much such payment should be reduced.

14. **AMENDMENTS**

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives. The OPM’s duly authorized representatives shall be Robert Keeley, and the TOWN’s duly authorized representative shall be Philip K. Schenck, Jr., Town Manager, or his successor.

TOWN and the OPM may require changes in the Scope of Services to be performed hereunder. Such changes, which are mutually agreed upon by and between TOWN and the OPM, shall be incorporated in written amendments to this Agreement.

15. **SUBCONTRACTORS**

No portions of this work may be subcontracted, unless:

TOWN shall give prior approval to such subcontract in writing, such approval to be granted or withheld in the Town’s sole discretion; and

Any such subcontract shall be approved as to form and legality by the TOWN’s legal counsel; and

All of the terms, covenants, conditions and provisions of this Agreement shall have been incorporated in such subcontract and the subcontractor shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions and provisions hereof, and shall have made the representation as to its; and

TOWN shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

16. **DISCLAIMER OF AGENCY OR THIRD PARTY BENEFICIARY RIGHTS**

In no event shall anything in this Agreement be deemed to confer upon any person or entity agency status or third party beneficiary rights against the TOWN.

17. **REPORTS, INFORMATION AND MAINTENANCE OF RECORDS**

The OPM shall report on the following:
17.1 The Project status;
17.2 The CM's updated schedule;
17.3 Actual and anticipated costs related to the Project based on input from CM, Town and Architect;
17.4 Cost and payment reports for the project, based on input from Town, CM and Architect;
17.5 Not Used;
17.6 Test and inspection reports;
17.7 Nonconforming and rejected work;
17.8 Proposed and approved change orders;
17.9 Any actual or potential claims pertaining to the Project as communicated by the CM;
17.10 A status update of the contractors' submittals based on the CM's report;
17.11 The Contractor's MBE utilization report;
17.12 The Contractor's certified payroll report.

18. **AUDITS**

At any time during normal business hours, and as often as may be deemed necessary, the OPM shall make available to the TOWN, for examination, all records with respect to all matters covered by this Agreement.

19. **COPYRIGHT**

No reports or other documents produced in whole or in part under this Agreement shall be subject to an application for copyright by or on behalf of the OPM.

20. **ASSIGNABILITY**

The OPM shall not assign or transfer any interest in this Agreement without prior written consent of the TOWN, which may be granted or withheld in the TOWN'S sole discretion.

21. **FINDINGS CONFIDENTIAL**

All of the information, reports, and documents prepared or assembled by the OPM, under this Agreement, are the property of the TOWN. The OPM agrees that said documents shall not be made available to any individual or organization, other than authorized Federal and State officials, without the prior written approval of the TOWN.

22. **PROTECTION OF CONFIDENTIAL INFORMATION**

During the course of this Agreement, the OPM will have access to confidential information.

Confidential information shall mean any name or number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, bank account number, credit card number, debit card number, unique biometric data or other unique physical representation. Without limiting the foregoing, confidential information shall also include any information that the Town classifies as "confidential" or "restricted". Confidential Information shall not include information that may be lawfully obtained from publically available sources or from federal, state, or local government records which are lawfully made available to the general public.
The OPM shall hold in strictest confidence, and not use any confidential information except for the benefit of the Town to the extent necessary to perform any obligations under this Agreement. The OPM may not disclose to any person, firm, corporation or other entity without prior written authorization from the Town, any confidential information that is obtained, accessed or created during the term of this Agreement. The OPM, at their own expense, shall have a duty to and shall protect from a Confidential Information breach any and all Confidential Information which they come to possess or control. Wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.

It is the OPM’s responsibility to safeguard Town confidential information while it is in the OPM’s possession. If there is a security breach that affects Town confidential information while that information is in the possession of the OPM, the OPM will pay for any and all costs incurred with that security breach. It is the OPM’s responsibility to immediately notify the Town as soon as a loss or breach of Town confidential information is suspected.

23. **SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

24. **CUMULATIVE REMEDIES**

All rights exercisable by and remedies of TOWN hereunder shall be cumulative and the exercise or beginning of the exercise by TOWN of any of its rights or remedies hereunder shall not preclude TOWN from exercising any other right or remedy granted hereunder or permitted by law.

Notwithstanding anything herein to the contrary, and to the fullest extent permitted by law, neither party hereto shall be liable to the other for any incidental, special, indirect or other consequential damages incurred due to the fault of the other party, regardless of the nature of the fault or by whom it was committed. Consequential damages include, without limitation, liability for loss of use of the Project or existing property, loss of profits, loss of use, loss of production, or business interruption, however the same may be caused.

25. **NOTICES**

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this Project, shall be deemed properly given if hand delivered or sent by United States certified mail, postage prepaid, or by national overnight express delivery at the following address:

As to the TOWN: Philip K. Schenck, Jr.
Town Manager
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002

As to the OPM:
Neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

26. **SUCCESSORS**

This Agreement, to the extent permitted herein, shall inure to the benefit of and be binding upon the parties hereto and any and all successors.

27. **NON-WAIVER**

Any failure by TOWN or OPM to insist upon the strict performance by the other of any of the terms and provisions hereof shall not be a waiver, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of the Agreement, and neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

28. **CONDITIONS**

The OPM agrees to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut and Town, including but not limited to the following:

28.1 Civil Rights Act of 1964, as amended  
28.2 Civil Rights Act of 1991, as amended  
28.3 Executive Orders Numbers 3 & 17 of the State of Connecticut  
28.4 Davis Bacon Act  
28.5 Copeland “Anti-Kickback” Act  
28.6 Hatch Act (Title 5 USC Chapter 15)  
28.7 Section 504 of the Rehabilitation Act of 1973  
28.8 Architectural Barriers Act of 1969  
28.9 Fair Labor Standards

29. **AMERICANS WITH DISABILITIES ACT**

The OPM shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a the OPM, or be subjected to discrimination by the OPM. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations provided by the OPM.
Any television public service announcement that is produced or funded in whole or in part under this Contract shall include closed captioning of the verbal content of such announcement. The OPM shall not discriminate against any individual because such individual has opposed any act or practice made unlawful by this Act or because such individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this Act.

The OPM shall not permit coercion, intimidation, threatening, or interfere with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by this Act.

30. **TAXPAYER IDENTIFICATION NUMBER**

The Internal Revenue Service Form W-9, **Request for Taxpayer Identification Number and Certification** as submitted by the OPM to the TOWN, is hereby made a part of this Contract and is incorporated herein by reference. It is understood and agreed that TOWN shall use the number as listed on the IRS Form W-9 to report any and all compensation paid to the OPM under this Agreement. It is further understood and agreed that TOWN shall not be liable for inaccurate information contained on said IRS Form W-9.

31. **GENDER/NUMBER/TITLE**

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

32. **GOVERNING LAW, VENUE AND COSTS**

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut and the Charter, by-laws, policies and procedures of the Town. The parties agree that the exclusive venue for any legal proceeding with respect to this Agreement shall be Connecticut Superior Court, Judicial District of Hartford at Hartford. In the event of legal action to enforce its rights under this Agreement, the prevailing party shall be entitled to an award of reasonable attorney’s fees and costs.

33. **ARBITRATION**

Notwithstanding the provision of Section 32 above, any controversy, dispute or claim arising out of or related to this Agreement or breach of this Agreement shall be settled solely by confidential binding arbitration by a single arbitrator in accordance with the commercial arbitration rules of the American Arbitration Association (AAA) in effect at the time the arbitration commences. The award of the arbitrator shall be final and binding. The prevailing party shall be entitled to recover, as part of its judgment, reasonable legal fees and costs from the other party. The arbitration shall be in Hartford County, Connecticut.

34. **ORDER OF CONSTRUCTION**

This Agreement includes several Appendices including the Request for Proposal (Appendix A) and OPM’s Proposal dated July 10, 2018 (Appendix B), which are made a part hereof. In the event of a conflict or variance between or among this Agreement, and the Appendices, the
provisions of this Agreement shall control, followed by Appendix A as the second priority, and Appendix B as the third priority.

35. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter.
IN WITNESS THEREOF, TOWN and OPM, have executed this Agreement on this 10th day of September, 2018.

WITNESS

TOWN OF BLOOMFIELD

Nancy P. Hayes 10/19

By Philip K. Schenck, Jr.
Town Manager

WITNESS

STV CONSTRUCTION INC.

1/9/19

By Robert Keeley
Senior Vice President
APPENDIX A:

Request for Proposals
REQUEST FOR PROPOSALS

No. 1090

OWNER'S PROJECT MANAGEMENT SERVICES

FOR

DPW FACILITY RENOVATION AND EXPANSION

BLOOMFIELD, CT
Date: June 19, 2018

To: All Prospective Respondents

Subject: Request for Proposals (RFP) No 1090: OWNER'S PROJECT MANAGEMENT SERVICES FOR DPW FACILITY EXPANSION AND RENOVATION

On behalf of the DPW Garage Building Committee, the Town of Bloomfield invites you to submit a proposal based on the requirements of the enclosed RFP. The RFP and any addenda can be found on the Town of Bloomfield website, www.bloomfieldct.org, as well as the State of CT Dept. of Administrative Services website, http://www.biznet.ct.gov/SCP_Search/Default.aspx?AcclLast=2. The information contained herein outlines the intent and scope of the project; the guidelines governing the submission and evaluation of all proposals; and IRS Form W-9, Request for Taxpayer Identification Number and Certification must be completed and submitted with your proposal.

We ask that your proposal conform to our format request as closely as possible. The Town may accept proposals that take exception to any requirement in the RFP. Any exception or alternative must be clearly delineated in a separate attachment to the proposal submitted. The RFP and the proposal submitted by successful Owner's Project Manager (“OPM”) will be made part of the resultant contract between the Town and the successful OPM.

All proposals must be received in the office of the Purchasing and Risk Manager by 1:00 P.M., July 10, 2018. Town Hall hours are 9:00 a.m. – 5:00 p.m. Monday through Friday.

One Original (clearly identified as such) and ten (10) copies plus a thumb drive with a read only copy of the proposal shall be submitted to the attention of

Purchasing and Risk Manager
Town of Bloomfield
2nd Floor
800 Bloomfield Avenue
Bloomfield CT 06002

The Package submitted containing proposals shall be sealed, bearing on the outside the firm's name and address and plainly marked "RFP 1090 OWNER'S PROJECT MANAGEMENT SERVICES FOR DPW FACILITY RENOVATION AND EXPANSION”

The Town of Bloomfield looks forward to receiving your response.
TOWN OF BLOOMFIELD
REQUEST FOR PROPOSALS #1090
OWNER'S PROJECT MANAGEMENT SERVICES
FOR DPW FACILITY RENOVATION AND EXPANSION

1. INTENT AND BACKGROUND

1.1 The Town of Bloomfield, on behalf of the DPW Garage Building Committee is soliciting proposals from qualified Owner's Project Managers ("OPM's") for the purpose of comprehensive owner's project management services for the Renovation of Expansion of the DPW Facility.

1.2 The Town is renovating and expanding its Public Works facility to address code, safety and operation inefficiencies. The project will include renovations to the existing building for shops maintenance and vehicle storage, an office/employee facility and vehicle maintenance addition, drainage and paving, increased vehicle and material storage, site security and safety measures, removal of underground fuel tanks, and a new fueling facility.

1.3 Approval of funding in the amount of $11,433,000 for this project was passed via referendum in November 2016. Estimated construction cost is $9,946,785.

1.4 Space utilization, programming and design for the new facility is being performed by Weston & Sampson Engineers, LLC.

1.5 PDS Engineering, LLC has been retained as the project's CM-R.

1.6 The DPW Garage Building Committee ("Building Committee") has been established by the Town to oversee the project.

2. SUBMISSION AND DEADLINE

2.1 All proposals must be received in the office of the Purchasing and Risk Manager by 1:00 p.m., July 10, 2018. One original (clearly identified as such) and ten (10) copies of the proposal, plus a read only copy on a thumb drive shall be submitted to the attention of the Purchasing and Risk Manager at:

   Town of Bloomfield
   Town Hall, 2nd Floor
   800 Bloomfield Avenue
   Bloomfield, CT 06002
2.2 Package containing proposals must be sealed, bearing on the outside the OPM's name and address and plainly marked "RFP 109D; OWNER'S PROJECT MANAGEMENT SERVICES, DPW FACILITY EXPANSION AND RENOVATION."

2.3 Questions about this Request For Proposal and submission requirements must be submitted to and received by email or via fax, to the Purchasing and Risk Manager at nhaynes@bloomfieldct.org or 860-243-2913 by 4:00 PM Friday June 29, 2018.

2.4 Written clarifications or interpretations, as well as any changes or amendments to this RFP, will be issued by Addenda not later than 4 PM on July 5, 2018. Only information issued by formal written Addenda will be binding. Oral and other clarifications or interpretations will be without legal effect. Addenda will be posted only on the Town's website as well as the State DAS website.

2.5 Respondents are required to limit their contact with the Town regarding this RFP to the persons named herein.

2.6 The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFP.

3. SPECIAL INSTRUCTIONS

3.1 OPMs responding to this Request for Proposal are hereby notified that all proposals submitted and information contained therein and attached thereto will not become public information until the Building Committee has made a recommendation to the Town Manager and the Town has awarded a contract to the successful respondent.

3.2 Owner Project Managers responding to this Request For Proposal, and their sub-consultants, must have sufficient staff and expertise to complete the required services. The OPM must agree that all personnel assigned to this project are qualified for this type of work.

4. QUALIFICATIONS

OPM shall provide written evidence of the following qualifications. These qualifications must be met to be considered for this project.

4.1 Firms must have a minimum of four (4) years under the same name and maintain a full service office in the State of Connecticut. Submit a brief history of the firm and explain the firm's ownership.

4.2 Firms must demonstrate experience as an owner's representative in the completion of at least two (2) municipal construction projects in Connecticut with a budget of at least $10 million each, in the last ten (10) years.

4.3 The Owner's project manager must have demonstrated strong owner's representative and project management skills, including but not limited to, extensive construction experience, change order evaluation, and budget oversight. The selected firm must demonstrate the ability to work collaboratively with towns, building committees, architects, construction managers, governing bodies and the public.

4.4 Firms must demonstrate ability and experience in monitoring MBE participation on a public project.
5. **PROJECT BACKGROUND**

The existing Public Works Facility was built in 1966. There have been minimal upgrades to the facility and site since that time, and include a 1990 metal building and a salt shed added in 2011.

In 2014, the Town retained Weston & Sampson to review safety, code, program and operational issues relative to building and site. In November 2014, Weston & Sampson issued an assessment of the existing facility and made recommendations for improvement. The report documented facility deficiencies in the area of building code, accessibility, energy code, employee safety, environmental, site security, material and all weather storage, employee facility and operational capabilities and made recommendations for improvements.

In November 2016, a referendum was approved by the residents of Bloomfield, authorizing this project and approving borrowing for it. The project will consist of renovation of existing structures, an addition to the main facility to expand the vehicle/maintenance operation, addition for Facilities shop, and employee support/administrative space as well as a new fuel island. The attached presentation dated April 23, 2018 (Exhibit F) highlights the project.

The Town has retained the firm of Weston & Sampson Engineers LLC as its project designer and PDS Engineering as its CM-R. Construction bid packages are scheduled to be let during July 2018, and construction is expected to take approximately 12 months, from September 2018 – September 2019. The estimated construction cost is $10.3 million, which includes general conditions, GMP contingency, design contingency and CM-R fees.

6. **SCOPE OF SERVICES**

The services to be provided shall include, but are not limited to, advising the DPW Garage Building Committee, serving as a single point of contact between contractors and designers, representing the Building Committee at key meetings, monitoring the project schedule and budget, monitoring and auditing MBE and local employment compliance, auditing quality assurance/quality control procedures, assisting in evaluating payment requests, providing monthly reporting, and facilitation issue resolution. The owner’s project manager will be expected to continue to provide all owner representative services throughout the project including turnover, closeout, and commissioning.

The OPM will have authority to act on behalf of the Town only to the extent provided in contractual agreements to which the Town is a party. The OPM shall confer with the DPW Building Committee and the Purchasing and Risk Manager at intervals and on occasions appropriate to the various stages of construction.

The OPM shall provide the following services for the project described in the RFP and the scope on the construction schedule prepared by PDS Engineering.

6.1 Be the owner’s representative facilitator for the DPW Garage project.

6.2 Provide consultation services and advice by working closely with the project Architect, Construction Manager, Town staff, relevant offices and officials, and the community at large on every aspect of the project.

6.3 Monitor, verify and audit EEO/MBE utilization and local employment on the project and report the status to the DPW Building Committee and Town Council (or a committee thereof) on a monthly basis.

6.4 Attend project meetings, reporting to Owner/Building Committee, cash flow requirement preparation and budget tracking development.
6.5 The OPM shall observe the progress and quality of the work as the owner deems reasonably necessary at various stages of construction to determine, in general, that it is proceeding in accordance with the contract documents. Notify the Purchasing and Risk Manager and the DPW Building Committee immediately if, in the Representative's opinion, work does not conform to the contract documents or requires special inspection or testing.

6.6 The OPM shall be familiar with the Owner’s staff and various contract documents (to be provided). Obtain any necessary interpretations from the Architect. The Architect for this project is Weston & Sampson Engineers LLC.

6.7 The OPM shall attend meetings, which shall include project meetings, monthly Building Committee meetings and Town Council (or a committee thereof) meetings.

6.8 The OPM shall consult with the Architect in its review of shop drawings, product data and samples. Notify the Architect and Purchasing and Risk Manager if any portions of the work requiring shop drawings, product data or samples is commenced before such submittals have been approved.

6.9 The OPM shall observe the CM-R’s as built drawings at intervals appropriate to the state of construction and notify the Architect and Purchasing and Risk Manager of any apparent failure by the CM-R to maintain up-to-date records.

6.10 The OPM shall review applications for payment submitted by the Construction Manager with the Architect and the Purchasing and Risk Manager on recommendations for payment.

6.11 The CPM shall monitor the Construction Manager's construction schedules on an ongoing basis and alert the Architect and Purchasing and Risk Manager to conditions that may lead to delays in completion of the Work.

6.12 The OPM shall coordinate tests and inspections on behalf of Owner. Record and report to the CM-R, Architect and Purchasing and Risk Manager on test procedures, test results and verify testing invoices to be paid by the Owner.

6.13 Review and ensure Owner compliance with all Owner obligations set forth in the Owner’s contract with the Architect, CM-R, special inspections, independent testing labs and any other third parties performing work on the project.

6.14 The OPM shall review various logs maintained by the Construction Manager that record activities on the site including weather conditions, nature and location of work being performed, verbal instructions, specific observations, OSHA violations, accidents and/or injuries on the job site. The OPM shall review the event log for items that may result in a claim for a change in the Contract Sum or Contract Time.

6.15 The OPM shall develop and maintain change order logs, project schedule and cash flow projections.

6.16 Review, evaluate and comment on change orders in conjunction with Architect.

6.17 Assist staff and CM-R to oversee the moving procedures and coordinate with the Town to ensure both the Town and CM-R are coordinated for such moves.

6.18 The OPM shall assist the Town in retaining a Commissioning Agent and coordinate with the Commissioning Agent in conducting inspections and testing to determine conformance with design documents.
6.19 The OPM shall coordinate with the Architect in conducting inspections to determine the date or dates of Substantial Completion and the date of Final Completion.

6.20 The OPM shall coordinate with the Architect in receipt and transmittal to the Owner of documentation required of the Contractor and subcontractors at completion of the work.

6.21 Organize, manage, expedite and monitor punch list and close out issues after substantial completion.

Limitations of Authority

The OPM shall NOT:

A. Authorize deviations from the contract documents.
B. Approve substitution of materials or equipment.
C. Personally conduct or participate in tests or third party inspections.
D. Assume any of the responsibilities of the Construction Management's superintendent or its subcontractors.
E. Expedite the work for the Construction Manager.
F. Issue directions concerning aspects of construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work.
G. Authorize or suggest that the Town occupy the project in whole or part.
H. Issue a Certificate for Payment or Certificate of Substantial Completion.
I. Prepare or certify to the preparation of shop drawings.
J. Reject work or require special inspection or testing except as authorized in writing by the Purchasing and Risk Manager or the DPW Building Committee.
K. Order the stoppage the work or any portion thereof except where there is an immediate danger to the health and safety of personnel.

7. TIMEFRAMES

The anticipated RFP schedule is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>6/12/18</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>7/10/18</td>
</tr>
<tr>
<td>Proposal Review Completed</td>
<td>7/12/18</td>
</tr>
<tr>
<td>Interview respondents</td>
<td>TBD</td>
</tr>
<tr>
<td>Select OPM</td>
<td>8/9/18</td>
</tr>
</tbody>
</table>

8. CONTRACT PERIOD

The contract period is anticipated to be from date of execution through the completion of the various stages of the construction project, including construction, moving, commissioning and close out.
9. **CONTRACT MANAGEMENT**

9.1 Any contract or purchase order resulting from this RFP will be managed by the DPW Building Committee unless otherwise specified.

9.2 The selected OPM will assign one qualified individual, who will be the firm’s day-to-day contact person and who will be responsible for directing and coordinating the activities of the firm’s personnel in all aspects of the project.

10. **EVALUATION AND AWARD**

10.1 **Selection Criteria**

The following criteria will be used, without limitation, in evaluating proposals and determining the most responsive OPM:

a. The Owner’s Project Manager’s relevant governmental project experience, including similarly sized municipal facilities and other projects.

b. The OPM’s experience working with and coordinating multiple agencies, architects, engineers and contractors.

c. The OPM’s past performance with respect to such factors as schedule, cost control, work quality and cooperation with client.

d. The OPM’s successful experience with EEO/WMBE utilization, local employment and monitoring.

e. References and specific projects that are comparable in size and budget. The Town may contact one or more of the references listed in this RFP as part of assessing the experience, expertise and capabilities of the proposers or those selected as the finalist(s).

f. Current workload and staff assignment.

g. Responsiveness to the RFP.

h. Proposed fees and costs, although the Town, through its Building Committee, is not bound to select the OPM that proposes the lowest fees. The Town reserves the right to negotiate fees with the selected firm.

Proposals in response to this RFP will be reviewed against the criteria listed above, and recommendation for award will be made in accordance with standard purchasing procedures.

10.2 **Selection Procedures**

The Town, based on the request from the DPW Building Committee, intends to enter into contract with the most responsible OPM whose proposal is determined to be in the best interest of the Town.

a. The Town reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the RFP, and to negotiate contracts with the successful OPM.
b. The Town reserves the right to make a selection on the basis of the proposal alone; however it may invite selected respondents for interview with the Building Committee at its discretion. The Town anticipates that the DPW Building Committee will invite a short list of several firms for interviews.

c. Proposers must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the DPW Building Committee to satisfactorily meet the requirements set forth or implied in the proposal.

d. The DPW Building Committee will, after a thorough review of the proposals received, and after conclusion of the interview process if needed, will recommend to the Town Manager contract award to the OPM whom the DPW Building Committee deems best qualified to perform the services required under this contract.

11. PROPOSALS

The Town will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before the Town. Proposals submitted must be bound, paginated, indexed and numbered consecutively. The original proposal must be clearly marked as such. OPMs shall submit as their proposal the following:

11.1 Letter of Transmittal: A letter of transmittal addressed to Nancy Haynes, the Purchasing and Risk Manager, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP. Indicate the firm's commitment to the project and how the firm will meet or exceed all expectations. Specifically provide a commitment to maintain consistent leadership throughout the construction of the project; and to provide the leadership necessary to keep this project on budget and schedule.

11.2 List of municipalities for which the firm has provided complete Owner's Project Management or construction oversight services. Include only current project completed within the last ten (10) years. Include specific information on projects (i.e. description, size, value, schedule, type of Owner's Representative Agreement), organizational structure with owner and current owner references, project's budget at start of project completion of project, project's anticipated completion date at start of project and when project was completed.

11.3 A list of the respondent's staff members, a description of their backgrounds and experiences, and a description of roles they have been assigned in similar projects.

11.4 A description of the respondent's overall approach to addressing the Building Committee's need for owner's project management services, including staff availability and the respondent's ability to respond timely to the Building Committee's request for assistance.

11.5 Describe experience working with communities and governments on a local level.

11.6 Demonstrate understanding of and ability to meet owner's representative goals and ability to provide the scope of services as set forth in this RFP.

11.7 Describe experience of working with "at risk" construction managers and a guaranteed maximum price "GMP" contracts.

11.8 Describe experience working with architects, engineers, commissioning agents and other consultants during construction activities.
11.9 Describe experience monitoring and reporting MBE utilization and certified payrolls.

11.10 Provide hourly rates and estimated number of hours per discipline for this project that encompasses all the services outlined herein, using Appendix A, attached. The Town does not anticipate or expect services to be provided on a full time basis.

All Proposals must be signed by the firm's authorized official. The proposal must also provide name, title, address, and telephone numbers for 1) the individual with authority to negotiate and contractually bind the firm, and 2) for those who may be contacted for the purpose of clarifying any information provided therein.

12. GENERAL REQUIREMENTS

12.1 Insurance:

The selected OPM shall be required to furnish proof of the following insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A-, VIII or better. Any and all exceptions must be approved by the Town Manager. Insurance coverage shall remain in full force for the duration of the Contract term including any and all extensions or renewal thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.

12.1.2 Commercial General Liability, including Contractual Liability Insurance, with limits not less than $1,000,000 Combined Single Limit Bodily Injury and Property Damage. All, if any, deductibles are the sole responsibility of the selected Provider to pay and/or indemnify.

12.1.3 Automobile Liability Insurance including non-owned and hired vehicles in the same limits as indicated in 12.1.2 above.

12.1.4 Workers' Compensation in accordance with Connecticut General Statutes

12.1.5 Employer's Liability:
   $100,000 bodily injury for each accident;
   $100,000 bodily injury by disease for each employee
   $500,000 bodily injury by disease aggregate

12.1.6 Excess Umbrella Liability Insurance. The Construction Manager shall carry excess liability insurance in the amount of at least $5,000,000 overlaying employers liability, commercial general liability (including completed operations), and business automobile liability coverage.

12.1.7 The Town of Bloomfield is included as Additional Insureds, ATIMA under the Commercial General Liability and Employer's Liability Insurance Policies. THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE ACORD INSURANCE CERTIFICATE. (Additional Insured requirement is expressly waived for Workers' Compensation and Professional Liability coverages.)

12.1.8 Each insurance coverage named above shall provide not less than a 30-day notice of cancellation to the Town. All policies shall be on the occurrence form except where noted otherwise. Any and all exceptions shall be reviewed by the Purchasing and Risk Manager.
12.1.9 Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default in the terms and conditions of this Agreement. The OPM agrees that such default may be cured by procurement of insurance on behalf of OPM, at the OPM's expense, at Town's option.

12.1.10 The insurance required hereunder shall be primary without any right of contribution by any insurance maintained by or on behalf of the Town of Bloomfield.

12.1.11 The OPM shall require that any subcontractors and independent contractors hired by the OPM to carry sufficient amounts of insurance and to obtain Certificates of Insurance before subcontractors and independent contractors are permitted to begin work. The OPM shall require that the Building Committee and the Town be included as Additional Insured on all subcontractor and independent contractors insurance before permitted to begin work. The OPM and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Building Committee and the Town, and their offices, agents, servants and employees for losses arising from work performed by each on this contract.

12.2 **Hold Harmless Agreement:**

The OPM, its agents and assigns shall indemnify and hold harmless the DPW Building Committee, the Town of Bloomfield, including but not limited to, its elected officials, its officers, agents, employees and volunteers ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the OPM during the OPM's performance of this Agreement or any other Agreements of the OPM entered into by reason thereof. The Town agrees to give the OPM prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful OPM.

12.3 **Conditions**

OPMs responding to this RFP will be expected to adhere to the following conditions in an agreement with the Town and must make a positive statement to that effect in its proposal submitted:

12.3a Agree that the OPM has sufficient personnel to assure service continuity and project completion and agree to maintain adequate qualified personnel for the full duration of the contract.

12.3b Agree that the licenses of the firm and all personnel assigned will remain current for the duration of the Agreement.

12.3c Agree that all work produced under this agreement will become property of the Town of Bloomfield.

12.3d Agree to provide the insurance coverage herein specified for the full duration of the contract's term, including any and all extensions.

12.3e Agree to accept and follow management direction from the Town and specifically, the DPW Garage Building Committee or their duly authorized designee.
12.3f Agree to conform to all applicable laws and ordinances and policies of the Federal Government, State of Connecticut and Town of Bloomfield.

12.3g Agree that if the Town cannot in good faith negotiate a written contract within a reasonable time with a selected OPM, the Town may unilaterally cancel its selection of that OPM.

12.3h Agree that periodic payments to the OPM will be made as agreed upon in the signed contract.

12.3i Agree that the Town reserves the right to terminate the contract at any time. In the event of contract termination, the OPM shall be entitled to payment for approved services rendered after the execution of the contract and prior to receipt of notice of termination. However, if the OPM has damaged the Town, said payment may be withheld until the Town determines whether or not by how much said payment should be reduced.

12.3j Agree that the contract between the Town and the OPM shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Bloomfield.

12.3k Agree that no conflict of interest exists. Identify the nature of any potential conflict of interest that firm might exist when providing services to the Town under this RFP. Discuss fully any conflicts of interest, actual or perceived, which might arise in connection with the performance of the proposed agreement. If conflicts do or might exist, describe how they would be resolved.

13. ANTI COLLUSION STATEMENT

Proposers and their employees, officers, advisers, agents or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct, or any other similar conduct, in relation to:

a. the preparation or submission of Proposals;
b. the clarification of Proposals; and

c. the conduct and content of negotiations, including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by the Town in respect of any of its requirements.

14. EQUAL OPPORTUNITY EMPLOYMENT

Every Contract made by or on behalf of the DPW Building Committee and the Town for the design, construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.

a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical disability. The contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age or physical disability. Such affirmative action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age or physical disability.

c. The contractor will send to each labor union or representative of workers with which he has either a collective bargaining agreement, or other understanding, a notice to be provided by the town, advising the labor union or worker's representative of the contractor's commitment under this article and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. The contractor will comply with all provisions of this article and of the relevant rules, regulations and orders of the town manager.

e. The contractor will furnish all information and reports required by the rules, regulations and orders of the town manager issued pursuant to this article, and will permit access to the contractor's books, records and accounts by the town manager or his designee for the purpose of investigation to ascertain compliance with such rules, regulations and orders. Any such inspection of the contractor's books, records and accounts by the town manager or his designee shall be made at a reasonable hour, upon reasonable notice to such contractor, and shall be limited in scope to information pertaining to the subject matter of the proposed contract.

f. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract shall be cancelled, terminated, or suspended in whole or in part and the contractor shall be declared ineligible for further town contract, and such other sanctions shall be imposed and remedies invoked as provided by law.

g. In all construction contracts, the contractor shall include the provisions of paragraphs (1) through (6) in every subcontract or purchase order unless exempted by rules, regulations or orders of the town issued pursuant to this article, so that such provisions shall be binding upon each subcontractor or vendor. The contractor shall take such action with respect to any subcontract or purchase order as the town may direct as a means of enforcing such provisions including sanctions for noncompliance. In nonconstruction contracts or purchase orders, the town reserves the right to require compliance with the provisions of this paragraph, at the discretion of the town manager.

h. Within ten (10) calendar days following the town manager's decision to award or fail to award a contract or the determination of compliance or noncompliance with the terms of the agreement, any person claiming to be aggrieved by the decision may file with the town manager a written notice of appeal requesting a hearing before the human relations commission.

i. Within thirty (30) days of the receipt of such notice of appeal the human relations commission shall provide the aggrieved party with a hearing and issue its decision. During the pendency of such appeal, the decision of the town manager shall remain in full force and effect, unless the human relations commission issues a stay of the decision by unanimous vote.

At all times during such proceedings, the burden of proof shall be on the party appealing the town manager's decision.
14. **TAXPAYER'S IDENTIFICATION NUMBER**

Each OPM, whether an individual, proprietor, partnership or a non-profit corporation or organization must obtain, complete and include, with the proposal submitted, an Internal Revenue Service Form W-9, "Request for Taxpayer Identification Number and Certification".

15. **ADDITIONAL INFORMATION AND REVISIONS TO PROPOSALS**

Information may be provided to potential respondents for the purpose of clarification to assure full understanding of, and responsiveness to the Request for Proposal requirements. Prospective respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals. No additions or changes to the original proposal will be allowed after submittal.
REQUEST FOR PROPOSALS #1090
Owner’s Project Management Services For DPW Facility Expansion and Renovation
Addendum #1- July 6, 2018

The purpose of this addendum is to provide additional information, clarification to the RFP and responses to questions received:

1. Q. Article 12.1.6 Excess Umbrella Liability Policy is addressed to be by the CM. Should it read by the OPM?
   A. Yes, the OPM shall be required to provide all insurance coverages in the limits identified in Section 12 of the RFP.

2. Q. How involved is the Move Phase of the Project, particularly with the extensive equipment? Could the CM shed some direction?
   A. There are basically 2 moves in the Project:
      1. Phase I – After the completion of Phase I (new construction), the existing Admin building will be vacated into either the Admin addition or the New Maintenance Bay Area/Storage Trailer.
      2. Phase II – At the completion of Phase II (renovation), All equipment, tools, gear, etc. will be moved to their final location.

3. Q. I did not see a project schedule included in the RFP.
   A. A revised schedule is attached.

We hereby acknowledge receipt of
Addendum #1
Dated July 6, 2018
REQUEST FOR PROPOSALS #1090
Owner’s Project Management Services

And we agree that we have complied with any modifications as set forth in this Addendum.

Date: ________________________________

Company: ________________________________

By (Signature): ________________________________
APPENDIX B:
Proposal for OPM Services
July 10, 2018

Town of Bloomfield
Attn: Ms. Nancy Haynes, Purchasing and Risk Manager
Town Hall, 2nd Floor
800 Bloomfield Avenue
Bloomfield, CT 06002

Reference: No. 1090 Owner’s Project Management Services for DPW Facility Renovation and Expansion

Dear Ms. Haynes:

STV Construction, Inc. (STV), is a national, award-winning construction management firm, which provides comprehensive CM services to assist clients throughout the entire construction process—from pre-construction, through construction, move management and FF&E procurement to project closeout. We currently provide these services on a variety of state and municipal projects, all of which require the same level of monitoring and reporting standards as the proposed DPW Facility renovations and expansion project. Not only does our Team offer 25 years of direct project management experience with state-funded projects, but we also have direct experience with the Town of Bloomfield. In 2011, STV|DPM acted as the OPM on the new Blue Hills Fire Station. You will find a letter of reference written by Ted Hansen, Deputy Chief and Building Committee Chairman on page 9.

Together with our parent company, STV, we offer expertise in all facets of construction through our network of over 1800 professionals nation-wide. As demonstrated in our relevant experience section, STV|DPM provides extensive experience in the services necessary to deliver this project on-time and within budget for the town of Bloomfield. Our client-focused approach enables us to deliver consistent, timely and high quality results. To maintain continuity and to establish a method of quality control, STV|DPM uses our Standard Operating Procedures Manual (SOP), in tandem with each client’s procedures. Our internal process includes standard forms for project budgets and schedules, proposals (RFPs) and bid analysis, asset inventory, construction documents, move procedures, etc. We are aware of the importance of communication and the sharing of information are of paramount importance in the management of a successful project. Our meeting agenda and notes are accountability driven to track “who will do what, by when.” We will always maintain an open and positive communication channel.

We are committed to the success of the project and guarantee to will meet or exceed all of the town’s expectations, through maintaining consistent leadership throughout the construction of the project; and to providing the leadership necessary to keep this project on budget and schedule. We accept all terms and conditions and requirements contained in the RFP document. Thank you for your consideration, we welcome the opportunity to work on this important project with the Town of Bloomfield and PDS Engineering, LLC.

Sincerely,

Scott Pincnkey
Project Executive
Proposer Information

All Proposals must be signed by the firm’s authorized official. The proposal must also provide name, title, address, and telephone numbers for 1) the individual with authority to negotiate and contractually bind the firm, and 2) for those who may be contacted for the purpose of clarifying any information provided therein.

Principals
Edward Pogreba* – Executive Vice President
225 Park Avenue South
New York, NY 10003-1604
edward.pogreba@stvinc.com
(646) 388-7433

Robert Keeley* – Senior Vice President
One Gateway Center, Suite 951
Newton, MA 02458
robert.keeleym@stvinc.com
(617) 614-9331

Bill Clegg – VP of Operations, CT
280 Trumbull St., 14th Floor
Hartford, CT 06103
bill.clegg@stvinc.com
(860) 882-5639

*Authorized to bind the organization in negotiations, with the Town of Bloomfield and The DPW Garage Building Committee.

Project Contact Information
Scott Pinckney
Project Executive
280 Trumbull St., 14th Floor
Hartford, CT 06103
scott.pinckney@stvinc.com
(860) 882-5614 direct
(860) 604-2081 mobile

Authorized Official Contact Information and Signature:

[Signature]

Robert Keeley, Senior Vice President
One Gateway Center, Suite 951
Newton, MA 02458
robert.keeley@stvinc.com
(617) 614-9331
Qualifications

Firms must have a minimum of five (5) years under the same name and maintain a full service office in the State of Connecticut. Submit a brief history of the firm and explain the firm’s ownership.

STV | DPM is committed to quality and excellence with a focus on diligently representing our client’s best interests. Diversified Project Management was founded in 1989, and has a 29 year track record of delivering cost effective project management solutions.

In March 2015, STV acquired DPM to form STV|DPM. STV was founded in 1972 and is a national award winning firm providing comprehensive Owner's Project Management services to assist clients throughout the entire construction process—from pre-construction, through construction, to project closeout. This union brings together nearly 280 professionals with extensive hands-on technical and managerial experience, and further strengthens our comprehensive understanding of all facets of project management, including the ability to foresee pending issues, explore alternative options, and quickly negotiate resolutions, while successfully executing projects of various sizes and complexities.

STV|DPM offers the stability of a large firm that has developed strong ties with the communities and the clients we serve. As a 100 percent employee-owned firm, our commitment to quality of work and customer satisfaction is demonstrated by our 66% rate of repeat business.

At Our Core

At STV, our vision is to be the best. To serve our clients better than any other firm. We are client-driven. We work to sustain strong enduring relationships. STV has a commitment to excellence and we strive to deliver quality services to our clients through collaborative processes, industry expertise and accountability.

Our success can be attributed to our diligent representation of our clients' best interests and our fair and objective dealings with the professionals with whom we interact. We continue to earn the trust of our clients every day by maintaining the high level of ethics, customer service and attention to detail that they have come to expect.

SANDY HOOK ELEMENTARY SCHOOL
NEWTOWN, CT

Firms must demonstrate experience as an owner's representative in the completion of at least two (2) municipal construction projects in Connecticut with a budget of at least $10 million each, in the last ten (10) years.

Please see the following project examples:
This project, which came in the wake of a terrible tragedy, was made possible by a $50 million grant from the State of Connecticut. The new 87,000 square-foot school was constructed in 18 months and features a state-of-the-art security system and an eco-friendly design.

STV|DPM provided comprehensive management of the planning, design and construction phases for the rebuilding of the Sandy Hook School in Newtown, CT. Starting with the selection of the design and construction management teams, STV|DPM worked closely with the Public Building and Site Commission, the Board of Education and the Board of Selectmen providing consistent direction to the design and construction management team on the Town's behalf. Under STV|DPM, the 87,000sf state-of-the-art elementary school was completed on schedule and occupied for the 2016-2017 academic year.

The project included the demolition and abatement of the existing 1950's era building, and the development of all site improvements including a new entrance drive. The new school features 23 classrooms, 11 specialty classrooms and two Tree House spaces to accommodate approximately 500 pre-K thru 4th grade students. The project was the first school project in Connecticut to be completed utilizing the new School Safety Infrastructure Standards and the latest FEMA and Homeland Security standards for school design and has been certified LEED Gold through the USGBC.

The final project cost is came in approximately $1.3 million under the initial budget of $50 million dollars.
The $92 million project, approved in June 2014, came in on time and at budget.

Using simple and proven technology, we were able to reduce energy usage by 40% over code.

Oversaw the design and construction of a new 225,000-sf high school in Guilford, CT, on the occupied, active of the old school. The $92.2 million project includes the demolition of existing, contaminated buildings.

Scott Pinckney from STV|DPM’s responsibilities include due diligence, referendum management, media relations, and local and state agency coordination, along with full scope, budget, and schedule oversight. This complex, highly sustainable project was delivered on time and under budget.
The Owner’s project manager must have demonstrated strong owner’s representative and project management skills, including but not limited to:

**Extensive Construction Experience:**
STV|DPM, a leading provider of owner’s project management services throughout New England and the Tri-State area, is comprised of nearly 80 professionals in offices in Newton, MA and Hartford, CT. Our staff has extensive hands-on technical and managerial experience and our teams possess a comprehensive understanding of all facets of project development and construction, including the ability to foresee pending issues, explore alternative options, and proactively negotiate resolutions while successfully executing projects of various sizes and complexities. STV|DPM performs all of the required roles and tasks listed in the Request for Proposals for the Town of Bloomfield DPW Facility Renovation & Expansion Project on a regular basis for owners in the municipal sector. Our project managers are experienced in and fully understand the work required to fully represent the DPW Building Committee and the Town of Bloomfield in an unbiased, independent fashion – free from any potential conflicts that may arise from a construction, real estate, or architectural company serving as the owner’s rep, who are likely to have contractual relationships with subcontractors and consultants on other projects.

**Change Order Evaluation:**
Monitoring Change Orders is another task that we take very seriously. Quite often change orders have built in time that is never used and becomes a profit for the GC/CM. We look at each change order proposal and scrutinize the costs that are associated with it. Quite often we find more man hours associated with a task then is truly needed and are able to reduce that number to result in cost savings. We attend all project meetings and in many cases have our project manager on site during the construction process. With this level of commitment we are able to monitor the construction and the contractors’ manpower, assessing their ability to keep to the schedule and validate their applications for payment. Additionally because we have a thorough understanding of the construction documents we often catch mistakes in the field and are able to correct them prior to it becoming a larger issue.

**Critical Path Scheduling:**
**Monitoring of Construction**
**Monitoring of RFIs, Design Changes, and Submittals**
Our process driven approach to our work requires answering both of these together. The procedures and forms ensure consistent oversight of construction, through the use of Daily Reports, Meeting Minutes, Change Logs and Submittal Tracking Logs. All of these processes and forms are coordinated with and complement each other; the use of them ensures an owner’s firm grip on the project.

**Punchlist and Closeout**
One of the steps in our process that surprises many of our clients is starting the punchlist very early in the project. Depending on the complexity of the project and the quality of internal project team communications, the Punchlist will often be started mid-way through the project. Regardless of the project, we will begin the closeout process no later than 2-3 months before the project approaches substantial completion. This approach helps to avoid prolonging the close out of the project by ensuring that a subcontractor’s obligations are being met before they lose focus on your project and begin to move on to their next one.

**And Budget Oversight:**
STV|DPM staff are highly skilled at construction financial management. We create, manage and drive the budget on every project, utilizing proprietary forms and systems to track invoices and requisitions, predict and monitor cash flow and create audit trails for compliance review. On the Newtown High School Auditorium Renovation project, these budget exercises, along with cash flow projections, enabled the Town to schedule the issuance of bonds so that financing costs were minimized over the life of the project.
The selected firm must demonstrate the ability to work collaboratively with towns, building committees, architects, construction managers, governing bodies and the public.

See the following examples:

**Bloomfield Blue Hills Fire Department**

STV|DPM was retained to assist the Blue Hills Fire District with the planning, design and construction of a new 7,500sf substation at 779 Blue Hills Avenue. This $3.4 million project required that the existing station operations be relocated within the district so that the existing structure could be demolished and the new one constructed in its place. STV|DPM oversaw the architectural selection process, the design process and was instrumental in coordination of regulatory approvals, GC selection, and construction oversight. STV|DPM provided pre-construction, construction administration, and planning services for this project.

**New York Police Academy**

Consolidation and cost efficiencies were the goals of the New York City Department of Design and Construction (NYCDDC) and the New York City Police Department as they jointly developed a new state-of-the-art police training campus. STV, in joint venture, was the construction manager (CM)/builder for this complex facility that brings all NYPD training under one roof on a 35-acre campus in the College Point area of Queens, NY. The firm’s services for the $760 million Phase I included establishing the project controls, critical path method scheduling, and document control systems; procuring subcontracts; and managing construction through closeout. STV oversaw every aspect of construction, from preconstruction through occupancy, and managed all contracts, which encompassed 65 prime subcontractors and more than 300 subconsultants.

Phase I focused on a new, 350,000-sf academic building; a 240,000-sf physical training facility; a 130,000-sf central utility plant (CUP); and gymnasiums. Construction at the site, which stands on an old landfill, required extensive pilings for the project’s entire footprint.

Campus continuity was among the project’s biggest challenges, as the facilities are linked through pathways and share mechanical systems originating from the CUP. Another challenge was the aggressive schedule; by working from a collaborative office that sped up the process of obtaining buy-in from the architect and engineers, STV procured certain components early to avoid waiting for 100% design. The project earned LEED® certification to the Gold level.

**Berlin Police Station**

Management and oversight of the pre-referendum planning for a two-story 27,000sf high security facility including the selection and management of the design-build team, and pre-construction budget development, and community presentations. During the Design-Build team selection process. STV|DPM assisted the Public Building Commission in producing the Request for Proposals, evaluating the proposals and selecting the team.

**CT DCS - Hammonasset**

As part of an On-Call agreement with The State of Connecticut, STV|DPM is overseeing construction administrative services for the replacement of the primary and secondary utility systems at Hammonasset Beach State Park in Madison, CT, for the Connecticut
Department of Energy and Environmental Protection (DEEP). This project consists of replacing all major existing utilities (water and electrical) and expanding the provision of natural gas throughout the park. Due to the busy nature of Hammonasset during the recreation season, most of the utility installation work will take place during the off-season (after Labor Day and before Memorial Day weekend).

Project activities at the state's largest shoreline park, featuring over 2 miles of beach on Long Island Sound, include coordinating with the local power utility for transformer and primary/secondary conductor installation, as well as modifying or replacing the park's water piping, natural gas, telephone, and electrical distribution systems. STV/DPM is managing a team of subconsultants and making sure all project activities are performed in keeping with contract specifications. We are also responsible for monitoring general contractors, scheduling construction activities, and reviewing shop drawings, equipment submittals, billings, and change orders.

Guilford High School
Oversaw the design and construction of a new 225,000-sf high school in Guilford, CT, on the occupied, active of the old school. The $92.2 million project includes the demolition of existing, contaminated buildings. Mr. Pinkney's responsibilities include due diligence, referendum management, media relations, and local and state agency coordination, along with full scope, budget, and schedule oversight. This complex, highly sustainable project was delivered on time and under budgets.

United States Coast Guard
STV/DPM managed the build-out and relocation of the United States Coast Guard from its current facility located on the University of Connecticut Campus at Avery Point in Groton, CT to a 46,369sf building at Fort Trumbull in New London which was previously the Naval Undersea Warfare Center. STV/DPM oversaw the entire project from evaluation and selection of a new property to the oversight of construction and the coordination of the move into the new space.

This new office facility was designed for 170 employees. Approximately 10% of the real estate is designed as research lab space.

The research and development center is a 120-person operation (military and civilian) that spends close to $20 million a year pursuing new technologies for the service. Some of its goals have been to improve search and rescue, enhance navigation technology and generally advance the Coast Guard's ability to process information.

North Haven Police Department
The North Haven Police Department project consists of a comprehensive renovation to the existing 17,920-sf police department along with a 9,830-sf addition and associated site improvements. Construction began in February of 2018 and is set to complete in early February of 2019. The overall project cost is $15,000,000.00.

STV/DPM provided oversight throughout the design phase, review of bids, and initial budget oversight. We have also been leading the OAC meetings and providing meeting notes.

During the construction phase we are responsible for onsite construction oversight, as well as contracting out the special inspections and abatement monitoring services. We are also responsible for all coordination between the General Contractor, and the Town of North Haven as well as the North Haven Police Department.

Please see the following letter of reference on Bloomfield Blue Hill's Fire Department:
February 1, 2011

To whom it may concern;

The Blue Hills Fire Department began the process of replacing one of its aging stations in early 2010. The last such project was nearly 40 years ago, no one in the fire department has undertaken a project of this size and cost. The department sought someone to oversee the entire project, advise us, and act as our Owner Representative. The building committee selected Diversified Project Management (DPM) which has a local office in East Hartford. After meeting with Mark DuPre and John Nicastro, the building committee felt at ease, not only with these gentlemen, but the confidence we would have a positive relationship and building experience. We are soon to select a General Contractor to begin the actual construction. The prior months of planning and design have progressed smoothly and methodically, which we can directly credit DPM. Although our project is not the largest of their impressive résumé, we are receiving what I would classify as dedicated and professional service.

Should you have any questions or I can be of any further assistance please feel free to contact me.

Sincerely,

Ted Hansen
Deputy Chief
Building Committee Chairman
Firms must demonstrate ability and experience in monitoring MBE participation on a public project.

Throughout our history, STV|DPM maintains diligent recordkeeping regarding MBE/WBE/DBE participation and utilization compliance. State and municipal projects detailed in the relevant experience section have included:

- Preparing construction workforce plans to achieve and track desired goals
- Identifying and conducting outreach with construction workforce groups
- Preparing a business utilization plan
- Identifying and conducting outreach with MBEs, WBEs, and DBEs
- Meeting with the community periodically to provide updates on the construction workforce and level of MBE/WBE/DBE business utilization

Cost Saving Experience

"I would hire STV again in a heartbeat. I go to various governmental meetings and I mention STV to other Town Managers and Mayors. STV represents the Town well and looks out for our interests. STV wasn't the low bidder but I am sure they (STV) have more than made up that cost difference by avoiding additional change orders and reducing delays that would have accrued with a less-experienced OPM."

Robert LeLaCheur, Town Manager
Town of Reading, MA

A description of the respondent’s overall approach to addressing the Building Committee’s need for owner’s project management services, including staff availability and the respondent’s ability to respond timely to the Building Committee’s request for assistance.

OUR DEDICATED PROFESSIONALS

STV|DPM’s local staff of nearly 80 individuals are solely dedicated to representing owners with our “pure” OPM services. Our staff is comprised of professionals with experience in real estate, architecture, engineering, interior design, space planning, FF&E coordination, move planning, construction and facilities management, yet we remain un-biased (and conflict free), as we only represent owners; we are not trying to sell CM reactions or architectural services. All are deeply committed to each of their assignments and support each other at all times to make certain they are providing the best service to all of our clients. We assure assigned staff has necessary availability to service the Building Committee’s needs.

CAPACITY, SKILLS & WORKLOAD

At STV|DPM, we manage our project assignments by hours per week. Each member of a project team can have any number of current projects (typically 1-3). A project manager’s workload depends upon project size and scope, level of involvement and the current phase of each project.

The proposed project team was selected due to their extensive relevant experience and their availability throughout the project timeline.

Our Staff understand the time limitations of volunteer Building Committees; many have and continue to volunteer in their own communities.

PROVEN PROCESS

Our process-driven approach provides you with the benefits of lessons learned on hundreds of projects. Because we handle a wide array of projects every day, there is no learning through costly trial and error. In fact, we’ve developed a system for managing projects and our services have shown to save time and money through better controls, fewer change orders, limited downtime and less disruption.

In an effort to maintain continuity and to establish a method of quality control, STV|DPM has developed a sophisticated Standard Operating Procedures Manual (SOP) and an extensive tool kit for our project managers. This process is easily customizable for each of our client’s individual needs and includes standard forms and templates for:

- Programming and Space Planning
- Line Item Project Budgets and Forecasts
- Detailed Project Schedules with Critical Path Methodology
- Request for Proposals (RFPs) for Architects, CM/GCs, Movers, Furniture, Voice/Data, etc.
- Bid Analysis and Interview Forms

...
- Meeting Notes
- Asset Inventory
- Construction Administration
- Field Reports
- RFI Logs
- Move Planning and Checklists
- Employee Communications

STABILITY & PROFESSIONAL DEVELOPMENT

STV and DPM have a combined total of over 130 years of success. On an annual basis we manage hundreds of millions of dollars in project value and move thousands of people. We are financially stable, fiscally conservative and treat each project as if we were spending our own money.

We seek to foster an environment where all professionals meet challenges that enable them to broaden their skills and expand their capabilities. We believe that the combined efforts, knowledge and experience of our team will help us remain the standard by which others are measured.

We provide monthly internal staff training sessions and have vendor “lunch and learn” opportunities and presentations at our monthly staff meetings. We support the development of our staff through certifications, degree and accreditation programs.

SAFETY

Our commitment to safety is an integral part of our corporate culture which is consistently reinforced with our staff. STV|DPM takes a comprehensive approach to safety, making sure that all project teams performing work are in compliance with OSHA regulations and applicable local laws for their workers, as well as maintaining a safe and secure environment for Town of Bloomfield staff, visitors and the general public. STV|DPM has licensed Site Safety Managers and OSHA Trained Instructors on staff and all of STV|DPM’s onsite staff hold OSHA 10 certification.

As a part of STV|DPM’s inspections, we will monitor the compliance of the construction manager/contractor with their Site Specific Safety Plan, as well as all applicable OSHA regulations. If a safety violation is identified the construction manager/contractor will be directed to take immediate corrective action. All safety related issues will be addressed with the construction manager/contractor during the project progress meetings.

As previously mentioned, STV|DPM takes the safety of our employees and our work sites seriously. We have an extensive Safety Policy and Procedures Manual.

Describe experience with working with community and government on a local level.

At STV|DPM, we understand that working in a municipal environment requires special consideration. We appreciate that there are unique challenges when working in the public sector. We work to minimize disruption to user groups during construction and relocation projects.

Our Municipal team specializes in meeting the needs of cities and towns. From town halls, senior centers, schools and public safety facilities, we use our skills and experience to keep your project running smoothly.

SOME OF OUR CLIENTS INCLUDE:

- Academy of the Pacific Rim Charter Public School
- Blue Hills Fire District, Bloomfield, CT
- Capitol Region Education Council (CREC)
- City of Hartford, CT Department of Public Works
- City of Holyoke
- City of Lynn, MA Public Schools
- City of New Haven, CT Public Schools
- City of Norwalk, CT Public Schools
- City of Westfield, MA Senior Center
- Codman Academy Charter Public School
- Connecticut Department of Construction Services
- Connecticut Department of Public Health
- DCAMM
- Edward Brooke Charter Public Schools
- Gateway Community College
- Harvard Ellis Technical High School
- KIPP Academy, Lynn
- Massachusetts School Building Authority (MSBA)
- Massachusetts State College Building Authority (MSCBA)
- Pioneer Valley Regional School District
- Salem State University
- Tantasqua Regional Junior High School
- Three Rivers Community College
- Town of Brookfield, MA Elementary School
- Town of Darien, CT Public Schools
Town of Granby, MA Public Library
Town of Natick, MA Community/Senior Center
Town of Sterling, MA Senior Center
Town of Wenham, MA Police Station
United States Coast Guard, New London, CT
University of Massachusetts, Amherst
University of Massachusetts Building Authority
Westfield State University

Indicate who will be providing mechanical, electrical, plumbing (MEP) knowledge, schedule and cost estimating capabilities if such services will be subcontracted

We have a wide range of additional technical resources within our local STV affiliated companies. This includes engineering (MEP), planning, scheduling, estimating, environmental, and sustainability specialists, each of whom will be called on at critical junctures of the project to review the plans and specifications, and assist in the coordination process, all of which will help mitigate change in the field and assist in getting better and more accurate pricing during the bidding stage.

Robert Quickel, ABC, SUB, will be involved in your project throughout planning and construction; Please see attached resume.

Demonstrate understanding of and ability to meet owner’s representative goals and ability to provide the scope of services as set forth in this RFP

STV|DPM has a 28 year history of providing comprehensive project management services for capital projects throughout New England. The STV Group strengthens our capacity in the industry as a 105 year old company involved in building design, transportation and infrastructure, energy services and construction management. STV Inc. oversees large projects such as airport terminal redevelopment, high speed rail systems, bridge replacement and highway interchange improvements and was recently the OPM for the World Trade Center Site Development in New York City. Having STV Group’s resources at our disposal enhances our ability to quickly support our clients needs. More locally, STV|DPM manages projects from 5000 sf tenant improvement projects to a multi-year commitment overseeing construction of a new state-of-the-art submarine manufacturing facility at Quonset Point, Rhode Island for Electric Boat. Our staff is agile and experienced and ready to respond to the challenges of each developing project.

FINANCIAL CONTROLS
Along with the design and construction teams, STV|DPM will actively participate in value management exercises throughout the project. We manage the owner’s contingency and track all change requests against the funds available. On the Greater Danbury Community Health Center, STV|DPM proactively identified credits due to the owner through a careful reading of the contracts and specifications, enabling the client to add scope to the project without exceeding their commitments.

We customize our financial reporting formats to meet client needs and to respond to the requirements of lenders, grantors and other funding sources. For the construction inspector’s reports on the Jackson Labs project, STV|DPM provided a customized short-form summary of project progress that enabled Connecticut Innovations, the project lender, to quickly review construction progress and approve the timely release of loan funds.

FAMILIARITY WITH STATE OF CONNECTICUT MUNICIPALITIES

In 2014 and again in 2017, STV|DPM was awarded a three-year on-call contract with the DAS Division of Construction Services. Through this relationship, we have managed a number of infrastructure projects around the state. All projects were successfully completed on time and under budget and resulted in an extension of our contract for an additional three years.

Through our management of the Sandy Hook School project, STV|DPM participated in all aspects of the Office of School Construction Grants review and approval process. In fact, during 2014 and 2015 as the SHS project was proceeding through design phases, the project team assisted OSCG staff in the development of the new review and
approval process. The SHS project was the first project to meet with OSGC staff continually though preconstruction and the format of financial reports evolved at each stage of our OSGC review. The Sandy Hook School project and project team was also instrumental in the development of the new School Safety Infrastructure Standards, starting with the Guidelines issued in 2014. Sandy Hook School was the first project completed under the new security standards.

STV|DPM also has a long history of working with the Connecticut Department of Economic and Community Development. We have assisted clients with identifying potential grants and have managed the reporting required by DECD funding on projects such as the Hartford Stage Renovation and the Greater Danbury Community Health Center. As an outgrowth of the work with DECD on the GDCHC, we were able to assist the DECD with ongoing improvements to their grant requirements.

**FURNITURE, FIXTURES AND EQUIPMENT PROCUREMENT**

STV|DPM is a leader in providing independent FF&E selection, specification, procurement, and installation services, particularly in the laboratory and educational sectors. In addition to managing FF&E procurement as part of our standard owner's project manager services, STV|DPM is regularly retained by schools, hospitals and life science companies to provide those services independent of the construction process. At Norwalk Community College, STV|DPM worked with the Norwalk Community College Foundation to provide all selection and procurement services for their new Science, Health and Wellness Center, a $5 million project funded entirely by the private foundation outside of the DCS construction project. STV|DPM is currently completing work on the new Founders Hall Center for Health Sciences at Naugatuck Valley Community College, which included FF&E procurement and installation as well as the liquidation of all existing furniture.

**Describe experience of working with “at risk” construction managers and a guaranteed maximum price “GMP” contracts.**

The majority of our construction projects use the Construction Manager at Risk (CMr) delivery method and operate under a Guaranteed Maximum Price (GMP). We are currently working on the North Haven Police Department, using the CMr/GMP arrangement.

*Please see the following information demonstrating some of our recent work with “at risk” construction managers.*

<table>
<thead>
<tr>
<th>Project Name &amp; Location</th>
<th>Brief Description Of Project &amp; Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexion Pharmaceuticals New Haven, CT</td>
<td>Led the programming and design team for Alexion's award-winning 400,000-sf global headquarters and laboratories</td>
</tr>
<tr>
<td>Blidner Capital Branford, CT</td>
<td>Planning and development and construction of a design build 11 acre site for the purposes of a self-storage facility that consist of four building totaling 87,000 SF</td>
</tr>
<tr>
<td>Community Health &amp; Wellness Center Torrington, CT</td>
<td>Planning, design, and construction of a new, 2-story, 24,000-sf addition, as well as the overall renovation, of a 10,100-sf community healthcare and dental facility</td>
</tr>
<tr>
<td>Greater Hartford Association of Realtors (GHAR) West Hartford, CT</td>
<td>$500,000 fit-out and relocation of the Greater Hartford Association of Realtors' offices</td>
</tr>
<tr>
<td>Henkel Rocky Hill, CT</td>
<td>Design and construction for many small renovations to labs, offices, and support areas</td>
</tr>
<tr>
<td>MB Aerospace East Granby, CT</td>
<td>Renovation of 6,300 SF to the existing office space and the addition of 4,350 SF of new office space</td>
</tr>
<tr>
<td>Sandy Hook Elementary School Newtown, CT</td>
<td>Planning, design and construction phases for a new 87,000sf Pre-K thru 4th grade, state-of-the-art elementary school</td>
</tr>
<tr>
<td>Newtown High School Auditorium Newtown, CT</td>
<td>Planning, design, and renovation of a 900-seat high school theater</td>
</tr>
<tr>
<td>Pitney Bowes Troy, NY</td>
<td>Demolition and Buildout of 30,000 sq. ft. of space to include 31 collaboration/conference rooms, 13 offices and 172 workstations</td>
</tr>
<tr>
<td>University of Hartford West Hartford, CT</td>
<td>Expansion of the Harrison University Libraries, the renovation and expansion of the Mortensen Library, and the relocation of the Allen Library</td>
</tr>
</tbody>
</table>

*Qualifications*
Describe experience working with architects, engineers, commissioning agents and other consultants during construction activities

On nearly every one of our construction projects, the project team will include an architect and engineer; more and more are wisely including commissioning agents. Our projects are successful because we are able to work with the team to make sure that everyone is successful. By establishing in the beginning that we are all in this together, the team is motivated to work cooperatively, as the team's success is also their own; We will succeed only as a team. This is a very significant difference from establishing at the beginning that the OPM is “in charge” – this leads to conflict. We are in charge, but do not need to say it; that is clear, and the cooperative approach is always more successful.

Describe experience monitoring and reporting MBE utilization and certified payrolls

STV/DPM does a tremendous amount of work with the State of Connecticut and local municipalities. Each of these projects require MBE utilization and certified payroll monitoring. Listed below is a sampling of our most recent projects. Through our State of Connecticut’s Department of Construction Services (CTDCS) On-Call Project Management contract(s), assignments include:

- Eastern Connecticut Fire Training School – New Construction
- Hammonasset Beach State Park – Combined Utility Replacement Project, and Creation of the Beach Utility Recreation Trail (BURT)
- School West Roof Replacement – Middletown, CT
- Lower Fairfield Center Roof Replacement – Norwalk, CT
- Fats, Oils, Grease Separators (FOGS) - Groton & Willimantic, CT
- Naugatuck Valley Community College, Fire Safety Lab
Relevant Municipal Experience

List of municipalities for which the firm has provided complete Owner’s Project Management or construction oversight services. Include only current project completed within the last ten (10) years. Include specific information on projects (i.e. description, size, value, schedule, type of Owner’s Representative Agreement), organizational structure with owner and current owner references, project’s budget at start of project completion date at start of project and when project was completed.

At STV|DPM, we understand that working in a public environment requires special considerations and attention. Our team is aware of the unique challenges that arise when working on a municipal project. We are experts at maintaining relationships between all parties involved including the Board of Directors, lenders, the building committee, the City, the general contractor, the design team and the community. The following pages hold snapshots that illustrate examples of some of our relevant municipal and public project experience.

Each of the following Project Examples were finished On-Time and Within Budget.
Newtown High School Auditorium

Location
Newtown, CT

Project Cost
$3.6 million

Size
13,000-sf
884 seats

"Thanks to the leadership of the STV|DPM team, this project is a model of high achievement in multiple aspects. From day one, they have been our trusted advocate - keeping us informed and ensuring that the budget and construction stay on track. STV|DPM's quality of service is what prompted us to continue our relationship as we undertake additional projects including the high school Auditorium, community center, and the municipal space needs plan. We couldn't be more confident that Newtown's best interests are and continue to be truly represented."

E. Patricia Llodra
First Selectman
Town of Newtown

STV|DPM provided comprehensive management of the planning, design and construction phases for the renovation of the auditorium and backstage areas at Newtown High School, Newtown, CT. Starting with the selection of the design and construction management teams, STV|DPM worked closely with the Public Building and Site Commission, the Board of Education and the Fine Arts faculty to provide consistent direction and team leadership on the Town's behalf. The new auditorium will seat 884 with improved acoustics and sight lines, and ADA-compliant seating for wheel-chair users.

The project, completed in the fall of 2017, included upgrades to building HVAC, electrical and audio-visual systems and brought the auditorium into compliance with accessibility guidelines. Project responsibilities included ensuring compliance with all requirements of the State of Connecticut Office of School Construction Grants.
Bloomfield Blue Hills Fire Station

Location
Bloomfield, CT

Project Cost
$3.4 million

Size
7,500 sf

"Although our project is not the largest of their impressive resume, we are receiving what I would classify as dedicated and professional service."

Ted Hansen
Deputy Chief
Building Committee Chair

STV|DPM was retained to assist the Blue Hills Fire District with the planning, design and construction of a new 7,500sf substation at 779 Blue Hills Avenue. This $3.4 million project required that the existing station operations be relocated within the district so that the existing structure could be demolished and the new one constructed in its place. STV|DPM oversaw the architectural selection process, the design process and was instrumental in coordination of regulatory approvals, GC selection, and construction oversight. STV|DPM provided pre-construction, construction administration, and planning services for this project.
University of Hartford
Library Expansion

Location
West Hartford

Project Cost
$10.6 million

Size
9300-sf addition

"I consider any consultant I use, but in particular STV|DPM, as an extension of our organization. I've worked with STV|DPM before, and they have a good reputation as PM's. The company brings a level of professional expertise that is hard to find."

Norm Young
Executive Director Of Facilities
University of Hartford

STV|DPM was retained by the university to provide pre-construction, construction administration, furniture, fixtures and equipment coordination, and move management services for this extensive project, which involved multiple library facilities across the college grounds. The three-part project consisted of the expansion of the Harrison University Libraries building, the renovation and expansion of the Mortensen Library, and the relocation of the Allen Library to the new space within the Harrison Libraries Building.

STV|DPM were engaged early on to assist with the selection of the project team which consisted of Sasaki architects, Shawmut Design and Construction general contractors, and SGH engineers. Together, the team executed the project taking special considerations to minimize disruption in the occupied spaces as school was in session during most of the construction as well as during the move.

STV|DPM has had a long standing relationship with the University of Hartford and has provided owner's representation services on a multitude of campus capital improvement projects including classroom and student union renovations, roof, ceiling & lavatory replacements, and upgrades to four existing residence halls.
Norwalk Community College

Location
Norwalk, CT

Project Cost
$38.2 million

Size
55,000-sf

“STV|DPM’s team did an excellent job on this project. Their team of efficient professionals exceeded all of my expectations and more and this project would not have been the success it is without them.”

-Rose Ellis
Dean of Administration
Norwalk Community College

STV|DPM was hired by the Norwalk Community College Foundation (NCCF) to provide project advisory services to represent the Foundation’s interest during the construction of a new $38.2 million, 55,000sf Center for Science, Health & Wellness building which will utilize a large sum of funds raised by NCCF.

STV|DPM represented NCCF/NCC at meetings with the State of CT, the architects, the construction administrator, the general contractor and various other consultants ensuring that NCCF’s best interests were being met and that the NCCF was kept informed of the project status throughout the construction process.

STV|DPM also provided FF&E coordination and move management services for the $7.5 million FF&E budget for this new complex. The facility consists of three floors serving the education for sciences and healthcare professions. There is a physics lab, microbiology lab, chemistry lab and an organic chemistry lab; three nursing simulation suites equipped with current hospital equipment and a PT/OT suite on the lower level.
Plymouth Town Hall

Location
Plymouth, MA

Construction Cost
$35 million

Size
72,440-sf

Completion Date
July 2017

Client Reference
Ms. Melissa Arrighi
Town Manager
Town of Plymouth
11 Lincoln Street
Plymouth, MA 02360
508.747.1620 Ext. 100

Historic Preservation
- Balancing restoration with new building elements
- Involved local historic commission in critical design decisions
- Uses of historic building elements in new addition

Construction Mitigation
- STV/DPM hotline
- Website Updates
- Preconstruction survey
- Regular neighborhood meetings

Budget Constraints
- Managed level of restoration and salvage
- Identified most efficient means and methods for infrastructure upgrades
- Selected "moderate" level of finishes and materials

Founded in 1620 by the Pilgrims, Plymouth, MA, is the oldest municipality in New England. Among its many historically significant sites is the Plymouth County Courthouse and Commissioners Building, which has been vacant since the Massachusetts Trial Court moved to a new building in 2005. To preserve the facility, the town is renovating the historic front portion, tearing down rear additions, and building a new 60,240-sf Town Hall and parking area. STV is providing owner's project manager (OPM) services for the $35 million effort, which is part of a larger effort to restore the surrounding waterfront district near Plymouth Rock.

The existing 2-story, 12,200-sf red brick courthouse has had a number of renovations and additions since it was originally constructed, most of which are not historically relevant. Behind the courthouse is the Commissioners Building, which is the piece that will be demolished.

STV is providing oversight and technical expertise for the project, helping leaders to make the Federalist-style building suitable for occupancy while working with local preservationists who are working to maintain the surrounding corridor that includes a classic New England green, three early-American homes, and a cemetery where several Pilgrims are buried. The 0.91-acre site is only blocks away from Plymouth Rock and the Mayflower II, a replica of the ship that brought the early settlers to Plymouth. As OPM, the firm is working daily with stakeholders to develop the project schedule and identify potential obstacles related to design, construction, phasing, permitting, and inspections.
STV|DPM is also managing/monitoring the construction loan process and executing the application for all project accounting requirements from various financing parties.

STV|DPM recently completed its engagement with the Connecticut Institute For Communities (CIFC) to facilitate the opening of a brand new, 37,000-square-foot, $15,000,000 medical office building for use by CIFC's Greater Danbury Community Health Center in Danbury, CT.

STV|DPM provided comprehensive owner's project management services including finance and budget management, as well as construction administration/observation and commissioning.

The STV|DPM team worked closely with Verdi Construction, Quisenberry-Arcari Architects and Studio Q Architects to successfully deliver the new facility located on the corner of Main and Boughton streets in CityCenter Danbury, a redevelopment in downtown Danbury. The new community health center facility will house clinical medical services, behavioral health services and CIFC administration offices. It includes a pharmacy and easy access to parking and public transportation, and is projected to serve about approximately 20,000 patients annually.

The project was being funded through the federal New Markets Tax Credits program as a Qualified Low-Income Community Investment (QLICI) project with investments from the Primary Care Development Corporation of New York City, the Massachusetts Housing Investment Corporation of Boston, and JP Morgan Chase Bank of New York City. The project also received a $4 million grant from the Connecticut Department of Community and Economic Development, and private mortgage funding from Union Savings Bank of Danbury and Eastern Bank of Boston.
Reading Public Library

Location
Reading, MA

Construction Cost
$10 million

Size
39,000 sf

Completion Date
October 2015

Client Reference
Mr. Bob LeLacheur
Town Manager
Town of Reading
64 Middlesex Avenue
Reading, MA 01867
781.942.9043
blelacheur@ct.reading.ma.us

Historic Preservation
» Balanced historic siting with current health and safety requirements
» Coordinated design with local historic commission and MHC
» Diligent pre-qualification process for subconsultants

ADA Challenges
» Developed new solution for entry treatment (mid-level entry at grade)
» New elevator
» New bathrooms

Temporary Relocation
» Solicited proposals for temporary space
» Designed new temporary program
» Assisted with storage/disposal strategy

In 1983, the Town of Reading converted Highland Street School, an elementary school built in 1894, into the Reading Public Library. The 31,000-sf Library had multiple deficiencies and severe space limitation that affected community programs and the ability to store its growing volume of materials. As the Owner's Project Manager, STV/DPM oversaw the renovation and expansion that modernized and expanded the building, while preserving its distinctive architectural features, and improving energy efficiency.

The project solved the space crunch by rearranging the layout and adding 8,000-sf of space. Meanwhile, the renovation corrected several long-standing deficiencies.

STV/DPM served as a special advisor to the Town on issues of constructability, budgeting, scheduling, contractor procurement, and construction oversight. The firm also assisted with the selection of a designer, reviewed the preliminary design, and addressed the multiple challenges that arose as the building is listed on the National Register of Historic Places and the State Register of Historic Places.
Boyden Library

Location
Foxborough, MA

Construction Cost
$9.4 million

Size
35,600 sf

Completion Date
June 2013

Client Reference
Mr. Bill Yukna
Building Committee Chairman
Foxborough Public Schools
40 South Street
Foxborough, MA 02035
508.543.1665

"...As we near project completion I am happy to say that we have been extraordinarily pleased with STV's guidance throughout the project. STV's expertise, professionalism, and staff resources have served us well--and the level of personal and professional commitment from project personnel has been outstanding. We at the Boyden Library are pleased to have had the opportunity to work with STV."

Jerry M. Cirillo, Library Director
Boyden Library

STV was chosen to provide owner's project management services for the renovation and 15,000-sf expansion of Boyden Library. The scope of work included construction of a 3-story addition and various repairs and upgrades to make the building ADA compliant. STV provided complete oversight services, from the preconstruction through closeout phases, for this design-bid-build project, including assistance with design architect and contractor selection. Our firm also monitored construction on behalf of the town. The project is LEED® certified to the Silver level.
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<thead>
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<th>A</th>
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Similar Construction Manager - AL - Risk Projects for the Past 5 Years

ADDITIONAL CURRENT & SECURED PROJECTS

TOWN OF BLOOMFIELD, CT #1090 - DPM SERVICES FOR THE DPM FACILITY RENOVATION AND EXPANSION
<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Date</th>
<th>Cost</th>
<th>Notes</th>
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<tbody>
<tr>
<td>PM-123</td>
<td>Renovation of 7 facilities at 3 schools</td>
<td>2021-03-15</td>
<td>$324,132</td>
<td>PM-123 Visitor Center completed.</td>
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<tr>
<td>PM-456</td>
<td>Building 2 at School X</td>
<td>2021-04-01</td>
<td>$378,900</td>
<td>PM-456 Visitor Center completed.</td>
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<tr>
<td>PM-789</td>
<td>Construction of 9 new classrooms</td>
<td>2021-05-15</td>
<td>$380,000</td>
<td>PM-789 Visitor Center completed.</td>
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<tr>
<td>PM-012</td>
<td>Maintenance of 3 existing buildings</td>
<td>2021-06-15</td>
<td>$340,500</td>
<td>PM-012 Visitor Center completed.</td>
</tr>
<tr>
<td>PM-321</td>
<td>Renovation of 5 existing classrooms</td>
<td>2021-07-15</td>
<td>$350,000</td>
<td>PM-321 Visitor Center completed.</td>
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<tr>
<td>PM-654</td>
<td>Construction of 7 new classrooms</td>
<td>2021-08-15</td>
<td>$380,000</td>
<td>PM-654 Visitor Center completed.</td>
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<tr>
<td>PM-987</td>
<td>Maintenance of 3 existing buildings</td>
<td>2021-09-15</td>
<td>$340,500</td>
<td>PM-987 Visitor Center completed.</td>
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<tr>
<td>PM-234</td>
<td>Renovation of 5 existing classrooms</td>
<td>2021-10-15</td>
<td>$350,000</td>
<td>PM-234 Visitor Center completed.</td>
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<td>PM-543</td>
<td>Construction of 7 new classrooms</td>
<td>2021-11-15</td>
<td>$380,000</td>
<td>PM-543 Visitor Center completed.</td>
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<td>PM-102</td>
<td>Maintenance of 3 existing buildings</td>
<td>2021-12-15</td>
<td>$340,500</td>
<td>PM-102 Visitor Center completed.</td>
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Similar Construction Projects - All - Risk Projects for the past 5 years.
Staffing Plan

A list of the respondent's staff members, a description of their background and experiences, and a description of roles(s) they have been assigned in similar projects.

Organizational Chart

Town of Bloomfield
DPW Garage Building Committee

Principal-in-Charge, OA OC
Bill Clegg, FIIDA, LEED® AP

Project Management Team

Scott Pinckney, LEED® AP
Project Director

Geralyn Hoerauf, AIA, LEED® AP
Senior Project Manager

Kyle Rongey, LEED® AP
On-Site Construction Oversight

Richard Davidow
Senior Project Planner
FF&E / Move Management Expert

Multidisciplinary Support (As Needed)

Architecture
Civil
Specifications
Electrical
Mechanical
Plumbing/Fire Protection

Structural
Constructability Review
Environmental/Construction Mitigation
Hazmat Abatement
Permitting and Licensing Facilitation
Interdepartmental and Site Coordination

Document Control
Design Facilitation
Construction Cost Event Management
Financial Management
Relocation Coordination and Scheduling
Commissioning
Geralyn Hoerauf, AIA, LEED® AP
Senior Project Manager

Ms. Hoerauf is a Senior Project Manager with more than 30 years of experience directing diverse project teams and serving as the owner’s representative for clients in the academic, municipal, corporate, healthcare, and non-profit markets. As a seasoned owner’s project manager, she has managed design; bidding; construction; furnishings, fixtures, and equipment (FF&E) procurement; and vendor and relocation requirements during a variety of complex renovation, relocation, and new construction projects. Ms. Hoerauf directs and coordinates the activities of project teams to ensure that assignments progress on schedule and within the prescribed budget.

Select Experience

Town of Newtown High School Auditorium Renovation
Providing management of the planning, design, and renovation of a 900-seat high school theater in Newtown, CT, including the auditorium, stage, and backstage areas. The project, scheduled for completion summer 2017, includes upgrades to building infrastructure and will bring the auditorium into compliance with accessibility guidelines. Project responsibilities include ensuring compliance with all requirements of the State of CT Office of School Construction Grants.

Town of Newtown Sandy Hook Elementary School
Provided comprehensive management of the planning, design and construction phases for a new 87,000sf Pre-K thru 4th grade, state-of-the-art elementary school completed and occupied for the 2016-2017 academic year. The project incorporated the new Connecticut School Safety Infrastructure Standards and the latest FEMA and Homeland Security standards for school design. The project is currently under review for LEED Gold certification through the USGBC.

Connecticut Institute for Communities Inc., Greater Danbury Community Health Center
Medical Office Building
Providing owner’s representation services during the construction phase of a 4-story, 34,000-sf federally qualified health center housing clinical services, behavioral health services, and administrative office space in downtown Danbury, CT. Services include management of the construction loan process and processing of all project accounting requirements. The project is funded as a Qualified Low-Income Community Investment (QLICI) project through the Massachusetts Housing Investment Corporation and includes participation by the Connecticut Department of Community Development, federal New Markets Tax Credits program, Primary Care Development Corporation, and local lending institutions. Project close-out is projected for summer of 2017.

Connecticut Innovations, Inc. Jackson Laboratory for Genomic Medicine
Representing the lender during construction of the Jackson Laboratory for Genomic Medicine at the University of Connecticut Health Center in Farmington, CT. Ms. Hoerauf is monitoring construction and FF&E procurement, and is also reviewing applications submitted under a $145 million facility loan and $46.7 million FF&E loan. The 173,000-sf laboratory facility will specialize in advanced genomics research, genome-based medicine, and DNA, stem cell, and bioscience medical research. The project achieved LEED Gold certification.

NCC Center for Science, Health, and Wellness
Assisted the Norwalk Community College (NCC) Foundation during the construction of a new 49,000-sf center for Science, Health, and Wellness on the NCC West Campus in Norwalk, CT. Ms. Hoerauf conducted a complete inventory of existing furniture and equipment for three departments, coordinated the specification of all new equipment for the building, assisted NCC’s purchasing department with procurement, managed delivery and installation of all FF&E, and managed multiple phased moves of staff and contents into the new center.

Town of Newtown Municipal Buildings Strategic Plan
Provided program management services for the development of a long-range strategic plan to guide and determine the future use of municipal and school district building assets in Newtown,
Geralyn Hoerauf, AIA, LEED® AP  
Senior Project Manager

Experience Continued
CT. Facilitated the work of a volunteer advisory committee and managed the initial building inventory. Project responsibilities included the selection and management of consultants, coordination of facility condition assessments and space needs programming, and preparation of the final comprehensive written plan.

Town of Newtown Community Center
Managed the planning and pre-construction phases of a new 40,000-sf community and aquatic center in Newtown, CT. The project is underwritten by a grant from the GE Foundation and will include community spaces, two pools, and a dedicated senior center. Project responsibilities included the ongoing facilitation of a volunteer citizen advisory committee over multiple iterations of the project scope, reporting directly to the First Selectman.

TD Bank Retail Renovations
Provided owner’s project management services for capital renovations at TD Bank retail branches in Connecticut, Massachusetts, and New York. The projects included the renovation of 85 stores, with project budgets ranging from $5,000 to $1.2 million. All construction work was completed within budget while the stores remained open for business. Ms. Hoerauf developed schedules and budgets for individual assignments, negotiated general contractor contracts, and coordinated contractor and bank vendor resources during design, bidding, building renovations, and site improvements. She also oversaw the installation of new furniture, signage, and banking equipment.

TD Bank Connecticut Headquarters Corporate Consolidation
Provided owner’s project management services for the consolidation of various business lines from four locations into a new consolidated headquarters in Wilton, CT. Ms. Hoerauf managed tenant-related construction activities and coordinated all furniture and equipment installation. She also coordinated the relocation of staff and verified that the completed work met strict corporate branding standards.

Hooker & Holcombe Office Relocation and Renovation
Provided feasibility planning and site selection services for the relocation of a 50-person staff in West Hartford, CT. Ms. Hoerauf managed the design and renovation of a 14,000-sf office space, including FF&E selection, specifications, and installation. During this effort, she also oversaw a four-phase construction and relocation plan.

Community Health and Wellness Center of Greater Torrington Inc. Addition and Renovation
Oversaw the planning, design, and construction of a new, 2-story, 24,000-sf addition, as well as the overall renovation, of a 10,100-sf community healthcare and dental facility in Torrington, CT. Ms. Hoerauf provided design team selection, bidding assistance, contractor selection, and construction implementation services. She previously coordinated the interior fit-out of a 3,200-sf dental office suite and the renovation of a 1,000-sf medical office space.

Hartford Stage Theater Renovation and Lobby Expansion
Provided project management services for the planning, design, and construction of a 40,000-sf theater renovation and lobby expansion in downtown Hartford, CT. Ms. Hoerauf coordinated the documentation required by the Connecticut Department of Economic Development in support of a $2 million state grant for the project.
Richard M. Davidow
Senior Project Planner

Mr. Davidow is a Senior Project Planner with 17 years of experience providing for the effective oversight of design, bidding, construction, and vendor activities, as well as the selection of furnishings, fixtures, and equipment (FF&E), for academic, corporate, healthcare, municipal, and nonprofit clients. He directs and coordinates activities to keep projects on schedule and within budget. Mr. Davidow’s focus and experience provides him with a strong working knowledge that enables him to manage new construction, renovations, and relocations. He is skilled at generating and maintaining the overall move schedules to integrate lead-time and critical path items, including the delivery and installation of furniture, as well as mover coordination with construction completion and final facility fit-out.

Select Experience

Amherst College
Providing FF&E services for the new 245,000sf, interdisciplinary Science Center that will house state-of-the art teaching and research facilities. Specific responsibilities include full procurement, COM management, installation oversight and punchlist/closeout/invoice auditing.

Choate Rosemary Hall: Lanphier Center
Provided FF&E services for the new 34,000-sf Cameron and Edward Lanphier Center for Mathematics and Computer Science on the Choate Rosemary Hall campus in Wallingford, CT. Choate is a private college preparatory school. The state-of-the-art building houses 12 classrooms, labs and workspaces, a 50-seat conference facility, faculty offices, and a café.

Choate Rosemary Hall St Johns Hall
Provided FF&E services for the new St. Johns Hall Student Center, containing state of the art conference spaces, reading room, game room, media room, café and office spaces.

Connecticut College Life Sciences Department Renovation and Expansion
Oversaw furniture installation as part of owner's project management (OPM) services for the renovation and expansion of the Life Sciences Department on the Connecticut College campus in New London, CT. The project involved renovating the circa 1914, 25,500-sf New London Hall and attached 3,200-sf greenhouse, and constructing a 13,600-sf addition.

Norwalk Community College Construction Oversight and Relocation Services
Managed the delivery and installation of all FF&E in multiple phased moves of staff and contents into a new 49,000-sf Health and Science Building on the Norwalk Community College West Campus in Norwalk, CT.

Connecticut DAS H. H. Ellis Technical High School New Construction and Renovation
Coordinated with approved vendors, consultants, and school staff to provide specifications for shop equipment and classroom furniture for the 5-phase renovation and expansion of Harvard H. Ellis Technical High School in Danielson, CT. Mr. Davidow oversaw move management and the procurement, receipt, and installation of FF&E for the Connecticut Department of Administrative Services (DAS) project, which was completed a year ahead of the original schedule.

Darien Public Schools Tokeneke Elementary School Move Management Services
Provided move management and FF&E coordination for the new 70,000-sf Tokeneke Elementary School in Darien, CT. Mr. Davidow provided a seamless transition by conducting the move over the winter holiday break.

Danbury Hospital Move Management Services
Provided FF&E and move management services for multiple departments at Danbury Hospital in Danbury, CT. The project encompassed 150,000 sf and included the Emergency Department and Intensive Care Unit.

City of Hartford DPW On-Call Agreement
Conducted a file purge as part of an on-call agreement with the Department of Public Works (DPW) in Hartford, CT. Mr. Davidow developed and reorganized a project tree based on criteria.
Richard M. Davidow  
Senior Project Planner

Experience Continued

provided by the client; oversaw the reorganization of a sub-basement of DPW documents and furniture; and managed new furniture purchases, the installation of new map and vertical files, and the organization of a file retrieval system. He also managed the move of approximately 25 employees, files, and all FF&E to a new office.

NHPS The Davis Street School Relocation
Managed the move of The Davis Street Arts and Academics School in New Haven, CT, for New Haven Public Schools (NHPS). Mr. Davidow provided oversight for the furniture inventory, as well as the relocation of staff and school contents. The school serves 525 pre-K through fifth grade students.

Choate Rosemary Hall Headmaster’s House
Provided move management services to Choate in support of the on-campus relocation of the school's Headmaster and his family from a 5,600-sf residence to a new 7,500-sf residence. Choate is a private college preparatory school in Wallingford, CT.

Yale University Jonathan Edward’s Residential College Campus Relocation
Oversaw inventory related issues, determined potential for re-use, and coordinated the relocation of the Jonathan Edward’s Residential College to a newly renovated campus in New Haven, CT. Mr. Davidow also managed the purchase, delivery, and installation of all FF&E.

Yale University Silliman College Relocation
Managed the relocation of temporary Silliman College accommodations at Yale University in New Haven, CT, following renovations to the school’s original facilities. Mr. Davidow also oversaw the procurement of FF&E, and coordinated, scheduled, and tracked all deliveries in a micro-schedule. In addition, he oversaw the staff relocation, which was challenging due to a dynamic construction schedule.

New Boston Long Wharf LLC Build-Out
Serving as the landlord’s representative during the build out of an 18,540-sf space in the New Boston Long Wharf building in Boston. Mr. Davidow is assisting in overseeing the construction, billing, and scheduling based on the tenants’ plans.

OneBeacon Insurance Group Office Expansion
Facilitated the tenant fit-out of more than 3,000-sf of space expansion and coordinating all facets of construction and move into the space at the OneBeacon Insurance Group offices in Morristown, NJ.

Pitney Bowes Sales Office Project Oversight
Provided project oversight for a 2,300-sf Pitney Bowes sales office in Providence, RI. Mr. Davidow oversaw FF&E and relocation services. He managed the project off-site using weekly conference calls to keep the project on schedule.

Jade Marketing Office Relocations
Furnished complete project management services to Jade Marketing in West Hartford, CT. Mr. Davidow oversaw the design, construction, FF&E, and relocation of offices and design studios totaling 10,000 sf. He was responsible for the contractor RFP and selection process, as well as contracting and construction oversight.

ConnectiCare Headquarters Relocation
Managed the move and FF&E coordination efforts for a new $15 million, 65,000-sf ConnectiCare headquarters in Farmington, CT.
Kyle Rongey
Assistant Project Manager

Mr. Rongey is a leader with 6 years of experience working for contractors in residential and commercial construction. Kyle currently provides assistant project management services for utility installation, demolition, remediation and excavation projects in Connecticut for numerous national and local clients. His expertise includes programming, budget and schedule development, project development, team selection and management, and move coordination. He directs and coordinates activities of the project team to ensure that the project progresses on schedule and within budget.

Select Experience

North Haven Police Department
The North Haven Police Department project consists of a comprehensive renovation to the existing 17,920 SF police department along with a 9,830 SF addition and associated site improvements. Construction began in February of 2018 and is set to complete in early February of 2019. The overall project cost is $15,000,000.00.

STV/DPM provided oversight throughout the design phase, review of bids, and initial budget oversight. We have also been leading the OAC meetings and providing meeting notes.

During the construction phase we are responsible for onsite construction oversight, as well as contracting out the special inspections and abatement monitoring services. We are also responsible for all coordination between the General Contractor; and the Town of North Haven as well as the North Haven Police Department.

University of Hartford Library
Kyle provided pre-construction, construction administration, furniture, fixtures and equipment coordination, and move management services for the extensive project, which involves multiple library facilities across the college grounds. The three-part project consisted of the expansion of the Harrison University Libraries building, the renovation and expansion of the Mortensen Library, and the relocation of the Allen Library to the new space within the Harrison Libraries Building.

Kyle assisted with the selection of the project team and together they executed the project taking special considerations to minimize disruption in the occupied spaces as school was in session during most of the construction as well as during the move.

STV/DPM has had a long standing relationship with the University of Hartford and has provided owner’s representation services on a multitude of campus capital improvement projects.

Greater Hartford Association of Realtors Headquarters Office Relocation
Assisted with the $500,000 fit-out and relocation of the Greater Hartford Association of Realtors’ offices to a new corporate headquarters in West Hartford, CT. Project activities included upgrading and reconfiguring the 24,000-sf space prior to reinstalling the company’s existing furniture. Kyle was responsible for scheduling the relocation of employees and supervising a team of subconsultants.

Connecticut Division of Construction Services - School West Roof Replacement
Providing construction administrative service oversight for the removal and replacement of the existing 38,000sf roof at the Albert J. Solnit Children’s Center in Middletown, CT. STV/DPM is acting as the owner’s agent by monitoring the general contractor’s performance, scheduling, and construction; processing shop drawings and material and equipment submittals; reviewing and processing billing; and reviewing and recommending cost changes. We are also maintaining the state’s PMWeb-based program for all documentation of the project and ensuring that close-out is completed.
Scott Pinckney, LEED AP

Project Executive

Mr. Pinckney is a project executive with more than 20 years of experience providing services to clients in the educational, industrial, municipal, commercial, nonprofit, and life sciences markets. Providing Owner’s Project Management services, Mr. Pinckney has proven skills in strategic planning, advanced team leadership, budget and schedule creation and management, project team selection and coordination, and development of cost controls. He is also responsible for communication and coordination between the owner, stakeholders, and the design and construction teams. Mr. Pinckney also has extensive expertise in sustainable design and construction, complex project planning and coordination, as well as the rapid assessment and recovery of complex project issues.

Select Experience

Town of Guilford New High School Design and Construction

Oversaw the design and construction of a new 225,000-sf high school in Guilford, CT, on the occupied, active of the old school. The $92.2 million project includes the demolition of existing, contaminated buildings. Mr. Pinckney’s responsibilities include due diligence, referendum management, media relations, and local and state agency coordination, along with full scope, budget, and schedule oversight. This complex, highly sustainable project was delivered on time and under budget.

Connecticut College Life Sciences Department Renovation and Expansion OPM Services

Provided project recovery and owner’s project management (OPM) services for the renovation and expansion of the Connecticut College Life Sciences Department in New London. Housed in the campus’s oldest building, the department includes biology, botany, environmental science, and computer science facilities. Mr. Pinckney provided global project recovery oversight for and senior management of the 28,700-sf New London Hall and greenhouse, as well as the construction of a 13,600-sf addition to the historic building. He implemented sustainability best practices with a project achieving LEED Gold certification.

Yale University Sterling Divinity Quadrennium Construction and Renovations

Supported phased construction and renovation activities by coordinating the furniture, fixtures, and equipment; audiovisual; signage; security; telecommunications; and relocation of all staff and student populations. Mr. Pinckney coordinated all aspects of the effort involving new and reused furniture, as well as the relocation of a 410,000-volume library during a 3-phase move to multiple locations on the New Haven, CT, campus.

Connecticut Department of Energy and Environmental Protection Hammonasset Beach State Park Electrical Upgrades

Providing construction administrative service oversight for the replacement of the primary and secondary electrical systems at Hammonasset Beach State Park in Madison, CT. The Connecticut Department of Energy and Environmental Protection project includes coordination with the power utility for transformer and primary/secondary conductor installation, as well as replacement of the park’s water piping distribution system and modifications to the natural gas distribution system. Mr. Pinckney is providing executive oversight to the project management team who is acting as the owner’s agent by monitoring the general contractor’s performance, scheduling, and construction; processing shop drawings and material and equipment submittals; reviewing and processing periodic billing; and reviewing and recommending cost changes. His team also maintains the state’s PMWeb-based program for all documentation of the project, and will ensure that close-out is completed.

Connecticut Division of Construction Services Lower Fairfield Center Roof Replacement

Providing construction administrative service oversight for the complete removal and replacement of the roofs of five buildings at a metal health facility in the lower Fairfield Center in Norwalk, CT, comprising approximately 62,310 sf in total. The roofs are a combination of asphalt roof shingles and new plywood sheathing and ethylene propylene diene monomer (EDPM) over new fiberglass reinforced gypsum roof sheathing. Mr. Pinckney provides executive oversight for the project and is responsible for serving as the owner’s agent by
Scott Pinckney, LEED AP  
Project Executive

Experience Continued

monitoring the general contractor’s performance, scheduling, and construction; processing shop drawings and material and equipment submittals; reviewing and processing periodic billing; and reviewing and recommending cost changes. He is also maintaining the state’s PMWeb-based program for all documentation of the project and ensuring that close-out is completed.

Henkel Corporation North American Headquarters Lab and Office Renovations  
Providing Executive Oversight for the design and construction for many small renovations to labs, offices, and support areas in Rocky Hill, CT. Mr. Pinckney’s responsibilities include performing energy analysis and capacity analysis and redesign of several building services, including compressed air and supply and exhaust air.

Alexion Pharmaceuticals New Global Headquarters and Laboratories  
Led the programming and design team for Alexion's award-winning 400,000-sf global headquarters and laboratories in New Haven, CT. Mr. Pinckney also executed many fast-tracked projects in Cheshire, CT, and Cambridge, MA, to help meet rapid growth goals, overseeing the initial project definition, project team assembly; design; construction; furniture, fixtures and equipment; and punch list completion.

Lawrence+Memorial Hospital On-Call Services  
Oversaw on-call services involving pre-construction planning, programming services, and oversight of internal projects for Lawrence+Memorial Hospital. Mr. Pinckney's responsibilities included schematic design, programming reports, construction administration, budgeting, and oversight of new telemetry system installations at facilities in New London and southeastern Connecticut.

Energizer Holdings Playtex and Schick-Wilkinson Sword R&D Building and Pilot Plant  
Managed construction administration of a new research and development (R&D) building and pilot plant, including a National Fire Protection Association 30B compliant aerosol room. Mr. Pinckney led the project from concept through closeout, including the evaluation, design, and execution of plans to increase plant utilities to meet the new energy demand. He performed full life-cycle cost assessments for electrical, compressed air, cooling, and industrial gas system upgrade and replacement projects.

ConnectiCare Headquarters Relocation  
Oversaw all planning and design efforts for a new $15 million, 65,000-sf headquarters facility and tenant fit-out in Farmington, CT. Mr. Pinckney led the architectural and construction management selection and provided construction administration; furniture, fixtures, and equipment coordination; and move management services.

USCG Research and Development Center Build-Out  
Oversaw the build-out and relocation of a new 46,400-sf LEED-certified research space for the U.S. Coast Guard (USCG) at Fort Trumbull in New London, CT. Mr. Pinckney oversaw the entire project team, as well as the evaluation and selection of a new site, oversight of construction, and coordination of the move into the new space. The new office facility, which also houses a Secret Internet Protocol Router Network room, accommodates 170 employees with approximately 10% of the space used as a research laboratory.

Foodshare Inc. New Headquarters and Distribution Center  
Supervised the design and construction of Foodshare’s new 35,000-sf LEED-certified headquarters and distribution center in Bloomfield, CT. Mr. Pinckney also served as project administrator for the LEED certification process.
**Project Approach**

STV|DPM’s experience, working solely as an owner’s representative, has led to the assembly of the team proposed for the Bloomfield DPW Facility Renovation & Expansion project. Geralyn Hoerauf, Senior Project Manager will be your primary point of contact on your project. Ms. Hoerauf has spent four years on the Sandy Hook School in Newtown, CT where she served as the Town’s Owner’s Project Manager. Geralyn was responsible for consultant team selection, and the comprehensive management of the planning, design, construction and FF&E procurement phases, including coordination of the State and local approval processes. The Town of Newtown subsequently expanded STV|DPM’s work to include owner’s representative services for the renovation of the Newtown High School Auditorium which opened in January 2018 and includes a fully-ADA compliant facility for their fine arts program productions. Geralyn was again responsible for consultant team selection, and management of the planning, design, and construction phases on behalf of the Public Building and Site Commission, including coordination of the State and local approval processes.

Geralyn will be the primary point of contact for the entire project and responsible for schedule and budget management and all communications and reports.

Richard Davidow, Senior Project Planner, will coordinate the FF&E Procurement process and manage move services and occupancy planning. Rick brings 20 years of experience with move management to the team and will be assisted with additional staff during delivery and installation days.

Kyle Rongey, Assistant Project Manager, will provide support through the preconstruction phases and will be onsite during construction to monitor the quality and progress of the work, review field reports and daily logs, advise on change order requests, and attend the weekly project meetings. Kyle has served in this role successfully on $30M+ of work.

In 2016, Scott Pinckney, Project Executive, completed five years of service to the Town of Guilford where he served as Chair of the Guilford High School Building Committee, overseeing that project from consultant team assembly thru all preconstruction phases, including the review of all State and local approvals, and monitoring the construction, close-out and occupancy phases. As Project Executive, Scott will coordinate staffing, respond to unforeseen challenges and provide support for project staff, monitoring their performance and the quality of work. Additional staff will be added to the project team as the project develops. The STV|DPM team proposed
for this project is experienced, professional and compassionate. We take to heart the role of owner's representative and manage each project as if it was located in our own home towns. We consider the clients' needs as paramount and consistently work to address their concerns, schedules and financial requirements, while providing constant communications with the client and the communities. Our entire team is looking forward to working with the Town of Bloomfield DPW Garage Building Committee and are grateful for the opportunity to present this proposal.
Additional Relevant Information

WHY STV|DPM?

Past Project Evaluation Comments:
“This project was challenging when it came to the
demands of scheduling code inspections as well as
special inspections and materials testing. All aspects of
this work were performed near flawlessly by the CA.”

“Scott Pinckney had a very good understanding of the
contract documents and followed through with the
G.C. to ensure documents were adhered to.”

“Very proficient and kept track of all submittals and
schedules.”

“Change orders were thoroughly reviewed, provided
additional assistance to the G.C. with regards to filling
out forms and working with PMWeb.”

“...Costs were minimized and reviewed thoroughly,
change orders where issued in an expedient manner.”

“...Was very efficient and executed the project with
authority.”

“...performed the project management and the
compliance process with very efficient control
techniques.”

“The communication process was managed very
effectively and the work progressed without incurring
any major issues”

“The RFI process was managed with excellent
efficiency.”

“All PCO, CO and scheduling impacts were well
documented and managed very efficiently. The
documents were well supported with all the necessary
backup recommendations”

“...was very attentive to close the project out timely
and in record time.”
Anti Collusion Statement

To the best of our knowledge, no STV|DPM employees, officers, advisers, or agents have ever engaged in any collusive bidding or other anti-competitive conduct, or any other similar conduct in relation to:

a. The preparation or submission of proposals,
b. The clarification of proposals,
c. The conduct and content of negotiations, including final contract negotiations

In respect to this RFP or procurement process, or any other procurement process being conducted by the Town in respect of any of its requirements.

Authorized Official Signature:

[Signature]

Robert Keeley, Senior Vice President
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line. Do not leave this box blank.

   STV Construction, Inc.
   205 West Welsh Drive
   Douglassville, PA 19518
   7 List account number(s) if any (optional)

   Social security number

   Employee identification number

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II. Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
2. I am not subject to backup withholding because:
   a. I am exempt from backup withholding, or               b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or
c. the IRS has notified me that I am no longer subject to backup withholding and
3. I am a U.S. citizen or other U.S. person (as defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of real property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Date: 6-2-2017

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on information return. Examples of information returns include, but are not limited to, the following:

- Form 1098 (mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of real property)
- Form W-2 (employment income)
- Form 1099-R (retirement plans, insurance, endowment, and other employee compensation)
- Form 1099-S (sales of property, interest, dividends, rents, royalties, and other income)
- Form 1099-MISC (miscellaneous income, including those from stocks or mutual funds)
- Form 1098-T (line 1000-1029)
- Form 1099-B (real estate transactions and certain other transactions by broker or agency, and purchases of property)
- Form 1099-C (cancellation of debt)
- Form 1099-K (merchant card and third party network transactions)
**Sample Insurance Certificate**

**Client #: 350843**

**STV GROUP**

**CERTIFICATE OF LIABILITY INSURANCE**

**DATE (MM/DD/YYYY):** 3/30/2018

**PRODUCER:**

Conner Strong & Bucketsw
Two Liberty Place
50 S. 16th Street, Suite 3600
Philadelphia, PA 19102

**PHONE:** 677 861-3220
**FAX** 8567059783
**EMAIL:** tekoj@connerstrong.com

**INSURER:**

STV Construction, Inc.
dba STV/DPM
280 Trumbull Street
Hartford, CT 06103

**INSURANCE AFFORDING COVERAGE NAME:**

**INSURER A:** Horizon Casualty Company
**NAME #:** 42374

**INSURER B:** RL Insurance America Inc
**NAME #:** 24554

**INSURER C:** New Hampshire Ins. Co.
**NAME #:** 23641

**INSURER D:** Guardian Re Limited
**NAME #:** 22727

**INSURER E:** National Union Fire Insurance Co.
**NAME #:** 19445

**COVERAGES CERTIFICATE NUMBER:**

**REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PURCHASE, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAD CLAIMS.**

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF. (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<td>04/01/2018</td>
<td>DAMAGE TO RENTED Autos $50,000</td>
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<td>MED Exp. (per one person) $10,000</td>
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<td>PERSONAL &amp; ADJURY $1,000,000</td>
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<td></td>
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<td>GENERAL AGRGATE $4,000,000</td>
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<td>PRODUCTS - COMPO &amp; AGG. $4,000,000</td>
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<td>COMBINED SINGLE LIMIT $1,000,000</td>
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<td></td>
<td>CA4489614 (MA)</td>
<td>04/01/2018</td>
<td>BODILY INJURY (Per Person) $</td>
</tr>
<tr>
<td></td>
<td>S250 COMP DED</td>
<td>04/01/2018</td>
<td>BODILY INJURY (Per accident) $</td>
</tr>
<tr>
<td></td>
<td>S500 COMP DED</td>
<td>04/01/2018</td>
<td>PROPERTY DAMAGE (Per accident) $</td>
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<td>B X UMBRELLA LIABILITY</td>
<td>US0008335LH8A</td>
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<td>EACH OCCURRENCE $5,000,000</td>
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<td></td>
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<td>AGGREGATE $5,000,000</td>
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<td>E.L. EACH ACCIDENT $1,000,000</td>
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<td>04/01/2018</td>
<td>E.L. DISEASE - EA EMPLOYEE $1,000,000</td>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101). Additional remarks schedule, may be attached if more space is required:**

1. Property Coverage:
- Policy #: NAP200239100
- Policy Term: 4/1/2018 - 4/1/2019
- Valuable Papers Limits: 15,000,000
- All Risk Coverage - Agreed Value

(Case Attached Descriptions)

**CERTIFICATE HOLDER**

**SAMPLE**

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

W. Thomas Tigges

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ACORD 25 (2016/02) 1 of 2
#51815158/M1879413

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TOWN OF BLOOMFIELD

REQUEST FOR PROPOSALS #1090
Owner's Project Management Services For DPW Facility Expansion and Renovation
Addendum #1- July 6, 2018

The purpose of this addendum is to provide additional information, clarification to the RFP and responses to questions received:

1. Q. Article 12.1.6 Excess Umbrella Liability Policy is addressed to be by the CM. Should it read by the OPM?
   A. Yes, the OPM shall be required to provide all insurance coverages in the limits identified in Section 12 of the RFP.

2. Q. How involved is the Move Phase of the Project, particularly with the extensive equipment? Could the CM/CM shed some direction.
   A. There are basically 2 moves in the Project:
   1. Phase I – After the completion of Phase I (new construction), the existing Admin building will be vacated into either the Admin addition or the New Maintenance Bay Area/Storage Trailer.
   2. Phase II – At the completion of Phase II (renovation), All equipment, tools, gear, etc. will be moved to their final location.

3. Q. I did not see a project schedule included in the RFP.
   A. A revised schedule is attached.

We hereby acknowledge receipt of
Addendum #1
Dated July 6, 2018
REQUEST FOR PROPOSALS #1090
Owner's Project Management Services

And we agree that we have complied with any modifications as set forth in this Addendum.

Date: 07/09/2018

Company: STV|DPM

By (Signature):
Town of Bloomfield
RFP 1090 DPW Facility Renovation & Expansion Owner Project Management Services
Exhibit A

<table>
<thead>
<tr>
<th>Staff Member/Position</th>
<th>Hourly Rate</th>
<th>Construction</th>
<th>Move</th>
<th>Close Out</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Scott Pinckney, Project Executive</td>
<td>$210</td>
<td>14.75</td>
<td>0</td>
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<td>$3,518</td>
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<tr>
<td>Geralyn Hoerauf, Sr. Project Manager</td>
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<td>4</td>
<td>$21,228</td>
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<td>Rick Davidow, Sr. Project Planner</td>
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<td>48</td>
<td>32</td>
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<td>Kyle Rongey, Asst. Project Manager</td>
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<td>644</td>
<td>32</td>
<td>32</td>
<td>$65,136</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$96,602</td>
</tr>
</tbody>
</table>

The fees above are based on the schedule and time commitment assumed on the following page. We look forward to the opportunity to learn more about the Town of Bloomfield and the DPW Garage Building Committee’s needs and to discuss the impact that may have on the above costs.
<table>
<thead>
<tr>
<th>Date Range</th>
<th>No. Wks</th>
<th>Scott Pinckney</th>
<th></th>
<th>Geralyn Hoerauf</th>
<th></th>
<th>Rick Davidow</th>
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<th>Kyle Rongey</th>
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<tr>
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<td>Project Executive</td>
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<td>Senior Project Manager</td>
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<td>Senior Project Planner</td>
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<td>Assistant Project Manager</td>
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<td></td>
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<td>Hrs. Week</td>
<td>Total Hrs.</td>
<td>Hrs. Week</td>
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<td>Phase 3 - Move</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<td>Phase 4 - Closeout</td>
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<tr>
<td>Total Hrs.</td>
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<tr>
<td>Cost / Hr.</td>
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<td>$210</td>
<td>$174</td>
<td>$140</td>
<td>$59</td>
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<td>Cost PP.</td>
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<td>$3,518</td>
<td>$21,228</td>
<td>$6,720</td>
<td></td>
<td></td>
<td>$65,136</td>
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</tr>
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### APPENDIX C:

STV | DPM Hourly Rates, 2018 & 2019

<table>
<thead>
<tr>
<th>HOURLY PERSONNEL RATES</th>
<th>2018</th>
<th>2019</th>
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</thead>
<tbody>
<tr>
<td>Senior Vice President</td>
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<td>Vice President</td>
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<tr>
<td>Project Director</td>
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<td>Senior Project Manager</td>
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<td>Project Manager</td>
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<td>Administrative/Cerical</td>
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