



## Request for Proposal (RFP)

### CONSTRUCTION SERVICES FOR RENOVATION

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking Lump Sum Bids to renovate the existing clinic at 221 West Main Street, Branford, Connecticut. The successful firm will be expected to provide all services as described within this document through to project completion.

Proposals from women and minority owned businesses are encouraged.

#### TIMELINE OF THE REQUEST FOR PROPOSAL:

Timeline	
February 28, 2024	Release of RFP Documents. See below for Document access
March 6, 2024 1:00pm EST	Pre-Bid Meeting and Site Inspection, 221 West Main Street, Branford, CT. Bidders are strongly encouraged to attend.
March 15, 2024 4:00pm EST	Deadline for submission of questions, clarifications or request for additional information. Submit via email: <a href="mailto:jeffrey.gotta@collierseng.com">jeffrey.gotta@collierseng.com</a> .
March 20, 2024 12:00pm EST	Responses to Request for Information distributed.
March 29, 2024 1:00pm EST	Sealed proposals must be received by 1:00pm Eastern Time in the Administrative Offices of Fair Haven Community Health Clinic, Inc. 374 Grand Avenue, Fair Haven, CT 06513. Bids shall be addressed to <b>Veena Kapadia, Director of Business Development</b> on behalf of the Bid Committee, Fair Haven Community Health Clinic, Inc.  <i>Hard copy proposals with original signatures are required.</i> Email copies shall also be delivered by the same deadline to Jeff Gotta, Colliers, <a href="mailto:jeffrey.gotta@collierseng.com">jeffrey.gotta@collierseng.com</a> .
March 29, 2024 2:00pm EST	Public bid opening via Zoom. Meeting link to be distributed.
April 1 - 5, 2024	Should FHCHC determine that interviews are required, they will be scheduled via Zoom.
April 5, 2024	Anticipated Award of Contract/Letter of Intent

#### I. PROJECT SUMMARY / TEAM OVERVIEW

##### Project Summary

Fair Haven Community Health Clinic, Inc. (FHCHC) will undertake renovation of Shoreline Family Health Care, 221 West Main Street, Branford, CT, including demolition, mechanical, electrical, plumbing and

finishes as indicated in the Construction Documents Package. The existing clinic site opened January 27, 2020 and serves primary care patients, behavioral health services, and a pharmacy. To meet growing demands, the building must be renovated to convert a portion of the existing waiting area into additional exam room space, and care coordination consultation and office space. The project will be funded by FHCHC.

The purpose of the renovation project will be to expand the patient services and address community health care needs. The project is staged in four (4) phases to allow services to continue to be delivered throughout the project. Partitions will need to be erected at the start of the project and specific tasks must be completed off-hours as indicated on the Phasing Drawing and in consultation with the Owner's Rep and Owner. Four (4) exam rooms, including a designated space for triage, a consultation room, and team office will be created. Also included in the design is a new front entrance vestibule and other modifications to create the necessary space.

### **Project Team Members**

Project owner is Fair Haven Community Health Clinic, Inc., Suzanne Lagarde MD, MBA, FACP Chief Executive Officer.

The Project Architect is Jim Bell, Quisenberry Arcari Malik, LLC, 195 Scott Swamp Road, Farmington, CT 06032.

An owner's representative firm, Colliers Project Leaders, 135 New Road, Madison, CT 06443. Phone 860 395 0055, contacts Jeff Gotta and Marc Sklenka, have been engaged for this project working directly for FHCHC. The owner's representative along with FHCHC Bid Committee, will be involved with the selection and management of all owner vendors for the project.

## **II. SCOPE OF WORK**

The project architect has completed schematic design, design development and is preparing construction documents. The permitting process will begin upon selection of a Contractor. The renovation project is phased to reduce disruption to patient services delivered at this site. Therefore, off-hours construction efforts will be required in order to ensure the continuation of existing services.

### **Services Included:**

- Oversee and manage required subcontractors, including EEO hiring requirements
- Develop a detailed plan with the architect, Owner's Rep and Owner to schedule construction activities to minimize disruption
- Secure procurement of materials to achieve the scheduled completion date
- Obtain all demolition and construction permits required by the local authority having jurisdiction (AHJ)
- Coordinate all required testing and inspections required by the AHJ
- Manage all customary construction activities including owner vendor work and close-out activities
- Develop and provide a comprehensive Safety Plan

### [Project Schedule](#)

Upon selection, Project Superintendent will be required to develop a project timeline for their work through start of construction. The selected bidder will work collaboratively with the owner's project manager to develop a phased approach to the implementation of the project that optimizes funding,

accommodates all local approvals and considers ongoing services. It is anticipated that the entire duration of the demolition, site preparation and renovation will be approximately four (4) months.

### III. BID SUBMISSION CRITERIA

#### HOW TO OBTAIN BID DOCUMENTS

Bid documents including plans and specifications can be obtained at <https://fhchc.org/community/sfhcreno>

Proposal submission should include the following information:

#### [Bid Instructions](#)

An Instructions to Bidders Document will be provide in the link noted above

#### **BIDDERS MUST COMPLETE AND RETURN ALL OF THE BID SECTIONS OF THE CONTRACT DOCUMENTS WITH THEIR BID.**

If the Bid is made by a corporation, the official corporation name shall be given, and the Bid shall be signed by an authorized officer of the corporation, and the corporate seal affixed. If the Bid is made by a partnership, the official name as it appears on the Assumed Name Certificate shall be given and the Bid shall be signed by a partner. If the Bid is made by a sole proprietorship, the Bid shall be signed by the individual Owner. Bids must be notarized prior to submission.

All attachments, certifications or acknowledgements attached to the Bid shall be executed in the same manner as the Bid.

#### [Qualifications Submission](#)

The bidder shall submit the following with his bid documents, all filled out and signed as required; which are considered an integral part of this bid. Quality of background information is preferred over quantity; lengthy submissions may not be fully reviewed. Emphasis should be on completeness and clarity of content.

The Bidder understands that to be considered a Responsive Bid, his/her bid must include the submission of all of the following, fully executed documents:

- a) Bid Form
- b) Substitutions will not be accepted without written approval prior the Bid Date. Accepted substitutions will be made available to all Bidders.
- c) Bidder's Qualification Statement (AIA Document A-305)
- d) Notarized assurance of Bidder's bonding eligibility on surety company's own letterhead
- e) Bid Security – 5% of Bid amount
- f) Resume and Qualifications of Project Manager and Superintendent
- g) Tabulation of perceived errors, omissions, ambiguities or perceived defects in the Bidding
- h) Documents which have not been resolved by Addendum
  - Preliminary construction schedule (Gantt Chart) showing duration of each trade's scope of work by phase.

### Fee Proposal

Fee proposals shall be returned on the attached Bid Sheet and include:

- a) All costs for each trade as listed on the Bid Form
- b) Listing of proposed subcontractors
- c) Total estimated cost and breakdown of anticipated General Conditions costs based on construction duration identified on the Bid Form
- d) Change Order mark-up (to comprehensively include overhead and profit, insurance, permit)
- e) List of anticipated reimbursable expenses with associated costs.
- f) A complete list of any assumptions, clarification and exclusions that have not been addressed in responses to Requests for Information during the Bid period. Any objections to the proposed Contract must be submitted with the Bid.
- g) Addendum Acknowledgement - any Addenda issued during the Bid period will become part of the Contract Documents.

### Governing Law

The contract shall be governed by the laws of the State of Connecticut. Bidders shall, in performing the services contemplated by this bid, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this agreement.

The contract to be awarded is subject to State of Connecticut Commission on Human Rights and Opportunities Contract Compliance Regulations as mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60. The attached Bidder Contract Compliance Monitoring Report must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidder's compliance with Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

### Receipt and Opening of Bids

Manner of Submission: The individual envelopes containing the Bids must be sealed and addressed to:

Fair Haven Community Health Clinic Inc.  
374 Grand Avenue  
New Haven, CT 06513

Sealed Bids shall be addressed to **Veena Kapadia, Director of Business Development** on behalf of the Bid Committee, Fair Haven Community Health Clinic, Inc. The outside of the envelopes must bear the name, and address of the Bidder.

In addition to sealed bids, please submit PDF copies of Bids via email by the same deadline to Jeff Gotta, Owner's Representative, Colliers, [jeffrey.gotta@collierseng.com](mailto:jeffrey.gotta@collierseng.com). Oral, telephonic, or facsimile Bids are invalid and will not be accepted.

- The Bid Documents include a Form of Bid which must be completed in its entirety.

- The Bid must include a project schedule indicating construction duration as noted in the Bid Form.
- The Bid amount must include all costs for the Project.
- The Bid Form references additional certifications and representations included in the Bid Documents that must be completed and appended to the Bid Form in order for it to be considered responsive.

The Owner may consider informal any Bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any or all Bids. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified will not be considered. No Bidder may withdraw a Bid within sixty (60) days after the actual date of the opening thereof.

Bids delivered prior to the due date in the timeline above will be deemed received upon the day of the actual opening of the Bids and will be retained in the interim only as a courtesy to the Bidder.

#### Qualifications of Bidders

To be considered qualified, bidder must demonstrate to the Owner's satisfaction the following:

- a) The corporation, partnership, sole proprietorship or other business entity in whose name the bid is submitted has been in business, continuously, for no less than the previous five (5) years performing or coordinating the Work on which they are bidding.
- b) The Bidder has satisfactorily completed no less than five (5) related construction projects similar and of comparable size and type to this project as a Prime Contractor to the Owner and completed within the last three (3) years.
- c) The Bidder is not currently involved in bankruptcy proceedings. Bidders must disclose all current litigation processes within the last five (5) years
- d) The Bidder must be licensed to perform the Work they are bidding on in the jurisdiction the Work will take place.
- e) The Bidder is able to perform the Work with the manpower available to them.
- f) Contractor and each Sub-contractor must have a minimum of five (5) years' experience in the Work or applicable trade.
- g) Debarment and Suspension: The Contractor warrants and represents that neither it nor its principals, employees or agents who would perform services under this RFP are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.

The Owner may make such investigation as it deems necessary to determine the qualifications of the Bidder to perform the Work and any Sub-contractors to be used for this Work and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Contract, and to complete the Work contemplated therein. Conditional Bids will not be accepted.

#### Bidder's Responsibilities

- a) At the time of the opening of Bids, each Bidder will be presumed to have inspected the Site of the proposed Work and adjacent areas and to have read and to be thoroughly familiar with the

Contract Documents (including all Addenda thereto). Each bidder will also be presumed to be familiar with the scope and schedule of other projects concurrently scheduled at the project site. The failure or omission of any Bidder to obtain or examine any form, instrument or document or to inspect the site shall in no way relieve any Bidder from any obligation in respect to this Bid.

- b) Each Bidder shall, by careful examination of the site, satisfy himself as to the location of the work, the character, the quality and quantity of the work to be performed and materials to be furnished, the character of equipment and facilities needed preliminary to and during prosecution of the work, the general and local conditions and all other matters which in any way affect the work specified herein.
- c) The Bidder acknowledges that the proposed Contract Documents are generally complete, accurate, and sufficiently clear in scope and intent to permit the complete and proper construction of the Work, with the exception that any errors, omissions, ambiguities or perceived defects in the proposed Contract Documents known to the Bidder which have not been addressed in Addenda prior to the date of its Bid are set forth in an attachment to the Bid. Bidder agrees and acknowledges that, in the absence of such statement, Bidder has not discovered or been made aware of any such errors, omissions, ambiguities or perceived defects.
- d) After the Contract has been entered into, no consideration will be given for any misunderstandings as to the work and materials set forth herein and shown on any of the accompanying drawings, details or schedules, it being mutually understood that the tender of a bid carries with it an agreement to this and other obligations set forth in the Contract and specifications, drawings and details, noted indications and requirements.
- e) It is the intention of these specifications and accompanying drawings to provide for a complete, key-in-lock job under each particular Contract. The bid should therefore include all items of labor and materials, including all patching and repair work necessary even though such items may not be specifically noted to complete the finished job.

#### Addenda

No interpretation of the meaning of the Contract Drawings, specifications or other portion of the Contract Documents will be made orally. Every written request for such interpretation must be emailed and addressed to:

Quisenberry Arcari Malik, LLC,  
195 Scott Swamp Road,  
Farmington, CT 06032  
Attn: Jim Bell, [jbelle@qamarch.com](mailto:jbelle@qamarch.com)

And to be given consideration, must be received at the above address by the date noted in the Invitation To Bid. Any and all such interpretations and any supplemental instructions will be in the form of written addenda which, if issued, will be sent by email to all known holders of Contract Documents at the respective addresses furnished for such purposes not later than two (2) days prior to the day fixed for the opening of Bids.

Requests for clarification or interpretation shall not be made directly to the Architect's consultants. All requests for clarification or interpretation shall be directed to the Architect.

Verbal or telephone requests for clarification or interpretation will not be accepted or responded to. Failure of any Bidder to receive any such addenda shall not relieve said Bidder from any obligation under its Bid as submitted. All addenda so issued shall become part of the Contract Documents. Bidders must indicate on the Bid Form, the number and date of each Addendum. Prospective Bidders are cautioned concerning the use of a Post Office Box address as telegraphic addenda cannot be sent to Post Office Boxes.

**Contract & Billing**

The contract will be entered into directly between FHCHC and the selected primary consultant. The contract will be based on AIA 105 contract forms, as modified by the owner for this project.

Invoices during preconstruction phases should be submitted on a monthly basis for the work completed during the period; fees should be calculated on an hourly basis. Invoices during the construction phases should be submitted on a monthly basis for the percentage of work completed. Copies of all invoices must also be provided to the Owner’s Project Manager (OPM) for review and approval. Failure to submit invoices to the OPM may result in a delay in payment.

**Insurance**

Upon award, the successful bidder will be required to provide a current certificate of insurance naming FHCHC and the OPM as additional insureds. Insurance limits shall be no less than the following:

Workers’ Compensation	Statutory levels
Employers’ Liability	\$500,000 each accident
	\$500,000 each employee disease
	\$1,000,000 limit for disease Commercial
General Liability (occurrence basis)	\$1,000,000 bodily injury/prop damage
	\$1,000,000 personal & advertising injury
	\$2,000,000 general aggregate
Automobile Liability	\$1,000,000 comb single limit each accident
Professional Liability	\$1,000,000 each occurrence/
	\$2,000,000 aggregate

**RFP General Terms**

- a) Acceptance of Proposal. Fair Haven Community Health Clinic, Inc. reserves the right to reject any and all proposals and to waive informalities, if, at its discretion, the interests of Fair Haven Community Health Clinic, Inc. will be best served thereby.
- b) Fair Haven Community Health Clinic, Inc. reserves the right to accept other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount. Proposed fees will be considered in conjunction with the evaluation of qualifications and experience.
- c) If there is any conflict between these documents and the proposal, these documents shall control.
- d) Fair Haven Community Health Clinic, Inc. reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
- e) No Responding Vendor shall have a right to make a claim against Fair Haven Community Health Clinic, Inc. in the event FHCHC accepts a proposal or does not accept any proposals.

- f) Nondiscrimination: Responding Vendor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, or status with regard to public assistance or as veteran.
- g) Debarment and Suspension: The Responding Vendor warrants and represents that neither it nor its principals, employees or agents who would perform services under this RFP are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.
- h) Responding Vendors shall cite specific terms and conditions to which the Vendor takes exception. The Vendor shall state the exact requirement to which exception is taken. Any cost impact associated with an exception shall be identified and included in the proposal.
- i) Proposal Modification: Modification of proposals once submitted will be allowed if notice is given in writing prior to the date/time stated for final submissions.
- j) All proposals submitted shall be valid for sixty (60) days, or until the contract is signed, whichever comes first.
- k) All materials submitted in response to the Invitation to Bid become the property of FHCHC. If there is any concern about confidentiality, mark the appropriate pages of your response "Confidential." FHCHC will attempt to honor all reasonable requests for vendor confidentiality.

**FHCHC CONTACTS:**

For more information, please contact:

Nestor Quinones, Procurement Specialist,  
Fair Haven Community Health Care, Inc.  
374 Grand Avenue  
New Haven, CT 06513  
n.quinones@fhchc.org or call 203-777-7411 ext. 5255

END



## **INSTRUCTIONS TO BIDDERS**

### **ARCHITECT**

QA+M architecture  
195 Scott Swamp Road  
Farmington, CT 06032  
(860) 677-4594

### **OWNER'S REPRESENTATIVE**

Colliers Project Leaders  
135 New Road  
Madison, CT 06443  
(860) 395-0055 Voice

The purpose of the following is to provide instruction for bidding as the General Contractor for Renovations at Fair Haven Community Health Clinic's Shoreline Family Health Care, located at 221 West Main Street, Branford, Connecticut. Attached are the construction documents prepared QA+M architecture of Farmington, CT. In addition, Colliers Project Leaders of Madison, CT is the Owner's Representative for the project.

### **Project Background**

In 1971, Fair Haven Community Health Care saw its first patients in a local elementary school, an attestation of being part of the community they serve. Under the leadership of the Alliance for Latin American Progress, a community advocacy agency, Fair Haven Community Health Clinic (then known as Fair Haven Clinic) began seeing patients two evenings a week. The clinic served adults and children on a walk-in basis for minor illnesses, immunizations, and family planning services. Soon patients identified Fair Haven as their medical home and not just a place for episodic care. Today, they provide care for multiple generations at over 80,000 office visits in 14 locations. As they continue to grow to serve new families and new communities, they still work to put the patient first in everything they do.

For this project, FHCHC intends to undertake a competitive bidding process that will solicit bids from General Contractors. FHCHC intends to contract for project GC services using modified AIA A105-2017 documents (the "Form of Agreement"). The bid will include all of the work to complete the project as detailed in project plans and specifications including, but not limited to demolition, general construction, Mechanical, Electrical and Plumbing (MEP), fire safety, etc. A Pre-Bid Site walk will be scheduled at **1:00 PM on Wednesday, March 6** at the Project site to review the scope of work. FHCHC intends to enter into a lump sum contract with the successful bidder but reserves the right to reject all bids. Selection of the General Contractor's subcontractors will also be reviewed by the FHCHC. The proposed contract will be forwarded to the proposers and we are requiring any comments to the contract be submitted as part of their proposal submission. Any comments raised, after selection will not be reviewed or negotiated.

### **Project Scope**

The project involves alterations to the existing Patient Waiting Area and two offices to incorporate new Exam Rooms, a Care Team space and a Consultation Office. One of the existing rooftop mechanical units is scheduled for replacement as part of the project and existing ductwork will require reconfiguration as indicated on the plans. The Exam Rooms rooms will require new plumbing fixtures and associated connections. The facility is scheduled to remain fully operational during the course of construction, so off-hour work will be required in execution of the construction.

In general, the project will include, but not be limited to, the following:

- Daily clean-up of the site;
- Use of CT Department of Health materials for temporary partitions
- Coordination of off-hour work with FHCHC
- Maintaining safe occupant access to operable areas at all times.
- Cutting and capping of utilities;

- Removal and disposal of all debris;
- Recycling of material;
- Coordination with other contractors that may also be working on the premises.

Bids are due on **Friday, March 29, 2024 at 1:00 PM.**

Upon review of the submitted proposals, FHCHC will conduct scope reviews with selected bidders the week of **April 1, 2024.** A selection will be made by **April 5, 2024.**

### **Schedule**

Construction can begin as early as **June 1, 2024.** The project is anticipated to take up to four months. Additional information regarding the schedule is listed in the Bid Form

The pre-bid walk-through is scheduled for **1:00 PM on Wednesday, March 6, 2024.**

### **Site Logistics**

Construction access to the work area will be from the existing parking lot. The Clinic and other businesses in the complex will be in operation throughout the duration of the project; therefore the project site must remain clean and safe. Removal of the existing windows is permissible for the delivery of materials provided they are boarded at the end of each working day and replaced to their current condition at the completion of the work. A storage of materials to be reused will be coordinated by the Owner as necessary.

### **Electricity and Water**

To the extent that electricity and water (if necessary) can be tapped from the existing building, the Owner will assume the costs of those utilities for construction.

### **Hazardous Material Abatement**

Hazardous materials are not anticipated to be encountered on the project.

### **Contract Documents**

Enclosed in this package are documents and plans which constitute the contract documents. Proposals should be based on the following documents:

1. Instructions to Bidders prepared by Colliers Project Leaders dated 1/30/2024.
2. Bid Form specification section 000312 prepared by Colliers Project Leaders dated 1/30/2024.
3. Modified AIA A105-2017 Standard Short Form of Agreement Between Owner and Contractor.
4. Shoreline Family Health Care Drawings prepared by QA+M architecture dated 1/30/2024.

Documents can be found at the following link: <https://fhchc.org/community/sfhcreno>

### **Workers Compensation and Insurance**

Workers' Compensation and Employers' Liability Insurance for all workers employed in connection with the Project, as follows:

Coverage A (Workers' Compensation) - Statutory;  
Coverage B (Employers' Liability) - Unlimited for Connecticut Employees  
and for non-Connecticut Employees at least:  
\$1,000,000 - Policy Limit;  
\$500,000 - Each Accident;  
\$500,000 - Each Employee.

Commercial General Liability Insurance with an occurrence/aggregate Combined Single Limit for Bodily Injury, Personal Injury and Property Damage in the amount of \$1,000,000 per occurrence, which shall include the following coverages:

- a) Broad Form CGL (ISO No. GL 0404);
- b) Independent Contractor's Liability;
- c) Completed Operations and Products Liability;
- d) Blanket Broad Form Contractual Liability, including the indemnifications set out in this Agreement; and
- e) Blanket X, C and U Coverage;

Comprehensive Automobile Liability Insurance covering all owned, hired or no owned vehicles, including the loading or unloading with a Combined Single Limit for Bodily Injury and Property Damage in the amount of \$1,000,000 per occurrence.

Umbrella and Excess limits totaling \$2,500,000.

### **Bonding**

The Bid Form contains a line for the cost of Payment & Performance Bond which must be filled out. The Owner will decide whether or not to include the Bond upon notification of award.

### **Form of Contract**

Modified AIA Document A105-2017 Short Form of Agreement Between Owner and Contractor will be the Standard Form of Agreement Between Owner and Contractor.

### **Bid Schedule**

Bids are required by **Friday, March 29, 2024 at 1:00 PM**. Bids must be submitted in sealed envelopes and addressed to:

Veena Kapadia, Director of Business Development  
Fair Haven Community Health Clinic, Inc.  
374 Grand Avenue  
New Haven, CT 06513

Copies of qualifications and the completed Bid Form must also be e-mailed to:

Colliers Project Leaders [jeffrey.gotta@collierseng.com](mailto:jeffrey.gotta@collierseng.com)

### **The Vetting Process**

Low bidders will be invited to meet with key members of the project team to review the project scope and verify that all anticipated items are covered in their bid. FHCHC's intention is to award the Project to the lowest qualified Bidder.

### **Value Engineering**

VE ideas are welcome in the current bidding climate. However, VE suggestions must be highlighted separately below-the-line and must not be included on the Bid Form.

### **RFI's and Responses**

All requests for information should be directed to Jeff Gotta via the email addresses listed above. Responses to RFI's will be included in an addendum to all bidders on **March 20, 2024**. All RFI's must be submitted by **March 15, 2024**.

**SECTION 000312**

**BID FORM – CONSTRUCTION CONTRACT**

**ARCHITECT**

Quisenberry Arcari Malik, LLC  
195 Scott Swamp Road  
Farmington, CT 06032  
(860) 677-4594 Voice

**OWNER’S REPRESENTATIVE**

Colliers Project Leaders  
135 New Road  
Madison, CT 06443  
(860) 395-0055 Voice

**BIDDER:**

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**PROJECT:**

**Fair Haven Community Health Clinic, Inc.  
Shoreline Health Center Renovations  
221 West Main Street  
Branford, CT 06405**

**OWNER:**

**Fair Haven Community Health Clinic, Inc.  
374 Grand Avenue  
New Haven, CT 06513**

**A. BASE BID FOR CONSTRUCTION:**

Having carefully examined all the Contract Documents listed in The Project Manual, and consisting of Instructions to Bidders, conditions of the contract, drawings, technical specifications, all Addenda as specifically listed below, having examined the site and being familiar with conditions affecting the work, the Undersigned proposes to furnish materials and labor and perform Construction work as indicated to complete the Fair Haven Community Health Clinic, Inc Shoreline Family Health Care Clinic Renovation located at 221 West Main Street in Branford, CT as called for by the Construction Documents dated January 26, 2024, prepared by Quisenberry Arcari Malik, LLC for the Stipulated Sum of:

- 1. Base Bid for direct work associated with building improvements – including, but not limited to demolition, mechanical, electrical, plumbing and finishes as indicated in the Construction Documents Package directly related to the interior improvements and rooftop mechanical replacement:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

Undersigned agrees that the above stipulated sum is a firm price, excluding applicable taxes and is not subject to extras or escalator clauses. Fair Haven Community Health Clinic, Inc. is a tax exempt not for profit entity. A tax exemption certificate will be provided to the successful Bidder upon award of Contract.

**B. PROJECT DURATION/COMPLETION:**

Contract signee to start construction on or about June 1, 2024 and will achieve substantial completion for 221 West Main Street, Branford, CT by August 31, 2024. Should the Contract signee be able to achieve substantial completion prior to August 31, 2024, the date will be changed to \_\_\_\_\_ (bidder to insert proposed date) after proposed bid is accepted, signed and dated by the Owner. Final completion of the above stated project will be completed no later than 30 days after substantial completion is achieved. Contract date extensions will only be permissible via approved change order time extension, signed by the Architect and Owner.

**C. ADDENDA:**

Undersigned certifies that the Base Bid includes Addenda listed below and they are hereby acknowledged as having been received and carefully reviewed by the Bid Due Date:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**D. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND:**

At the Owner’s option, the Contractor may be required to provide a Performance Bond and Labor and Material Payment Bond. This amount should **NOT** be included in the Base Bid costs listed above. The undersigned bidder certifies that his firm will provide such bonds, if directed by the Owner at the following costs:

1. Cost for providing Performance and Labor and Materials Payment Bond for the sum of the Contractor’s Base Bid:  
Add Lump Sum \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**E. ALTERNATES:**

1. Deduct Alternate: Contractor to provide a cost deduction to reuse the existing door hardware:  
Deduct Lump Sum \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

2. Add Alternate: Contractor to provide a cost addition to reuse the existing door hardware:  
Add Lump Sum \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

3. Add Alternate: Contractor to provide a cost addition to replace the existing rooftop unit as indicated on drawing M101:  
Add Lump Sum \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**F. BID COST BREAKDOWN:**

Provide costs for the trades and scopes indicated. These numbers are included within the overall Bid amount. Although not a project requirement, please indicate whether or not prevailing wages for each subcontractor will be used.

Demolition: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Prevailing Wages: \_\_\_ Yes \_\_\_ No

Carpentry/Drywall: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Prevailing Wages: \_\_\_ Yes \_\_\_ No

Flooring: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Prevailing Wages: \_\_\_ Yes \_\_\_ No

Ceilings: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Prevailing Wages: \_\_\_ Yes \_\_\_ No

Painting: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Prevailing Wages: \_\_\_ Yes \_\_\_ No

Mechanical: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Prevailing Wages: \_\_\_ Yes \_\_\_ No

Electrical: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Prevailing Wages: \_\_\_ Yes \_\_\_ No

Plumbing: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Prevailing Wages: \_\_\_ Yes \_\_\_ No

General Conditions: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**G. FEES FOR CHANGES IN THE WORK:**

Fee for changes in the work which shall include all overhead, profit and supervision costs and shall not be subject to any further markups when utilized in the computation of a Change Order amount (labor and material): Add \_\_\_\_\_%

**H. PROPOSED SUBCONTRACTORS:**

<b>Trade</b>	<b>Subcontractor Name</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____

**I. OTHER CERTIFICATIONS:**

Undersigned agrees to execute Contract for above work for the above stipulated sum provided that he be notified of acceptance of bid within sixty (60) days after time set for the receipt of bids. Undersigned agrees to execute contract and deliver it to the Owner.

Undersigned agrees by submission of this bid that the bidder is the only interested party submitting this bid, that the Contract Documents are incorporated herein, that there is no collusion, and the contract will not be assigned with written consent of the Owner.

Undersigned certifies that it has provided the Bid Security Bond properly executed following items with this bid form.

Undersigned represents to Owner that it has the labor, machinery, equipment, supplies, and credit to meet the schedule completion requirements.

Firm: \_\_\_\_\_

Authorized  
Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Corp. Seal)

(Notary Seal)

**END OF BID FORM**