

**REQUEST FOR PROPOSALS**

**Parking & Traffic Consultant Services**

**for**

**Bushnell South Development**

**Hartford, Connecticut**

Issued May 16, 2024

**Key Dates:**

**May 29, 2024 - Submission of Letter of Interest**

**June 3, 2024 - Questions from Respondents Due**

**June 7, 2024 - Proposals Due**

A Public Solicitation Issued by the  
Capital Region Development Authority

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**Exhibits**

**Exhibit A - Contract Compliance Package**

- Notification to Bidders Form
- Bidder Contract Compliance Monitoring Report

**Exhibit B - State Forms (Separate Document)**

- Non-Discrimination Certification
- Campaign Contribution Certification
- CRDA Campaign Contribution and Solicitation Limitations
- Consulting Agreement Affidavit
- SEEC Form 10 Notice to Executive Branch State Contractors and Prospective State Contractors

## I. GENERAL INFORMATION AND REQUIREMENTS

### A. Introduction

The Capital Region Development Authority (“CRDA”) is seeking proposals from qualified and experienced firms interested in providing parking and traffic consultant services for the Bushnell South Development in Hartford, Connecticut.

CRDA, a quasi-public agency of the State of Connecticut, is collaborating with other members of the Bushnell South Consortium - including the City of Hartford, the Bushnell Center for the Performing Arts, Spinnaker Real Estate Partners, The Michaels Organization and Pennrose LLC - to develop this area as a mixed-use district, with new housing and commercial components.

Meeting the parking demands of these new uses, as well as those of existing entities, will be critical to the success of the development. CRDA is therefore seeking a firm to develop a parking and traffic management and development plan consistent with the existing master plan. The new plan will address parking needs of residents, employees and visitors to the area, as well as traffic issues within the Bushnell South Development. The selected firm shall also consider ways to improve access to and egress from the existing garages, as well as other vacant lots in the area adjacent to development, as well as ways to improve the flow of traffic.

### B. CRDA Contact Information

The official contact person for the purposes of this RFP is:

Kim Hart  
Capital Region Development Authority  
100 Columbus Boulevard, Suite 500  
Hartford, CT 06103-2819  
Telephone: (860) 493-2  
E-mail: [khart@crdact.net](mailto:khart@crdact.net)

All communications with CRDA regarding this RFP must be directed to Ms. Hart.

All communications with CRDA, the City of Hartford, the Bushnell Center for the Performing Arts, Spinnaker, Michaels, Pennrose or any person representing such entities concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by a respondent or its representatives may result in disqualification or other sanctions.

### C. Letter of Intent

Interested firms should email a letter of intent to Ms. Hart by **May 29, 2024** acknowledging receipt of the RFP and informing CRDA of its intent to respond. Firms should also provide the name, address, telephone and email address of the individual who can address inquiries related to this RFP and the firm’s proposal and receive clarifications or addenda from CRDA.

**D. Questions and Amendments**

All questions regarding this RFP and submission requirements must be directed, in writing, to Ms. Hart at [khart@crdact.net](mailto:khart@crdact.net) by **June 3, 2024**. Written responses to all questions will be posted by **June 5, 2024** on the CRDA website at <https://crdact.net/rfps/> and on the State of Connecticut contracting portal at [https://portal.ct.gov/das/ctsource/bidboard?language=en\\_US](https://portal.ct.gov/das/ctsource/bidboard?language=en_US)

Any amendments to this RFP will be posted on these websites and respondents are advised to periodically check the sites.

**E. Additional Information**

Supplemental materials to assist respondents in preparing their proposals are also available on the CRDA website at <https://crdact.net/rfps/>.

These materials include:

- Bushnell South Master Plan and Implementation Strategy

**F. Proposal Deadline**

Proposals submitted in response to this RFP must be submitted via email to [khart@crdact.net](mailto:khart@crdact.net) by **3:00 p.m. Eastern time on June 7, 2024**.

**G. Short List; Presentations**

CRDA may decide on the basis of the proposals to “short-list” one or more respondents and invite them to make individual presentations. For planning purposes, such presentations, if requested, would be expected to take the week of June 24, 2024.

## **II. PROJECT DESCRIPTION**

### **Bushnell South Master Plan**

In 2021, the Bushnell South Consortium selected Goody Clancy to develop a master plan (the “Plan”) for development of this area. This Plan ensures that development projects build on each other to contribute to a thriving district greater than the sum of its parts. It provides tools to implement a mixed-use vision for a new neighborhood at the crossroads of Bushnell Park, the Bushnell Performing Arts Center and established neighborhoods and employment centers in and around greater downtown. Existing historic buildings will be complemented by new apartment buildings, townhouses, limited commercial and retail areas and places for residents, workers, and visitors to gather together. Improved sidewalks, streets and green spaces will help connect people to surrounding neighborhoods, employers and cultural and educational destinations every day.

The Plan represents Hartford’s opportunity for a series of novel places and types of development, including:

- Focus on Capitol Avenue as a mixed-use, walkable street where new development and active ground floor uses like dining, entertainment, retail and cultural attractions take the place of surface parking lots.
- Townhouses and lower-scale residential development on Buckingham Street that provide new opportunities for home ownership and transitions to the scale of the surrounding neighborhoods.
- Creation of a green corridor along West Street that extends the paths of Bushnell Park through South Downtown (“SoDo”) and other adjoining neighborhoods.
- Adaptive reuse and new additions to historic properties along Trinity Street and at 55 Elm Street. New additions can help ensure the successful reuse of historic buildings for residential, hospitality, or other uses that draw more people to the Bushnell South district.
- Filling the gaps along Elm Street with complementary architecture that embraces Bushnell Park, and
- A unified parking management strategy that supports development and a walkable district.

The Plan also includes a strategy for how to achieve this vision over time, including attention to development sequencing, public-private partnerships, urban design guidelines, community benefits, parking and infrastructure, changes to land use regulation, and financing strategies. It is CRDA’s expectation that proposals in response to this RFP will reflect these elements and include a strategy to achieve them.

### **Status of Master Plan Implementation**

The 2019 renovation of the State Office Building on the western edge of the 165 Capitol Avenue site, along with the creation of Connecticut Square Park and construction of the 1,000-space Buckingham Street garage, initiated the Bushnell South development process. Since that time, CRDA has constructed a 409-space parking garage at 63 Capitol Avenue to replace the surface lots that dominated the site. Spinnaker Real Estate Partners is working to transform the iconic office building at 55 Elm Street into housing and create additional units on the adjacent 65 Elm site. They have also acquired control of several Bushnell South vacant parcels, including the larger parcels ‘A’ and ‘F’, as part of their longer-term build-out program.

Pennrose is engaged in a similar transformation of two historic structures at 18-20 and 30 Trinity Street, while CRDA has selected The Michaels Organization to develop Parcel 4, which stands adjacent to the State Office Building.

## **Parking**

As noted above, ensuring that the parking needs of all stakeholders in the Bushnell South Development are met is critical to the project's success. Replacing the acres of surface parking that comprise most of the current development site with new housing units and commercial space will provide for vibrant district and bridge the gap between the neighborhood to the south and Bushnell Park to the north. It will also impact area parking demand in two distinct ways: it will eliminate the lots that existing entities (including the Bushnell Center for the Performing Arts and the State of Connecticut), have relied on for decades and it will bring new residents and visitors to the area looking for places to park.

## **Traffic Management**

The transition from surface parking lots to a mixed-use development will significantly alter the volume and movement of traffic in the area and these new patterns will need to be evaluated. Given the current and planned uses for the site, there will be certain days and hours - mostly tied to theater events - when the garages and surface lots will be at full or nearly full capacity and cars will be exiting simultaneously. A detailed traffic management plan will be critical to moving those cars out of the garages in an efficient manner and ensuring that they can move around local streets.



## Bushnell South Area – Current Site

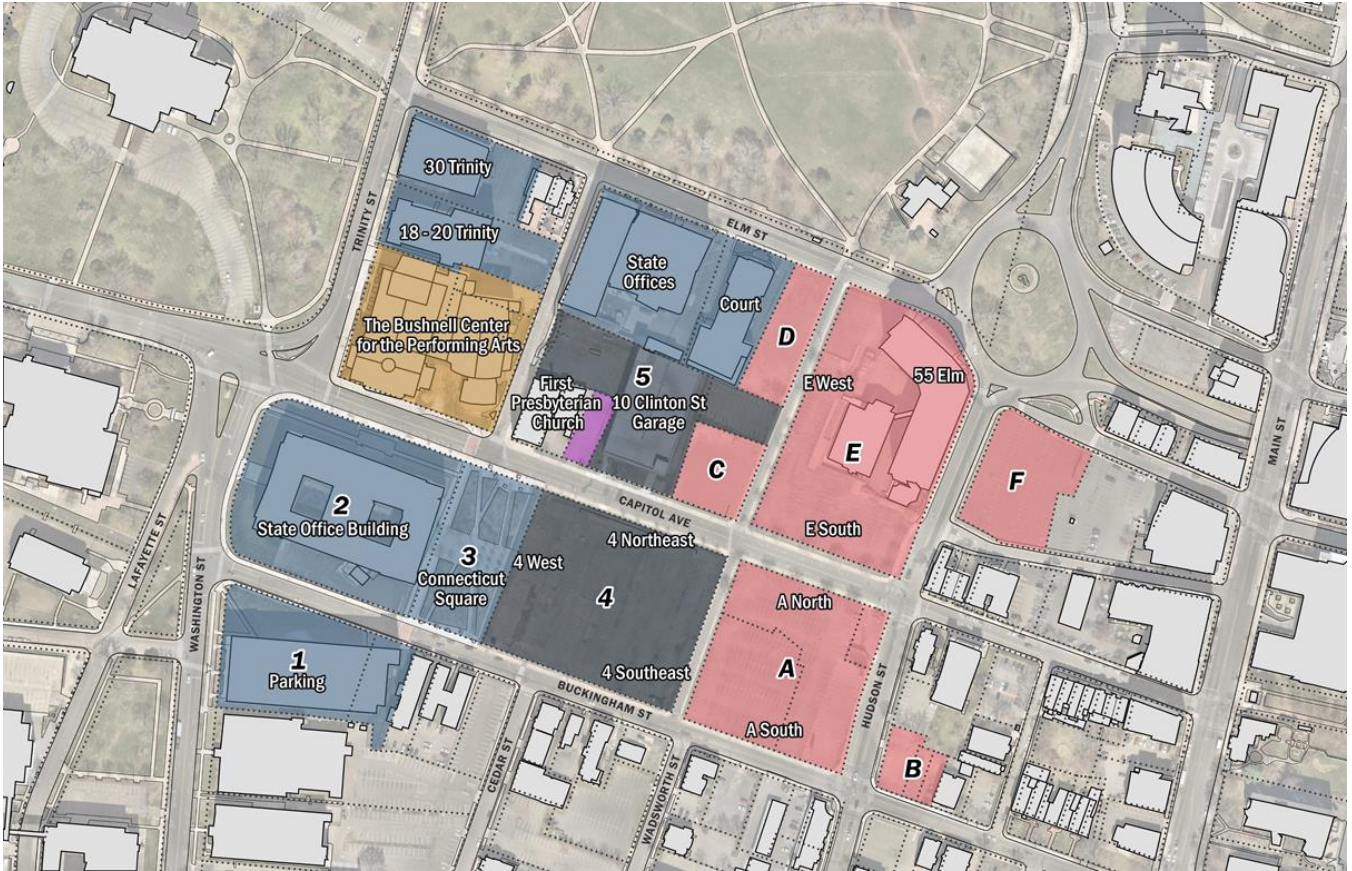


## Bushnell South Area – Master Plan Vision





## Bushnell South Area – Development Parcels



### Property Ownership

- State
- CRDA
- Spinnaker
- The Bushnell
- First Presbyterian Church lot
- ..... Parcel lines



### III. SCOPE OF SERVICES

As noted above, CRDA is seeking a firm to develop a parking and traffic management and development plan consistent with the existing Goody Clancy master plan. The new plan shall address the parking needs of residents, employees and visitors to the area, as well as traffic issues within the Bushnell South Development. The selected firm shall also consider ways to improve access to and egress from the existing garages, as well as other vacant lots in area adjacent to development.

Specifically, the selected firm will be responsible for the following tasks:

- (i) Clarifying current and projected parking demand from all users, including State of Connecticut agencies, the Bushnell Center for the Performing Arts and new residential units being planned by the various developers. Such task shall include an evaluation of peak use periods for various types of parking demands to more accurately predict the number of parking spaces needed.
- (ii) Assessing the current and projected inventory of parking spaces, including spaces contained in the two existing garages, planned garages, remaining surface spaces, other neighborhood lots and on-street parking. The selected firm shall take into consideration how such inventory will change as the project is built out.
- (iii) Developing an implementation plan to best address the parking needs of residents, employees and visitors, including theater patrons. Such plan shall recommend the best location and sizing of additional garages, the orientation of each garage to individual projects and ideal construction phasing.
- (iv) Identifying specific improvements - including structural and operational changes to the existing Buckingham Street and Capitol Avenue garages and changes to the planned garages - that could increase the number of available spaces and improve garage ingress/egress. The selected firm shall identify at what point in the project such improvements should be made and include a cost analysis.
- (v) Estimating changes to traffic volume and flow within the area during construction and upon completion of the project and developing a comprehensive traffic plan to facilitate garage ingress/egress and the flow of traffic, particularly during peak periods.

#### **IV. SUBMITTAL REQUIREMENTS**

All submissions must follow the required format and address all applicable requirements listed in the prescribed order using the numbering system below. Failure to follow the required format may result in disqualification of a submission.

##### **Part 1 – Cover Letter**

The cover letter should be signed by a person authorized to legally bind the respondent and must include the following items:

- The identity of the proposing firm and any partners, consultants or subcontractors included as part of the proposal, and a description of respondent's legal form and domicile.
- The names of the individuals involved in the preparation of the proposal and of any individuals employed or compensated to develop or advocate or solicit for the proposal along with their relationship to the proposing firm.
- A statement confirming that the respondent has sole and complete responsibility for performing the services as proposed.
- A statement expressly acknowledging, accepting and agreeing to the RFP Conditions in Section VIII of this RFP.

##### **Part 2 – Table of Contents**

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization and sequence for this submission as required.

##### **Part 3 – Organizational Profile**

- a. Qualifications. Describe how your experience or special knowledge, skills or abilities meet the State's needs as outlined in this RFP.
- b. Summary of Relevant Experience. Provide a listing of comparable projects which the respondent and/or its proposed team currently provide these consulting services or have provided such services within the last three (3) years. Additionally, provide detailed information on the type and scope of the projects and scope of services provided. Include name, title, address, telephone and email address of the client contact or contract administrator.
- c. References. Include the names of references that have contracted with the respondent for parking consultant services. Provide the following information for each reference: name, title, name of organization, address and telephone number, as well as a brief description of the services provided if they are not included in the Summary of Relevant Experience.

#### **Part 4 – Cost Proposal**

Provide a cost proposal with an estimated fee for each of the tasks included in the Scope of Services. Each task budget shall include labor and expenses, including subconsultant costs. Labor budget computations shall be shown with planned labor hours and hourly billing rates of each staff member or labor classification.

#### **Part 5 – Additional Data**

Provide any additional information that the respondent wishes to bring to the attention of CRDA that is relevant to this RFP.

#### **Part 6 – Required Forms**

Exhibit A – Contract Compliance Package

Exhibit B - Nondiscrimination Certification

Exhibit C - CT Gift and Campaign Contribution Certification

Exhibit D - Consulting Agreement Affidavit

Exhibit E - SEEC Form 10

Exhibit F - CRDA Campaign Contribution and Solicitation Limitations

**V. SELECTION CRITERIA**

CRDA desires to employ the best-qualified firm or firms, who in its opinion will continuously provide top-quality service and product quality. As such, these criteria will be most important in the final selection process, and the right is reserved by CRDA to reject all proposals or any proposal for whatever reason including non-conformance with the proposal document formats as requested. The final decisions made by CRDA will be made in its overall best interests.

The following criteria shall be among those utilized in the selection process. They are presented as a guide for the respondent in understanding the State’s requirements and expectations and are not necessarily exclusive or presented in order of importance.

- A. Experience with comparable projects.
- B. Key Personnel.
- C. References.
- D. Demonstrated commitment to affirmative action.
- E. Financial terms of the proposal.

**VI. RFP SCHEDULE**

RFP Issued.....	May 16, 2024
Letters of Interest due .....	May 29, 2024
Questions due .....	June 3, 2024
Proposals due .....	June 7, 2024
Short list presentations .....	June 24, 2024
Selection.....	June 28, 2024

**Proposals submitted in response to this RFP must be submitted by 3:00 p.m. Eastern time on June 7, 2024.**

Late submissions will not be accepted. CRDA shall not be responsible for misdirected or lost submissions.

No additions or changes to the original submission will be allowed after submittal. CRDA reserves the right, at its sole and absolute discretion, to request clarification or amplification of any information submitted under RFP process. CRDA, at its sole and absolute discretion, may allow respondents the opportunity to submit any missing information. Any costs or expenses associated with such requests shall be the sole responsibility of the respondent.

## VII. RIGHTS RESERVED TO CRDA

CRDA reserves the right to award in part, to reject any and all submittals in whole or in part for misrepresentation or if the respondent is in default of any prior State contract, or if the bid or submission limits or modifies any of the terms and conditions and/or specifications of the RFP. CRDA also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of CRDA would be served.

CRDA reserves the right to correct inaccurate awards resulting from clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a respondent and subsequently awarding the contract to another respondent. Such action on the part of CRDA shall not constitute a breach of contract on the part of CRDA since the contract with the initial respondent is deemed to be void ab initio and of no effect as if no contract ever existed between CRDA and the respondent.

CRDA reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and firm(s) that, in the CRDA's sole discretion, is in the best interests of CRDA.

1. CRDA reserves the right to:
  - a. Amend, modify, or withdraw this RFP;
  - b. Revise any requirements under this RFP;
  - c. Require supplemental statements of information from any respondent;
  - d. Extend the deadline for submission of proposals hereto;
  - e. Negotiate or hold discussions with any bidder to correct insufficient proposals that do not completely conform to the instructions and contained herein;
  - f. Waive any nonconformity with this RFP;
  - g. Request additional information or clarification of information provided in the proposal without changing the terms of the RFP;
  - h. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked firm(s);

CRDA may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of proposals hereto or otherwise. Proposals hereto will be prepared at the sole cost and expense of the bidder.

2. Nothing stated at any time, by any representative of CRDA, will effect a change in, or constitute an addition to, this RFP unless confirmed in writing by CRDA;
3. Firms responding hereto must agree to keep confidential their proposals and any information received from CRDA;
4. CRDA shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from an authorized representative of CRDA;
5. Neither CRDA nor any of its officers, agents, consultants, or employees shall be responsible for the accuracy of any information provided as part of this RFP (including appendices). All respondents are encouraged to independently verify the accuracy of any information



provided. The use of this information in the preparation of a response to the RFP is at the sole risk of the respondent;

6. All proposals submitted must be the original work product of the respondent. The copying, paraphrasing, or other use of substantial portions of the work product of another respondent is not permitted. Failure to adhere to this instruction will cause CRDA to reject the proposal.

## VIII. RFP CONDITIONS

- A. CRDA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. CRDA is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities.
- B. All submissions in response to this RFP are to be the sole property of CRDA. Respondents are encouraged **NOT** to include in their submissions any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws. The Connecticut Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of CRDA upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a "trade secret," as defined by Connecticut General Statutes Section 1-210(b)(5)(A). Confidential information must be separated and isolated from other material in the submission and labeled **CONFIDENTIAL** and enclosed in a separate envelope.

If the respondent indicates that certain documentation, as required by this RFP, is submitted in confidence, by specifically and clearly marking said documentation as **CONFIDENTIAL**, CRDA will endeavor to keep said information confidential to the extent permitted by law. CRDA, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. As set forth below, the respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall CRDA or any of its staff have any liability for disclosure of documents or information in the possession of CRDA which CRDA or such staff believes to be required pursuant to the FOIA or other requirements of law.

**IMPORTANT NOTE:** If the information is not readily available to the public from other sources and the respondent submitting the information requests confidentiality, then the information generally is considered to be "given in confidence." A convincing explanation and rationale sufficient to justify each exemption from release consistent with C.G.S. § 1-210(b) shall be prepared by the respondent and shall accompany the submission. The rationales and explanation shall be simply stated in terms of the prospective harm to the competitive position of the respondent that would result if the identified information were to be released, and you shall state the reasons why you believe the materials are legally exempt from release pursuant to C.G.S. § 1-210(b).

- C. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of CRDA.
- D. Timing and sequence of events resulting from this RFP will ultimately be determined by CRDA.
- E. The respondent's submission shall remain valid for a period of 180 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
- F. All proposed costs must be fixed throughout the period of the agreement. No cost submissions that are contingent on a CRDA action will be accepted.
- G. CRDA may amend or cancel this RFP or modify the schedule, prior to the due date and time, if CRDA deems it to be necessary, appropriate or otherwise in the best interests of CRDA. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's submission not being considered.
- H. CRDA retains the right to choose more than one respondent to enter into a process of competitive negotiation. It further reserves the right to reject any and all submissions from any or all respondents and to republish the RFP.
- I. Any costs and expenses incurred by respondents in preparing or submitting submissions are the sole responsibility of the respondent.
- J. A respondent must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the submission.
- K. No additions or changes to the original submission will be allowed after submission. While changes are not permitted, clarification of submissions may be required by CRDA at the respondent's sole cost and expense.
- L. Respondents may be asked to give demonstrations, interviews, presentations or further explanations to the RFP selection committee.
- M. The respondent represents and warrants that the submission is not made in connection with any other respondent and is in all respects fair and without collusion or fraud. The respondent further represents and warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the CRDA participated directly in the respondent's submission preparation.
- N. All responses to the RFP must conform to this instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
- O. This RFP is not an offer and neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of CRDA or confer any rights on any respondent unless and until a contract is fully executed by the necessary parties. The contract document will

represent the entire agreement between the respondent and CRDA and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. CRDA shall assume no liability for payment of services under the terms of the contract until the successful respondent is notified that the contract has been accepted and approved by CRDA. The contract may be amended only by means of a written instrument signed by CRDA and the respondent.

- P. Pursuant to C.G.S. § 4a-81, bids or submissions for state contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a **Consulting Agreement Affidavit** attesting to whether any consulting agreement has been entered into in connection with the bid or submission. Such affidavit shall be required if any duties of the consultant included communications concerning business of such State agency, whether or not direct contact with a State agency, State or public official or State employee was expected or made. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the general statutes as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81.
- Q. Pursuant to C.G.S. § 1-101qq, bids or submissions for a large state construction or procurement contract shall include an **Affirmation of Receipt of Summary of State Ethics Laws** affirming that the key employees of such respondent have received, reviewed and understand the Summary and agree to comply with the provisions of the State ethics laws. "Large state construction or procurement contract" means any contract, having a cost of more than five hundred thousand dollars, for (A) the remodeling, alteration, repair or enlargement of any real asset, (B) the construction, alteration, reconstruction, improvement, relocation, widening or changing of the grade of a section of a state highway or a bridge, (C) the purchase or lease of supplies, materials or equipment, as defined in C.G.S. § 4a-50, or (D) the construction, reconstruction, alteration, remodeling, repair or demolition of any public building. Furthermore, pursuant to Pursuant to C.G.S. § 1-101qq, the respondent shall incorporate and include the Summary in all contracts with any subcontractor or consultant working or assisting the Contractor with the large state construction or procurement contract. The respondent shall require in said contracts that the key employees of any subcontractor or consultant affirm that they have received, reviewed and understand the Summary and agree to comply with the provisions of the State ethics laws. The respondent shall supply such affirmations to CRDA promptly.
- R. CRDA is exempt from the payment of excise, transportation, and sales taxes therefore such taxes must not be included in the price quoted. Also, the price quoted will be applicable to the entire term of the contract and will not be subject to alterations without the prior written consent of CRDA.

- S. The bidder must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by CRDA, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by CRDA. At its discretion, CRDA may require the removal and replacement of any of the bidder's personnel who do not perform adequately, regardless of whether they were previously approved by such party.
  
- T. The respondent is willing to furnish a facility bond and a performance bond if required by CRDA.

**EXHIBIT A**

**CONTRACT COMPLIANCE PACKAGE**



**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) 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 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form,” indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

## **ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS**

INSTRUCTION: Bidder must sign acknowledgment below and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS**. *(Please print name under signature line.)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**On behalf of:**

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Federal Employee Identification Number  
(FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

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According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (f) the bidder’s success in implementing an affirmative action plan;
- (g) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (h) the bidder’s promise to develop and implement a successful affirmative action plan;
- (i) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (j) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following 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 bidders compliance to 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.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

<p><b>MANAGEMENT:</b> Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p><b>BUSINESS AND FINANCIAL OPERATIONS:</b> These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p><b>MARKETING AND SALES:</b> Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.</p> <p><b>LEGAL OCCUPATIONS:</b> In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.</p> <p><b>COMPUTER SPECIALISTS:</b> Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p><b>ARCHITECTURE AND ENGINEERING:</b> Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p><b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and</p>	<p><b>BUILDING AND GROUNDS CLEANING AND MAINTENANCE:</b> This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p><b>CONSTRUCTION AND EXTRACTION:</b> This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.</p> <p><b>INSTALLATION, MAINTENANCE AND REPAIR:</b> Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p><b>MATERIAL MOVING WORKERS:</b> The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p>
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<p>preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).</p>	<p><b>PRODUCTION WORKERS:</b> The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)  
(Page 3)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. <u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa. <u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa. <u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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**BIDDER CONTRACT COMPLIANCE MONITORING REPORT**

PART I - Bidder Information

<p>Company Name Street Address City &amp; State Chief Executive</p>	<p>Bidder Federal Employer Identification Number _____ Or Social Security Number _____</p>
<p>Major Business Activity (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__</p>
<p>Bidder Parent Company (If any)</p>	<p>- Bidder is certified as above by State of CT Yes__ No__</p>
<p>Other Locations in Ct. (If any)</p>	<p>- DAS Certification Number _____</p>





**PART IV - Bidder Employment Information**

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

**PART V - Bidder Hiring and Recruitment Practices**

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)	3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source		
State Employment Service				Work Experience	
Private Employment Agencies				Ability to Speak or Write English	
Schools and Colleges				Written Tests	
Newspaper Advertisement				High School Diploma	
Walk Ins				College Degree	

Present Employees					Union Membership
Labor Organizations					Personal Recommendation
Minority/Community Organizations					Height or Weight
Others (please identify)					Car Ownership
					Arrest Record
					Wage Garnishments

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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