

# **PROPOSAL FORMS**

**Professional Engineering Services**

**Condition Surveys and On-Call Needs**

**New Haven Parking Authority Facilities**

**New Haven, Connecticut**

**NHPA Project #23-070**

**PROPOSAL FORM**

**PROFESSIONAL ENGINEERING SERVICES  
CONDITION SURVEYS AND ON-CALL NEEDS  
NEW HAVEN PARKING AUTHORITY FACILITIES  
NEW HAVEN, CONNECTICUT  
NHPA PROJECT #23-070**

\_\_\_\_\_, 2023  
Date

New Haven Parking Authority  
One Temple Street  
Temple Street Parking Garage Office  
New Haven, Connecticut 06510  
Attn.: Chief Engineer

The undersigned, having inspected the New Haven Parking Authority's Facilities and having become personally familiar with the local conditions affecting the proposed professional engineering services and having examined the Proposal Documents dated June 2023 on file with the New Haven Parking Authority which are incorporated herein by reference, hereby proposes the attached all-inclusive fees for Annual Condition Surveys and Standard Hourly Rates for Various Employee Classifications.

The undersigned also has submitted with this Proposal Form the following: 1) Non-collusion Affidavit of Proposer; 2) Statement of Proposer's Qualifications; 3) Statement Concerning Annual Condition Surveys; 4) Statement Concerning Air Rights Garage Special Condition Survey and Renewal and Replacement Fund; 5) Statement Concerning Design and Construction Contract Administration/Inspection Services; 6) Equal Employment Opportunity Agreement; 7) Current Work Force Certificate; 8) Minority Business Enterprise Utilization Certificate; all of which are incorporated herein by reference.

The information in this Proposal is correct to the best information, knowledge and belief of the undersigned. It is submitted without collusion with any person, individual or corporation.

\_\_\_\_\_  
Proposer's Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number & E-mail Address

\_\_\_\_\_  
Proposer's Name

WITNESS:

State of \_\_\_\_\_, County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me personally came  
\_\_\_\_\_, to me known who did depose  
and say that he/she is \_\_\_\_\_, of  
\_\_\_\_\_, the  
Corporation/Partner/Individual described in and which executed the foregoing instrument, and that  
such instrument is duly submitted on behalf of  
\_\_\_\_\_.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Proposer's Name

**PROPOSED ALL-INCLUSIVE FEES FOR CONDITION SURVEYS (excluding Union Station Campus):**

<b><u>FACILITY</u></b>	<b><u>YEAR 1</u></b> <b><u>(FY 23/24)</u></b>	<b><u>YEAR 2</u></b> <b><u>(FY 24/25)</u></b>	<b><u>YEAR 3</u></b> <b><u>(FY 25/26)</u></b>	<b><u>YEAR 4</u></b> <b><u>(FY 26/27)</u></b>	<b><u>YEAR 5</u></b> <b><u>(FY 27/28)</u></b>	<b><u>TOTAL FOR 5 YEARS</u></b>
Temple Street Garage	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Temple Street Garage Special Observations of the Exterior Façade	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Crown Street Garage	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Temple Medical Garage	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
270 State Street Garage	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Granite Square Garage (Triennial study)	\$ <u>N.A.</u> _____	\$ _____	\$ <u>N.A.</u> _____	\$ <u>N.A.</u> _____	\$ _____	\$ _____
Air Rights Garage w/R&R Fund (Triennial study)	\$ <u>N.A.</u> _____	\$ _____	\$ <u>N.A.</u> _____	\$ <u>N.A.</u> _____	\$ _____	\$ _____
Air Rights Garage w/o R&R Fund (Intermediate Year)	\$ _____	\$ <u>N.A.</u> _____	\$ _____	\$ _____	\$ <u>N.A.</u> _____	\$ _____
Under Air Rights Garage Surface Lot	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b><u>TOTAL</u></b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

N.A. = Not Applicable

\_\_\_\_\_  
Proposer's Name

**PROPOSED ALL-INCLUSIVE FEES FOR CONDITION SURVEYS (Union Station Campus only):**

<u>FACILITY</u>	<u>YEAR 1</u> <u>(FY 23/24)</u>	<u>YEAR 2</u> <u>(FY 24/25)</u>	<u>YEAR 3</u> <u>(FY 25/26)</u>	<u>YEAR 4</u> <u>(FY 26/27)</u>	<u>YEAR 5</u> <u>(FY 27/28)</u>	<u>TOTAL FOR 5 YEARS</u>
Union Station Garage	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Union Station Building	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
State Street Station	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Note: The Union Station Campus facilities, consisting of the Union Station Garage, Union Station Building and State Street Station, are presently covered under a Management Agreement with the City of New Haven, for which the New Haven Parking Authority ("NHPA") has responsibilities as the Station Manager and Parking Manager pursuant to the July 2022 New Haven Union Station Lease, Operating and Funding Agreement between the State of Connecticut and the City of New Haven ("LOFA"). NHPA's Management Agreement with the City expires on June 30, 2027. The professional services agreement with the selected consultant may be assigned to another party designated by the State of Connecticut Department of Transportation and the City of New Haven in the event NHPA is no longer the Station Manager or Parking Manager upon expiration of the term of the Management Agreement, or otherwise the services provided to NHPA for the Union Station Campus will be terminated.

\_\_\_\_\_  
Proposer's Name

**STANDARD HOURLY RATES FOR VARIOUS EMPLOYEE CLASSIFICATIONS**

<b><u>EMPLOYEE CLASSIFICATION*</u></b>	<b><u>ALTERNATE TITLE</u></b>	<b><u>HOURLY RATE</u></b>
Principal	_____	\$ _____
Project Manager	_____	\$ _____
Senior Engineer	_____	\$ _____
Office Engineer	_____	\$ _____
Field Engineer	_____	\$ _____
Field Inspector	_____	\$ _____
Technician	_____	\$ _____
Draftsperson/CAD	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

\*Enclose a brief statement of job description for each employee classification.

Attach additional sheets as needed.

## NON-COLLUSION AFFIDAVIT OF PROPOSER

State of \_\_\_\_\_

ss.

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am (individual, owner, member, partner, officer, director, representative, or agent) of \_\_\_\_\_ the Proposer that has submitted the attached Proposal;
2. I am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposer nor any of its members, officers, partners, directors, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal prices or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the New Haven Parking Authority by any person interested in the Proposal;
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its members, officers, partners, directors, owners, agents, representatives, employees, or parties in interest, including the affiant.
6. No officer or employee or person whose salary is payable in whole or in part from the New Haven Parking Authority is directly or indirectly interested in this Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
Title

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Title

My Commission expires \_\_\_\_\_.

**STATEMENT OF PROPOSER'S QUALIFICATIONS**

**PROFESSIONAL ENGINEERING SERVICES  
CONDITION SURVEYS AND ON-CALL NEEDS  
NEW HAVEN PARKING AUTHORITY FACILITIES  
NEW HAVEN, CONNECTICUT  
NHPA PROJECT #23-070**

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Proposer's Name

**NOTE:** (To be submitted by the Proposer with his Proposal)

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Proposer may submit any additional information desired.

1. Name of Proposer and form of business organization.
2. Permanent main office address and telephone number/fax number.
3. When organized.
4. Where organized.
5. General character of work performed by you.



**Proposer's Name:**\_\_\_\_\_

6. How many years have you been engaged in business under your present firm or trade name?
7. How many years have you been engaged in providing engineering services for the rehabilitation of parking structures?
8. Contracts on hand. (Schedule these, showing gross amount of each contract and the appropriate anticipated dates of completion.)
9. NHPA's concrete parking structures include a variety of structural systems such as cast-in-place conventionally reinforced, cast-in-place post-tensioned, and precast/prestressed single and double tees. Therefore, it is necessary that the successful Proposer have experience in the repair of all of the above structural systems. Provide your qualifications and experience in providing engineering services for the rehabilitation of parking structures, including active, operating parking facilities as well as in parking facilities that have active commercial space. Include a list of all the rehabilitated parking garages that the Proposer has been involved with for the last 5 years including a description of the project, type of structural system, the responsibilities and scope of services, cost, and name, address and current phone number of the owner's representative contact person for each project.

**Proposer's Name:**\_\_\_\_\_

10. Discuss your experience with managing construction projects in active, busy train stations/transportation centers and experience with Connecticut Department of Transportation, MTA/Metro North Railroad, Amtrak and Transit America Services, Inc. / Alternate Concepts, JV.
  
  
  
  
  
  
  
  
  
  
11. Discuss your experience with managing construction projects in designated historic buildings.
  
  
  
  
  
  
  
  
  
  
12. Provide the percentage and annual dollar volume of your work related to engineering services for the rehabilitation of parking garages.
  
  
  
  
  
  
  
  
  
  
13. Although the primary engineering discipline required of the successful Proposer for the Parking Garages is structural, the successful Proposer must also handle other disciplines such as architectural, civil, mechanical, electrical, plumbing, elevators, graphics/signage, etc. The Union Station Building, on the other hand, is predominantly mechanical, electrical, plumbing and architectural. Describe how the Proposer proposes to provide expertise in the variety of disciplines to be encountered. Note if this expertise is to be provided by in-house personnel or by subconsultants.

**Proposer's Name:** \_\_\_\_\_

14. If subconsultants are proposed, provide a brief description of their experience and qualifications and proposed scope of services.
15. Identify the key personnel who will have primary responsibility for the performance of the required services in the various fields of expertise involved. Provide resumes noting professional and academic qualifications and experience.
16. Discuss your experience with outreach to minority and women-owned business enterprises and affirmative action programs
17. Discuss your experience with Value Engineering and creative solutions. Give several illustrative examples.
18. Describe the Proposer's experience with construction claims avoidance and resolution.
19. Provide the name, address, current phone number and email address and/or letters of reference of at least 3 references, preferably related to your work in rehabilitation of parking structures.

**Proposer's Name:**\_\_\_\_\_

20. Describe your ability to provide the required insurance for this project.
21. Provide the name, address and current telephone number of at least one bank reference (include the name of bank contact person).
22. Submit evidence of financial capability to provide professional engineering services.
23. Will you, upon request, provide a detailed financial statement, preferably audited, and furnish any other information that may be required by the New Haven Parking Authority to evaluate financial capability?
24. Have you ever defaulted on a contract or breached a contract obligation? If so, state the nature and status of the contract and explain.
25. Have you ever failed to complete any work awarded to you? If so, where and why?

**Proposer's Name:** \_\_\_\_\_

26. Have you ever been disqualified, ineligible, suspended or otherwise barred by any applicable federal, state or municipal government? If so, explain and provide details.
27. Have you or any entity which has or had common ownership ever filed for bankruptcy, receivership or reorganization within the last ten years? If so, explain and provide details.
28. The Proposer may also include supplemental information of the Proposer's choice such as brochures, etc. This supplemental information is in addition to the specific items above and must be included as appendices.

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the New Haven Parking Authority in verification of the recitals comprising this Statement of Proposer's Qualifications.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name of Proposer)

By: \_\_\_\_\_

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

WITNESS:

State of \_\_\_\_\_, County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me personally came \_\_\_\_\_, to me known who did depose and say that he/she is \_\_\_\_\_, of \_\_\_\_\_, the Corporation/Partner/Individual described in and which executed the foregoing instrument, and that such instrument is duly submitted on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## STATEMENT CONCERNING ANNUAL CONDITION SURVEYS

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Proposer's Name

The successful Proposer shall perform detailed, on-site inspections, observations and testing of the Project Facilities. The Project Facilities are: Air Rights Garage [Note: a Special Condition Survey will be conducted every three (3) years starting FY 2024/2025], Under Air Rights Garage Surface Parking Lot, Temple Street Garage, Crown Street Garage, Temple Medical Garage, 270 State Street Garage, Granite Square Garage [every three years starting FY 2024/2025], and the Union Station Campus Facilities (Union Station Building (including the adjacent surface parking lot – the West Lot, as well as the surrounding grounds and underground passageway but excluding the train platforms and tracks)), Union Station Garage (including the adjacent surface parking lot – the East Lot and the surrounding grounds), State Street Station (including the surrounding grounds but excluding rail platforms, canopies and exterior portions of stairwells, pedestrian bridge or other exterior features requiring access from or otherwise impact the protected railway right-of-way (e.g., track areas and platforms)). Condition Survey Reports, including applicable drawings and photos, of findings for each Project Facility shall be prepared. In addition to describing physical conditions, the report shall also include, but not be limited to, cost estimates, establishment of priorities for the various repairs, and recommended capital reserves/future repair and maintenance. Since repairs can be undertaken only to the extent that funds are available for such repairs, it is necessary that all repairs identified be carefully prioritized. Moreover, certain facilities have their own funding sources while others share common sources of funds. Hence, in addition to prioritizing repairs in each individual facility, the following additional “grouped” prioritizations must also be made: a) Union Station Building, Union Station Garage, State Street Station and their surrounding grounds and surface parking lots, known collectively as the “Union Station Campus”; b) Air Rights Garage; and, c) Under Air Rights Garage Surface Parking Lot, Temple Street Garage, Crown Street Garage, Temple Medical Garage, 270 State Street Garage, and Granite Square Garage, known collectively as the “Unrestricted-Fund Facilities.” The draft reports shall be reviewed with Authority staff. One loose-leaf reproducible and electronic PDF of all reports and drawings are required. The final reports will be presented by the successful Proposer at a meeting of the New Haven Parking Authority Board of Commissioners, Union Station Campus Committees, and other interested parties as may be needed.

At the Temple Street Garage, special observations of the exterior facade shall be performed on an annual basis. Any potential spalls or areas observed to be needing urgent attention shall be noted. Coordination with a construction contractor may be necessary to address the situation.

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Proposer's Name

The successful Proposer shall include all costs to provide Condition Surveys in a specific format or formats provided by NHPA after award of contract. NHPA reserves the right to change this format.

The Proposer shall include in his Proposal (use separate attached sheets as necessary) the following information, as a minimum, regarding the Annual Condition Surveys:

1. Describe in detail what will be included in the Condition Surveys and the Proposer's approach to accomplishing this work.
2. Describe in detail what observations will be made for the Condition Surveys, how the inspections will be made, and what tests will be conducted and their purpose.
3. In addition to the description for the regular Condition Surveys, describe in detail what additional observations, if any, will be made for the Temple Street Garage Special Observations of the Exterior Facade, how the inspections will be made, when the inspections will be made, and potential coordination with a construction contractor to implement any urgent attention. A timely memorandum of findings shall be provided.

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Proposer's Name

4. Discuss other items proposed to be included in the report such as recommendations, cost estimates, priorities, etc.

4. Describe how the Proposer intends to develop a database of drawings and other applicable information.

5. Identify the organizational structure under which the Condition Surveys will be conducted and identify key personnel.



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Proposer's Name

6. Discuss the proposed time schedule for completing the Condition Survey Reports. Time is of the essence and all preliminary cost estimates, except for the Under Air Rights Garage surface parking lot, shall be completed by a deadline of December 31, of each year and revised cost estimates and final draft reports by a deadline of January 31, of each year, in order that the Condition Survey Reports can be used in preparation for NHPA's annual Capital Budget, including relevant submissions to the Union Station Operations Committee. The draft report for Under Air Rights Garage surface parking lot shall be completed by December 15, deadline of each year so that it may be delivered to the NHPA/YNHH Common Elements Committee on or before the deadline of January 1, of each year. Final reports will be presented to the Board and relevant parties in spring of each year in conjunction with the Budget presentations.

7. Discuss the fees for the Annual Condition Surveys (including start-up costs for developing the database) both for the initial year and subsequent four years. Include detailed back-up calculations of the proposed fee including tasks, employee position, estimated personnel hours, and associated fee rates.

**STATEMENT CONCERNING AIR RIGHTS GARAGE SPECIAL CONDITION  
SURVEY AND RENEWAL AND REPLACEMENT FUND**

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Proposer's Name

Pursuant to the operating agreement for this facility, a special condition survey report is required at least every three (3) years. [Regular Condition Surveys will be conducted in the intermediate years.] The first special condition survey report is due for the Fiscal Year 2024/2025. This report shall include a detailed assessment to update the "Renewal and Replacement Fund" (the "R & R" Fund). The intent of the R & R Fund is that there are sufficient cash reserves to maintain and preserve the Air Rights Garage in a sound and economical manner. The report also shall include (a) the Consulting Engineer's findings as to whether the Parking Facility has been maintained in good repair, working order and condition, whether it has been operated efficiently and economically and whether the fees and charges then in effect for the use of and for the services and facilities furnished by the Parking Facility are sufficient, and (b) his recommendation as to (i) the proper maintenance, repair and operation of the Parking Facility during the ensuing three-year period and an estimate of the amount of money necessary for such purposes, including reserves therefor, and (ii) the insurance to be carried under the provisions of the garage operating agreement. One loose leaf copy and electronic PDF are required.

The Proposer shall include in his Proposal the following information, as a minimum, regarding the Air Rights Garage Special Condition Survey and Renewal and Replacement Fund:

1. Describe in detail what will be included in the Air Rights Garage Special Condition Survey and Renewal and Replacement Fund, and the Proposer's approach to accomplishing this work.

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Proposer's Name

2. In addition to the description for the regular Condition Surveys, describe what, if any, additional inspections, observations, testing, etc. will be conducted.
3. Describe how the Proposer intends to determine the timing and the amount(s) of monies to be deposited into the Renewal and Replacement Fund.
4. Discuss the proposed time schedule for completing the Air Rights Garage report.
5. Discuss the fees for the Air Rights Garage Special Condition Survey and Renewal and Replacement Fund for the Fiscal Year 2024/2025 and Fiscal Year 2027/2028. Include detailed back-up calculations of the proposed fee including tasks, employee position, estimated personnel hours, and associated fee rates.

**STATEMENT CONCERNING DESIGN AND CONSTRUCTION CONTRACT  
ADMINISTRATION/INSPECTION SERVICES**

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Proposer's Name

NHPA intends to engage the successful Proposer in a multiple-year retainer status (tentatively five (5) years subject to termination at NHPA's sole discretion) to provide design and construction contract administration/inspection services for capital projects. For each capital project that NHPA requires the professional services of the successful Proposer, an individual professional service agreement will be negotiated. NHPA reserves the right to contract with other entities for similar services; the retainer status of the successful Proposer is not necessarily an exclusive one.

The Proposer shall include in his Proposal the following information, as a minimum, regarding the Design and Construction Contract Administration/Inspection Services:

1. Describe in detail the Proposer's approach to accomplishing the work.

2. Describe in detail what items will be included in the various phases of the work (e.g., preliminary design; final design and preparation of contract documents; bidding assistance; construction contract administration; resident engineering/field inspection; testing/exploration; record drawings; additional services; operational phase services; operations and maintenance manuals; etc.)
3. Identify the organizational structure under which the services will be provided and identify key personnel.

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Proposer's Name

4. Discuss the proposed use of subconsultants.

5. Discuss how time schedules will be established.

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Proposer's Name

6. Discuss in detail how the fees for the various phases of the work will be negotiated. Past preference has been fixed fees for design, document preparation and bidding; fixed fee for construction contract administration payable in proportion to construction contract completion; hourly fee basis for resident engineering/field inspection with a not-to-exceed limit or a fixed fee for specific hours based on construction duration; testing/exploration at cost-plus with not-to-exceed limit; record drawings as part of construction contract administration or fixed fee; travel expenses at cost with a not-to-exceed limit; operational and additional services on an hourly basis with a not-to-exceed limit; operations and maintenance manuals at fixed fee. Other approaches are welcome to be discussed. Detailed back-up calculations of the proposed fee including tasks, employee position, estimated personnel hours, and associated fee rates will be required for the negotiations.
  
7. For a hypothetical one million dollar construction cost project of six months duration discuss how the professional service fees will be negotiated. Compare and contrast this with a smaller project of \$300,000 and a larger project of \$3,000,000. A graph plotting professional service fees versus construction cost would be helpful for illustrative purposes.

## EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

During the performance of this contract, the Contractor agrees:

- (a) To comply with all provisions of Executive Order 11246, Executive Order 11375, and Executive Order 12138, the Connecticut Fair Employment Practices Act, and the City of New Haven Contract Compliance Ordinance Chapter 12 ½, as all are amended from time to time, including all standards and regulations which are promulgated by the government authorities who established such acts and requirements, and all standards and regulations are incorporated herein by reference;
- (b) Not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, gender identity or expression, sexual orientation, physical disability or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, or physical disability. 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;
- (c) To post notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause in conspicuous places available to employees and applicants for employment;
- (d) To state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, or physical disability.
- (e) To send to each union or representative of workers with whom he/she has a collective bargaining agreement, or other contract or understanding, a notice advising the labor union or worker's representative of the Contractor's commitments under the equal opportunity clause of the City of New Haven, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor shall register all workers in the skilled trades, who are below the journeyman level, with the Connecticut Department of Labor, Office of Apprenticeship Training;
- (f) To utilize labor department and city sponsored manpower programs as a source of recruitment, and to notify the contract compliance unit and such programs of all job vacancies;
- (g) To take affirmative action to negotiate with qualified minority and women contractors for any work which may be proposed for subletting or for any additional services, supplied, or work which may be required as a result of this contract;
- (h) To cooperate with city departments in implementing required contract obligations for increasing the utilization of minority and women business enterprises;
- (i) To furnish all information and reports required by the City of New Haven contract compliance director pursuant to section 12 1/2-19 through section 12 1/2-32 of the City Ordinance and to permit access to its books, records and accounts by the contracting agency, the contract compliance officer, and the secretary of labor for purposes of investigation to ascertain compliance with the program;
- (j) To take such action, with respect to any subcontractor, as the city may direct as a means of enforcing the provisions of subparagraphs (a) through (m) herein, including penalties and sanctions for noncompliance, provided however that, in the event the Contractor becomes involved in or is threatened with litigation as a result of such direction by the city, the city will intervene in such litigation to the extent necessary to protect the interest of the city and to effectuate the city's equal employment opportunity program. In the case of contracts funded directly or indirectly, in whole or in part, under one (1) or more federal assistance programs, the Contractor or the city may ask the United States to enter into such litigation to protect the interest of the United States;
- (k) To file, along with its subcontractors, if any, compliance reports with the city and NHPA in the form and to the extent prescribed in the contract by the contract compliance director of the city. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the Contractor and its subcontractors, if any;
- (l) To include the provisions of subparagraphs (a) through (m) of this equal opportunity clause in every subcontract or purchase order so that said provisions will be binding upon each such subcontractor or vendor;
- (m) That a finding, as hereinafter provided of a refusal by the Contractor, or subcontractor, to comply with any portion of this program as herein stated and described, may subject the offending party to any or all of the penalties;
  - (1) Withholding of all future payments under the involved public contract to the Contractor in violation until it is determined that the Contractor, or subcontractor is in compliance with the provisions of the contract;
  - (2) Refusal of all future bids for any public contract with the city, or any of its departments or divisions, and NHPA until such time as the Contractor, or subcontractor, is in compliance with the provisions of the contract;
  - (3) Cancellation of the public contract;
  - (4) Recovery of specified monetary penalties;
  - (5) In case of substantial or material violation, or the threat of substantial or material violation, or the threat of substantial or material violation, of the compliance procedure or as may be provided for by contract, appropriate equitable or legal proceedings may be brought to enforce these provisions against contractors; subcontractors, or other organizations, individuals or groups who directly or indirectly are not in compliance with the policy as herein outlined.

IN WITNESS HEREOF on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

the Contractor has caused this Agreement to be duly executed as of the day and year first above written.

WITNESS

\_\_\_\_\_

Contractor name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



# CURRENT WORK FORCE CERTIFICATE

Equal Opportunities

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

JOB CATEGORIES	RACIAL GROUP										TOTAL
	MALE					FEMALE					
	W	AA	HA	AI	O	W	AA	HA	AI	O	
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											

Are you a disadvantaged business enterprise? Yes \_\_\_ No \_\_\_

Are you a women's business enterprise? Yes \_\_\_ No \_\_\_

Does your company have an affirmative action plan? Yes \_\_\_ No \_\_\_

W - White (Caucasian)    AA - African American    HA - Hispanic American    AI - American Indian    O - Other

### MINORITY\* BUSINESS ENTERPRISE UTILIZATION CERTIFICATE

The undersigned, having read the Proposal Documents and the requirements regarding the minority business enterprises, hereby provides the following assurance of compliance. Please attach a copy of the MBE Certificates. As of the date of the proposal opening, the Proposer intends to achieve this requirement as follows:

<u>MINORITY BUSINESS ENTERPRISE</u>	<u>NATURE OF WORK</u>	<u>DOLLAR AMOUNT</u>
Company Name:		

Address:

Contact Person/Tel./E-mail:

MBE Category:

Company Name:

Address:

Contact Person/Tel./E-mail:

MBE Category:

Company Name:

Address:

Contact Person/Tel./E-mail:

MBE Category:

The Proposer further certifies that, upon receipt of verification that the above-named firms, or other firms added or substituted in accordance with the Proposal Documents, are bona fide minority business enterprises, it will execute a binding contract with such minority business enterprises for the purposes of undertaking and completing the above described work.

Date \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_ Name of Proposer

Official Address:

\_\_\_\_\_ By: \_\_\_\_\_

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

\_\_\_\_\_ Affix Corporate Seal

\*Note: "Minority" groups are defined in [Section 32-9n](#) of the Connecticut General Statutes as "(1) Black Americans, including all persons having origins in any of the Black African racial groups not of Hispanic origin; (2) Hispanic Americans, including all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; (3) all persons having origins in the Iberian Peninsula, including Portugal, regardless of race; (4) women; (5) Asian Pacific Americans and Pacific islanders; or (6) American Indians and persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification." An individual with a disability is also a minority business enterprise as provided by Connecticut General Statutes § [4a-60g](#) of the Connecticut General Statutes.

(Attach additional sheets if necessary)