

# City of New London

Department of Finance-Purchasing Agent  
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

## **Request for Qualifications / Proposals** *Specifications and Proposal Documents Attached*

**Proposal No.: 2016-12**

**Opening Date and Time: May 9, 2016 @ 1:00 P.M.**

**Title: Winthrop Expanded Learning Time: Enrichment Opportunities**

**Special Instructions: An optional pre-proposal conference will be held Tuesday, April 26, 2016, 3:00pm, at Winthrop STEM Elementary Magnet School, 74 Grove Street, New London, CT 06320.**

**All questions should be directed to Angela Rasmussen, Winthrop STEM Operations Manager at [rasmussena@newlondon.org](mailto:rasmussena@newlondon.org) or 860-447-6033**

The following information must appear in the lower left hand corner of the envelope:

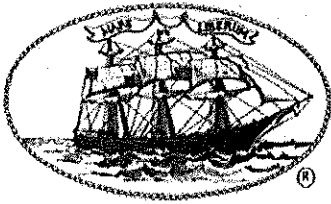
Sealed Proposal No.: 2016-12: Winthrop Expanded Learning Time: Enrichment Opportunities

Not to be opened until: May 9, 2016 at 1:00 P.M.

### **Return Proposal to:**

Alicia Smith, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

Proposal cannot be accepted after the Proposal Opening Date and Time indicated above.



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## PLEASE RETURN THIS FORM IMMEDIATELY

### Acknowledgement: Receipt of Request for Proposals

Proposal No.: **2016-12**  
**Winthrop Expanded Learning Time: Enrichment Opportunities**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: 4/19/2016

Date documents received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Do you plan to submit a response? Yes \_\_\_\_\_ No \_\_\_\_\_

Print or type the following information:

Company Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

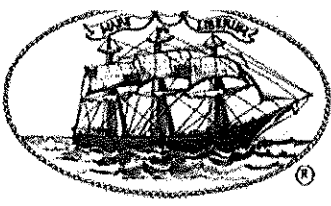
Received by: \_\_\_\_\_

**Note: Faxed or e-mailed acknowledgements are requested.**

**Fax No.: (860)447-5297**

**E-mail: [asmith@ci.new-london.ct.us](mailto:asmith@ci.new-london.ct.us)**

**Fax this sheet only. A cover sheet is not required.**



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## Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions

All Requests for Qualifications / Proposals issued by the City of New London (City) will bind Proposers to the terms and conditions listed below, unless specified otherwise in any individual Request for Qualifications / Proposals.

Incorporated by reference into this contract are the provisions of Article IV., Section 2-66 through 2-71 and Section 2-73 of the Code of Ordinances of the City of New London.

The contractor agrees to comply with the Code of Ordinances as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

### Submission of Proposals

1. Qualifications / Proposals must be submitted on forms supplied by the City of New London or in the format requested in the specifications. Telephone, facsimile or e-mail proposals will not be accepted in response to a Request for Qualifications / Proposals. An original and one (1) copy, unless otherwise indicated in the specifications, of the Proposal Form shall be returned to the Purchasing Agent.
2. The date and time proposals are to be opened are given in each Request for Qualifications / Proposals issued. Proposals received after the specified date and time of the proposal opening given in each Request for Qualifications / Proposals will not be considered. Proposal envelopes must clearly indicate the proposal number as well as the date and time of the proposal opening. The name and address of the proposer should appear in the upper left-hand corner of the envelope.
3. Incomplete proposal forms may result in the rejection of the proposal. Amendments to qualifications / proposals received by the Purchasing Agent after the date and time specified for the proposal opening shall not be considered. Proposals shall be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil shall be rejected. A person duly authorized to sign proposals for the proposer shall sign all proposals. Unsigned proposals shall be rejected. The person signing the Proposal Form or their authorized designee must initial errors, alterations or corrections on both the original and copy of the Proposal Form to be returned. In the event an authorized designee initials a correction, there must be written authorization from the person signing the Proposal Form to the person initialing the erasure, alterations or corrections. Failure to do so shall result in rejection of the proposal for those items erased, altered or corrected and not initialed.
4. Conditional proposals are subject to rejection in whole or in part. A conditional proposal is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the Request for Qualifications / Proposals.
5. Alternate proposals will not be considered. An alternate Proposal is defined as one that is submitted in addition to the proposer's primary response to the Request for Qualifications / Proposals.
6. Prices should be extended in decimal, not fraction, to be net and shall include delivery and transportation charges fully prepaid by the Contractor to the destination specified in the Request for Qualifications / Proposals and subject only to cash discount.
7. Pursuant to Sections 12-412 and 12-412(1) of the Connecticut General Statutes, the City of New London is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in the proposal prices.
8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

## Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions (con't)

9. By its submission the Proposer represents that the proposal is not made in connection with any other Proposer submitting a proposal for the same commodity or commodities and is in all respects fair and without collusion or fraud.
10. All proposals will be opened and read publicly and upon award are subject to public inspection.

### Guaranty or Surety

11. Bid bonds, performance bonds, and labor and material bonds will be required as specified below. Guaranty or surety may be in the form of certified check. Bonds must meet the following requirements: Corporation – must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all of the partners and indicate they are "doing business as"; Individual – must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over the signature. Signatures of two (2) witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

**Bid Bond** – Ten percent (10%) due at time of bid for all contract services and public works/construction projects that exceed twenty thousand dollars (\$20,000.00)

**Performance Bond** – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

**Labor and Material Payment Bonds** – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

### Award

12. Award of this contract will be made to the lowest responsible, qualified proposer and will be based on net cost and City specifications. The City of New London reserves the right to reject any and all bids or parts thereof, to waive any informality and to award this contract to other than the low proposer and to make multiple awards if deemed in the best interest of the City.
13. The City of New London allows a fifteen percent (15%) local vendor preference. A New London based business will be considered the lowest responsible proposer if it's proposal is within fifteen percent (15%) of the low proposer and it is willing to accept the award at the low proposal price. Any proposer claiming to be a New London based business must provide documentation that all of its motor vehicles are registered in New London and that payment of all of its property and motor vehicle taxes are current.
14. The City of New London may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.
15. The Purchasing Agent may correct inaccurate awards resulting from clerical or administrative errors.

### Other Requirements

16. The City has an employment preference goal that jobs be offered to local residents on public prevailing wage projects with thresholds great than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a participating workforce comprised of twenty-five (25%) local residents of New London County, CT, with residents of the City of New London, CT getting a priority representing fifty percent (50%) of said participation, which will include twenty-five percent (25%) female and minority.

## Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions (con't)

17. The City has an employee training preference goal that apprenticeship opportunities be made available for state licensed trades on public prevailing wage projects with thresholds greater than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a minimum of ten percent (10%) of the workforce per state licensed trade as apprentices and, of this number, a minimum of fifty percent (50) shall be in the first year of apprenticeship training.

### Contract

18. The existence of a contract shall be determined in accordance with the requirements set forth above.
19. The Contractor shall not assign or otherwise dispose its contract or its right, title or interest, or its power to execute such contract to any other person, firm or corporation without the prior written consent of the City of New London.
20. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the City of New London to purchase these commodities or services on the open market. The contractor agrees to promptly reimburse the City of New London for excess cost of these purchases. The purchases will be deducted from the contracted quantities.
21. The Contractor agrees to hold the City of New London harmless from liability of any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the Contract; Guarantee its products against defective material or workmanship; repair damages of any kind, for which it is responsible to the premises or equipment, to its own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc., and to give all notices and comply with all requirements of the City of New London, the State of Connecticut and the U.S. Government.
22. Insurance requirements generally apply to contract services, professional services and public works improvement/construction projects. The Contractor will carry commercial general liability insurance to protect the City of New London from loss. The following minimum limits shall be met:

**Bodily Injury and Property Damage** – One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

**Products or Completed Operations** - One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

**Professional Liability (Errors and Omissions) Coverage appropriate to the contractor's operations** – Two million dollars (\$2,000,000.00) each occurrence

**Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on City of New London property)** – One million dollars (\$1,000,000.00) combined single limit for each accident.

**Workers' Compensation Coverage** - Will be in accordance with State of Connecticut requirements at the time of Proposal.

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the contractor.

The CITY requires that these aggregate limits be maintained by the CONSULTANT as required. It is the responsibility of the CONSULTANT or his representative to notify the CITY if ever or whenever claims reduce the General Aggregate below \$1,000,000.

The Contractor shall require all subcontractors to carry the same forms and minimum coverages that it is required to provide. Evidence of these coverages must be provided to the City of New London Purchasing Agent prior to the contractor or subcontractor coming onto the work site.

## **Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions (con't)**

All insurance policies shall be endorsed to the City of New London, its officers and employees as additional insured, and shall not be reduced or cancelled without thirty (30) days prior written notice to the Purchasing Agent. In addition, the contractor's insurance shall be primary as respects the City of New London, and any other insurance maintained by the City of New London shall be excess and not contributing insurance with the contractor's insurance.

23. Notwithstanding any provision or language in this contract to the contrary, the Mayor may, without cause, terminate this contract for the City's convenience upon approval by the City Council, whenever he/she determines that such termination is in the best interest of the City of New London. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City of New London for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City of New London all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing its duties under this contract, whether completed or in progress. All such documents, information and materials shall become the property of the City of New London. In the event of such termination, the contractor shall be entitled to reasonable compensation as determined by the Mayor, however, no compensation for lost profits shall be allowed.

### **Delivery**

24. All products and equipment delivered must be new unless otherwise stated in the proposal specifications.
25. All deliveries will be to the locations specified by the City of New London. The City of New London does not have a loading dock therefore all Contractors will be responsible for inside delivery without assistance from City of New London personnel.
26. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.
27. Charges against a Contractor shall be deducted from current obligations. Money paid to the City of New London shall be payable to the Treasurer, City of New London.

### **Saving Clause**

28. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The contractor will give written notice of the cause and probable duration of any such delay.

### **Advertising**

29. Contractors may not reference sales to the City of New London for advertising and promotional purposes without prior approval of the City of New London.

### **Rights**

30. The City of New London has sole and exclusive right and title to all printed material produced for the City of New London and the Contractor shall not copyright the printed matter produced under this contract.
31. The Contractor assigns to the City of New London all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the Connecticut General Statutes. This assignment occurs when the contractor is awarded the contract.
32. The Contractor agrees that it is in compliance with all applicable federal, state and local regulations, including but not limited to Connecticut General Statutes Section 7-148i. The Contractor also agrees that it will hold the City of New London harmless and indemnify the City of New London from any action which may arise out of any act by the Contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Sections 22a-194 to 22a-194g of the Connecticut General Statutes related to product packaging.

**Standard Request for Qualifications/Proposals (RFQP) and Contract Terms and Conditions (con't)**

33. This contract is subject to the provisions of Executive Order Number Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provision of Executive Order Number Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and Section 16 of Public Act 91-58, nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

# REQUEST FOR QUALIFICATIONS (RFQ)

Enrichment opportunities for elementary school students, grades Kindergarten through five.

**Critical Request for Qualifications Dates:**

April 19, 2016 RFQ Published to New London Site  
April 26, 2016 Pre-proposal Conference (optional)  
May 9, 2016 RFQ Due Date 5:00 P.M.

Winthrop STEM Elementary Magnet School is seeking proposals from individuals and organizations able to provide enrichment opportunities for the 2016-2017 school year to elementary school students in grades Kindergarten through five.

**Submission Requirements**

**One (1) original and three (3) copies** of the proposal will be due on **May 9, 2016**. Sealed proposals must be received by Alicia Smith no later than **1:00 PM on May 9, 2016**.

*Facsimile or email responses will not be accepted. Any proposal enroute, either in the mail or at other locations, will not be considered timely. Proposals received after the deadline will be late and ineligible for consideration.*

Proposals are to be sent to: Alicia Smith, Purchasing Agent, 13 Masonic Street, New London, CT. 06320

Questions regarding this RFQ must be directed to Angela Rasmussen @ Rasmussena@newlondon.org. or 860.447.6033

Proposals must be plainly marked in the lower left hand corner with Winthrop **Expanded Learning Time: Enrichment Opportunities**.



## Expanded Learning Time New London

Proposals must be **typed, double spaced, on 8 1/2" x 11" paper**, clearly legible, with all pages sequentially numbered. The proposed Applicant's name and the RFQ title must be typed at the top of each page. Proposals should not exceed 5 pages inclusive of qualifications and biographies.

### **Pre-Proposal Conference:**

Optional Pre-Proposal Conference will be: April 26, 2016 3pm. at Winthrop STEM Elementary Magnet School: located at 74 Grove St. New London CT. 06320

### **Background**

Winthrop STEM Elementary Magnet School, will again implement an Expanded Learning Time model. Beginning September 1, 2016, students will attend school from 8:00 a.m. – 3:45 p.m., adding over 300 additional hours to the school year. As part of this model, students will participate in 60 minutes of engaging enrichment each day.

The enrichment blocks will be:

- A. 8:00 a.m. – 9:00 a.m. for students in grades 3-5
- B. 2:45 p.m. – 3:45 p.m. for students in grades Kindergarten -2

It is anticipated that enrichment opportunities will operate in 6 week blocks of time throughout the year. Ideally, the opportunities will take place Monday-Friday; although, Monday/Wednesday/Friday and Tuesday/Thursday schedules may be considered and must be clearly defined. Each opportunity should accommodate up to 28 students.

Enrichment opportunities should focus on school themes and priorities.

Winthrop Elementary Magnet is seeking individuals and organizations to provide engaging enrichment opportunities that align with its theme of **Science, Technology, Engineering, and Math** and instructional priorities of **vocabulary development and math.**

## Expanded Learning Time New London

### **Scope:** (includes, but not limited to)

- Develop and implement engaging enrichment opportunities for elementary school students in New London
- Provide staff necessary to engage students in the enrichment opportunities and ensure the students' success
- Make provisions for/provide substitute coverage when needed
- Prepare, organize and clean up the materials utilized during the opportunities, as well as the environment within which the opportunities occur
- Work as part of a team with New London educators
- Complete all required paperwork
- Attend meetings related to the Expanded Learning Time
- There is no expanded learning time on half days/ early dismissals or delays.
- Expanded learning time September 1, 2016 - June 8, 2017 ( pending snow days) 6 cycles
- Cycle 1: September 1, 2016 - October 7, 2016
- Cycle 2: October 11, 2016 - November 22, 2016
- Cycle 3: November 28, 2016 - January 13, 2017
- Cycle 4: January 17, 2017 - March 3, 2017
- Cycle 5: March 6, 2017 - April 26, 2017
- Cycle 6: May 1, 2017 - June 8, 2017

### **Required Information:** (Submission of the following information will be required for consideration)

- Name and contact information of individual/organization to provide the enrichment opportunity.
- Detailed description of the enrichment opportunity with emphasis on how the opportunity connects to the school theme/s and instructional priorities. (Include the grade/s for which the opportunity will be provided and the number of students able to participate.)
- Plan for the delivery of the enrichment opportunity, including a schedule for the six week enrichment blocks. Please include days (Monday, Tuesday, Wednesday, Thursday, and/or Friday) and time of day (morning and/or afternoon) for which opportunities are proposed.
- Information on the individuals/organizations background and experience with similar projects.
- Information on accreditation/credentials/licensing as it relates to this Request for Qualifications.
- Key staff assigned to the project with short biography.
- Cost for service, project cost and daily rates. Please include other resources you will leverage to support the opportunities.

## **Expanded Learning Time New London**

**Qualification Criteria:** (Eligible applicants are required to meet the following qualifications criteria)

- The enrichment opportunities will align with the schools' themes and instructional priorities: science, technology, engineering, math.
- Individuals and organizations must provide proof of insurance.
- Individuals and organizations must provide all resources necessary to deliver a successful opportunity.

Winthrop STEM Elementary Magnet School reserves the right to accept and/or reject any or all qualification statements submitted for consideration to serve the best interest of New London Public Schools. Respondents whose qualification statements are not accepted will be notified in writing.

### **General Terms and Conditions**

The consultant shall comply with all federal, state, and local laws and regulations as applicable. Funding for this project is provided through the U.S. Environmental Protection Agency Brownfields Program and the State of Connecticut Department of Economic and Community Development. Applicants are advised to review all applicable federal and state regulations prior to submitting a proposal. The consultant will be held to the specific terms and conditions of the grants.

The City of New London reserves the right to reject any or all proposals, waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of the City of New London.

Reports and materials developed by the consultant will be considered public information and may not be copyrighted. The consultant will assume sole responsibility for the complete project as required. The City of New London will consider only one firm as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of the project.

Applicants who intend to subcontract one or more elements of the project to other firms shall identify those work elements as well as the subcontractor(s). Subcontractors may not be substituted, nor any portions of the contract assigned to other parties after contract award, without prior written approval by the City of New London.

Proof of insurance will be required prior to contracts being issued for work. The firm must be able to demonstrate proof of coverage for a minimum of: General Liability coverage of \$1 million per occurrence and \$2 million in aggregate, motor vehicle liability coverage of \$1 million combined single limit, proof of Workers Compensation coverage per State of Connecticut, and professional errors and omissions coverage of \$1 million. The CITY requires that these aggregate limits be maintained by the firm as required. It is the responsibility of the firm or his representative to notify the CITY if ever or whenever claims reduce the General Aggregate below \$1,000,000.

Signed Certificates of Non-Collusion and Tax Compliance, and Declaration of MBE/WBE participation will also be required prior to contract signing.

### **Equal Opportunity**

All consultants and any sub consultants must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

Consideration of all consultants, which includes equal opportunity for minority business enterprises (MBE) and women business enterprises (WBE), will be made in the consultant selection process. Consultants are required to include the applicable MBE/WBE objectives in bid documents and to require all prime contractors do the same for subcontracts. The City of New London, as a Cooperative Agreement Recipient through the EPA and DECD, will exercise appropriate measures to ensure good faith efforts are made during consultant selection.