

PROPOSAL FORMS

**REAL ESTATE AND PROPERTY MANAGEMENT SUPPORT SERVICES
AT NEW HAVEN UNION STATION CAMPUS
NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CONNECTICUT
NHPA PROJECT #23-019**

PROPOSAL FORM

**REAL ESTATE AND PROPERTY MANAGEMENT SUPPORT SERVICES
AT NEW HAVEN UNION STATION CAMPUS
NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CONNECTICUT
NHPA PROJECT #23-019**

Proposer's Name

_____, 2024

New Haven Parking Authority
232 George Street
New Haven, Connecticut 06510
Attention: James Staniewicz, PE
Chief Engineer

The undersigned, having inspected New Haven Union Station Campus sites and having become personally familiar with the local conditions affecting the proposed services and having examined the Proposal Documents dated February 2024 on file with New Haven Parking Authority which are incorporated herein by reference, hereby proposes and submits with this Proposal Form the following:

1. Non-collusion Affidavit of Proposer
2. Statement of Proposer's Qualifications
3. Statement of Items to be Discussed by the Proposer
4. Equal Employment Opportunity Agreement
5. Current Work Force Certificate
6. Small/Disadvantaged/Minority Business Enterprise Utilization Certificate

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

State of _____, County of _____

On this _____ day of _____, 2024 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

NON-COLLUSION AFFIDAVIT OF PROPOSER

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NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CONNECTICUT
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State of _____
County of _____ ss.

_____, 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

**REAL ESTATE AND PROPERTY MANAGEMENT SUPPORT SERVICES
AT NEW HAVEN UNION STATION CAMPUS
NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CONNECTICUT
NHPA PROJECT #23-019**

(Note: To be submitted by the Proposer with its 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 but complete each item on this Form even if just to reference other attached sheets.

1. Name of Proposer.

2. Proposer's main office address, telephone number, and e-mail address.

3. Proposer's Form of Business Organization (e.g., corporation, LLC, partnership, sole proprietorship), when organized, and where organized. Please also provide proof of active status.

4. List and provide copies of all relevant licenses, certifications, permits, and/or similar approvals. Include applicable dates of renewal and expiration.

5. General character of services/work performed by Proposer's business.

10. Describe the Proposer's ability to provide required insurance coverage (reference Section 208 of the draft form of agreement).

11. Has the Proposer ever defaulted on a contract or breached a contract obligation? If so, state the nature of default or breach, status, and provide an explanation.

12. Has the Proposer ever failed to complete any work awarded? If so, provide an explanation.

13. Has the Proposer ever been disqualified, ineligible, suspended or otherwise barred by any applicable federal, state or municipal government? If so, provide an explanation.

14. Has the Proposer or any entity which it has or had common ownership ever filed for bankruptcy, receivership, or reorganization within the last ten years? If so, provide an explanation.

15. 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 represents that the above information is true and accurate to the best of their knowledge and further 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 _____, 2024.

(Name of Proposer)

By: _____

Title: _____

State of _____, County of _____

On this _____ day of _____, 2024 before me personally came _____, to me known who did depose and say that

he is _____,

of _____,

the individual, owner, member, partner, officer, director, representative, or agent described in and which executed the foregoing instrument and that such instrument is duly submitted on behalf of

_____.

Notary Public

STATEMENT OF ITEMS TO BE DISCUSSED BY THE PROPOSER

**REAL ESTATE AND PROPERTY MANAGEMENT SUPPORT SERVICES
AT NEW HAVEN UNION STATION CAMPUS
NEW HAVEN PARKING AUTHORITY
NEW HAVEN, CONNECTICUT
NHPA PROJECT #23-019**

Proposer's Name: _____

The Proposer shall include in its Proposal the following information, as a minimum, regarding the proposed services for Real Estate and Property Management Support Services at New Haven Union Station Campus. If necessary, questions may be answered on separate, attached sheets. The Proposer may submit any additional information as applicable and/or desired.

1. Describe in detail the Proposer's approach to accomplishing the work. Elaborate on the individual tasks.

2. Describe the organizational structure under which the proposed services will be performed and identify and describe key personnel.

3. Discuss history of, and proposed plans for, affirmative action and local community outreach to procure tenants.

4. Discuss the proposed time schedule and timeline for completing the proposed services.

5. Discuss in detail proposed fees for this project, including but not limited to hourly rates, any fixed fees, and percentage incentive fees. Proposed fees are subject to negotiation.

6. Note any exceptions to the draft form of agreement.

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

SMALL, DISADVANTAGED* AND MINORITY BUSINESS ENTERPRISE UTILIZATION
CERTIFICATE*****

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

**SMALL, DISADVANTAGED
& MINORITY BUSINESS ENTERPRISE** **NATURE OF WORK** **DOLLAR AMOUNT**

Company Name:

Address:

Contact Person/Tel./E-mail:

SBE/DBE/MBE Category:

Company Name:

Address:

Contact Person/Tel./E-mail:

SBE/DBE/MBE Category:

Company Name:

Address:

Contact Person/Tel./E-mail:

SBE/DBE/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 small, disadvantaged and/or minority business enterprises, it will execute a binding contract with such small, disadvantaged and/or 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: Refer to Title 49 of the Code of Federal Regulations for definition of Disadvantaged /DBEs.

**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.

***Note: This form is for listing Small, Disadvantaged* and Minority** Subcontractors and Suppliers of Materials. In the event the Prime Contractor/General Contractor is an SBE, MBE, WBE or DisBE, its status as such does NOT contribute to the SBE, MBE, WBE and DisBE subcontractors/suppliers of materials requirements.

(Attach additional sheets if necessary)