

PUBLIC SITE & BUILDING COMMISSION

Clifford J. Hurgin Municipal Center
1 School Street
Bethel, CT 06801

Special Meeting Minutes

Wednesday February 16, 2011

7:30 pm

C.J. Hurgin Municipal Center – Activities Room

PRESENT: Chair Scott Perry, Co-Chair Nancy Ryan, Robert Tripi,
Anthony Giordano, Jim Lacey

ALSO IN ATTENDANCE: Jane Bickford

ABSENT: David DeSteffano, Richard Straiton, Tim Draper

CALL TO ORDER:

Chair Scott Perry called the meeting to order at 7:26 pm.

NEW BUSINESS:

Bethel Library Project

Jane Bickford provided four documents (attached) titled:

-State of Connecticut Department of Economic and Community Development
Professional Services Selection Process for Services Valued under \$50,000

-HRF – CCG Grant Project Procurement Che

-Request for Proposal: RFP #2011-001 Architect Walk through February 8, 2011

-Construction Grant Checklist including document titled Instructions for the Completion
of the Construction Grant Contract Materials

Chair Scott Perry discussed criteria he had found that might be considerations in terms of
the factors that the PS&BC would use to evaluate vendor responses to the RFP.

Discussion followed. It was agreed to schedule a Special Meeting once the vendor
submissions have been received. The purpose of that meeting will be to review RFP
submissions and to decide which companies to invite for interviews.

RECEIVED

2011 FEB 17 A 8:37

TOWN OF BETHEL
TOWN CLERK

ADJOURNED:

Nancy Ryan made a motion, seconded by Robert Tripi to adjourn the meeting. Vote, all in favor, motion unanimously approved. Meeting adjourned at 8:16 PM.

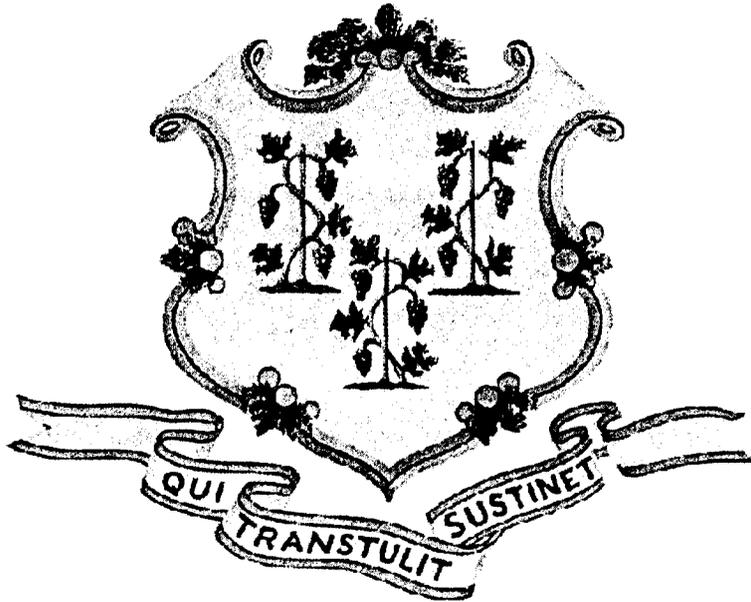
Respectfully submitted,

A handwritten signature in cursive script that reads "John C. Sarver".

John C. Sarver
Recording Secretary

STATE OF CONNECTICUT

**DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT**



**Professional Services
Selection Process
For Services Valued under \$50,000**

**JOAN MCDONALD
COMMISSIONER**

**RONALD F. ANGELO JR.
DEPUTY COMMISSIONER**

TABLE OF CONTENTS

	<u>PAGE</u>
Preamble	3
Development of a Scope of Services	3
Development of Request For Proposal.....	3
Advertisement Procedure	3
Selection Committee	4
Review of Responses and Selection	4
Review of Fee Proposals	4
Interview Process.....	5
Final Selection	5
Contract Execution	5
Review of Contract.....	5
Records Maintenance	5
Modification of the Selection Process	5

Preamble

The following professional services selection guidelines have been prepared to ensure fairness and equal opportunity to all firms and to secure the highest possible measure of professional service for a fair and reasonable fee. The developer/client/municipality may submit an alternative quality-based selection process to Department of Economic and Community Development (DECD), Office of Responsible Development (ORD) for review and approval.

Development of a Scope of Services

The developer/client/municipality is responsible for the preparation of a scope of services. DECD reserves the right to review the scope of services prior to finalization. The scope of services should include the following:

- A general description of the intended project, including a description of the intended site, type of project, and proposed improvements.
- A list of unusual conditions and requirements.
- A general description of the professional services to be provided.
- Any special expertise or unusual services that might be required.
- A time schedule for the overall project, including the selection process to retain a firm.

Development of Request for Proposal

The developer/client/municipality shall prepare a formal Request For Proposals (RFP) for the proposed project, which shall prescribe the manner, conditions, and requirements of the response submissions. This shall request respondents to indicate their interest in the project and illustrate their relevant project experience and overall capabilities to perform the required services. The RFP should include the following:

- The scope of services.
- An hourly rate and expense schedule.
- Fee proposal.
- Proposed project schedule.
- Team structure and resumes of team members.
- A list of selection criteria (e.g. professional credentials, competence, experience on similar projects, ability to perform the required service within the overall time schedule).
- The location and address where the responses are to be submitted.
- The time schedule for receipt of responses, date and time.

DECD reserves the right to review the RFP prior to finalization.

Advertisement Procedure

The developer/client/municipality should solicit responses from interested firms by newspaper legal notice advertisements or direct solicitation via letter, fax or email. Trade publications may also be used to

advertise the RFP. A minimum of three responses should be received. Otherwise, justification should be provided. DECD reserves the right to request and inspect this documentation.

Selection Committee

The developer/client/municipality shall establish a selection committee, prior to the circulation of the RFP, to evaluate RFP responses, and make a final selection.

Review of Responses and Selection

The committee shall screen all responses received for compliance with the RFP. Responses that do not comply with the intent of the RFP should not be considered in the selection process.

Prior to the receipt of the proposals, the Committee shall establish evaluation criteria and forms for the purpose of evaluating and ranking each respondent's qualifications. Below are the minimum recommended evaluation factors:

- Qualifications and experience of the firm and personnel to be assigned to the project team.
- Ability to perform within time constraints.
- Firm's awareness of project issues, opportunities, and constraints.
- Project team's experience on similar projects.
- Quality and performance of past services.
- Hourly fees and expense schedule.
- Appropriate professional credentials (e.g., required CT licenses)

The committee shall review the responses and rank the firms according to their qualifications and criteria important to the project. The committee can either:

1. "short list" the top firms for interviews, or
2. select the firm deemed to be most qualified.

* Copies of the RFP responses shall be provided to DECD at the agency's request. DECD reserves the right to participate and/monitor the selection committee deliberations, interview and selection process.

Review of Fee Proposals

The evaluation of each of the fee proposals by the selection committee shall consider the overall ranking of the firm and the fairness and reasonableness of the proposed fee. In determining fair and reasonable compensation to be paid, the committee shall consider the scope of services, the professional competence of the firm, the technical merits of the proposal and the ability of the firm to perform the required services within the time and budgetary limits of the contract. All proposals are to be considered confidential information until such time as the final selection is made and the contract is formally executed. The selection committee should select the most competitive fee proposal for final selection following an interview.

If there is a significant disparity among the fee proposals, the developer/client/municipality should request each firm to substantiate their proposal during the selection process, as appropriate. If the review reveals that the overall scope of services has been misinterpreted or lacks sufficient clarity, then the committee shall issue appropriate clarification to each firm and request a resubmission of proposals.

Interview Process

If the committee chooses to interview the top firms, the firms should be provided at least one week's advance notice of the date and time for their interview. Those firms not selected should be so notified.

Prior to the interviews, the committee shall prepare an evaluation form with predetermined selection criteria to allow interviewers to uniformly and independently evaluate the firms. The evaluation form shall reflect the requirements outlined in the scope of services and the RFP.

The interviewed firms shall be allotted the same amount of time for each interview. The committee members should evaluate and rate each firm during and/or immediately following each interview. After all interviews are completed the members should reassess their initial evaluation of each firm in comparison to the other firms' evaluations. The committee shall then rank the firms in order of overall preference.

Final Selection

The committee shall select the firm that, in accordance with the selection criteria, is most qualified to perform the required services.

Contract Execution

The selected firm shall be notified of its selection. Those firms not selected shall be so notified. The selected firm shall be requested to prepare and submit the applicable American Institute of Architects (AIA) or Engineers Joint Contract Document Committee (EJCDC) contract, or other contract form acceptable to DECD, along with the required certificates of insurance.

The contract form shall be the current edition of the appropriate AIA or EJCDC document. These documents should be used in their entirety. Any proposed changes to the contract form should be coordinated with DECD.

Review of Contract

* A copy of the fully executed contract and certificates of insurance shall be submitted to the DECD. DECD reserves the right to review professional services contracts prior to execution.

Records Maintenance

The developer/client/municipality shall maintain all records of the selection proceedings in accord with the applicable records retention policies. Such records shall be made available to the DECD upon request.

Modification of the Selection Process

* DECD approval is required for any modification or change to the selection process.

HRF—CCG Grant Project Procurement Checklist

Project Name: _____ Grantee Name: _____ Grant Amount: _____

Minimum Project Advertising and Response Requirement

I. At least one legal ad published: (must run at least once in newspaper having substantial circulation in the area)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	► Required for contracts \$50,000 or greater.
II. Published on DAS Website:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	► Required for contracts \$50,000 or greater.
III. Solicit and document responses from at least 3 qualified contractors/vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	► If contract \$10,000 to \$49,999 and applicant has not published on DAS Website, items I and III required.
IV. Method for soliciting bids from qualified minority and women-owned contracting firms.	<input type="checkbox"/> Legal ad published minority newspaper <input type="checkbox"/> Published on DAS Website	At least one required to satisfy Item IV All Grant Amounts.

Note 1: There are no specific procurement requirements for eligible individual project expenses less than \$10,000; however, grantees are required to submit receipts documenting the eligibility and amount of such expenses in order to receive reimbursement as part of the grant project. Grantees must request prior eligibility approval for such purchases.

Notes 2: Any project advertisement for any contract categories listed above must provide for a response period of no less than five working days from the date of initial publication. However, in most cases, it is recommended that the Grantee provide for an extended response time of at least 21 calendar days.

For Contracts/Purchases of \$10,000 or more, the following additional procurement documentation is also required:

V. Copy of complete RFP/RFQ/Bid Request Package	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VI. Tabulation of Quotes/Bids on Summary Sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VII. Copies of all written quote/bid responses:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VIII. Draft copy of the contract to be used for the project:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
IX. Written summary of method of contractor selection	<input type="checkbox"/> Yes	<input type="checkbox"/> No
X. CHRO documentation (Completed contractor/vendor "Notification to Bidders & "Employers Report of Compliance Staffing, E.O. 3-1" forms)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Commission on Culture & Tourism Procurement Approvals

**CCT APPROVAL
REQUIRED**

CIG Coordinator: _____ Date: _____

CLG/S&G Director: _____ Date: _____

SUGGESTED BID LANGUAGE

THE CONTRACTOR WHO IS SELECTED TO PERFORM THIS STATE PROJECT MUST FILE AND RECEIVE AN APPROVED AFFIRMATIVE ACTION PLAN BY THE COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. THIS PROJECT IS THEREFORE SUBJECT TO THE STATE SET-ASIDE GOALS OF 25% SBE AND 6.25% MBE ON THE ENTIRE STATE CONTRACT AMOUNT. THE CONTRACTOR SELECTED TO PERFORM THIS STATE PROJECT IS THEREFORE ENCOURAGED TO SOLICIT BIDS FROM SUBCONTRACTORS AND/OR VENDORS WHO ARE CURRENTLY CERTIFIED MINORITY OWNED BUSINESSES, DISABLED OWNED BUSINESSES, WOMEN OWNED BUSINESS AND SMALL BUSINESSES UNDER THE DEPARTMENT OF ADMINISTRATION SERVICES' SUPPLIER DIVERSITY PROGRAM.

NOTIFICATION TO BIDDERS FORM

The contract to be awarded is subject to contract compliance requirements mandated by Section 4114a of the Connecticut General Statutes; and, when the awarding agency is the state, Section 46a71(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 4-114a-1 et seq. of the Regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 4-114a and 46a-71(d) of the Connecticut General Statutes.

According to Section 4-114a-3(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 4-114a 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 the 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) Women..... (4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians" The above definitions apply to the contract compliance requirements by virtue of Section 4-114a-1 (10) 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-681 to 46a-68-17 of the Connecticut General Statutes, inclusive; (c) the bidder's promise to develop and implement a successful affirmative action plan; the bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 4-114a-3(10) of the Contract Compliance Regulations.

*INSTRUCTION: Bidder must sign acknowledgement below, detach along dotted line and return acknowledgement to Awarding Agency along with bid proposal. The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature _____

Title _____

On behalf of _____

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES FORMS

STATE OF CONNECTICUT EMPLOYER REPORT OF COMPLIANCE STAFFING LABOR DEPARTMENT

Department _____ Approved Pending Investigation
Compliance Officer _____ Disapproved Investigation Requested
Date _____

This form should reflect the number of permanent employees on your payroll on date of submission.

Name of Contracting Firm _____
Type of Report _____ Prime Contractor Subcontractor

EMPLOYEE INFORMATION

Total Employed:

White _____ African American _____ Spanish Surname _____ Other (specify) _____

Does your firm have a collective bargaining agreement or other contract or understanding with a labor organization or employment agency for the recruitment of labor? Yes* No*

* If yes, list the name and address of the agency or organization.

Name _____
Address/City/State/Zip _____

* If no, indicate the usual methods of recruitment.

- Connecticut State Employment Service Private Employment Agency Newspaper Advertisement
- Walk-In Other (specify) _____

SIGNATURE

The signer certifies that its practices and policies, including but not limited to matters concerning personnel, training, apprenticeship, membership, grievance and representation, and upgrading, do not discriminate on grounds of race, color, religious creed, age, sex, or national origin, or ancestry of any individual, and that the signer agrees it will affirmatively cooperate in the implementation of the policy and provisions of Executive order Number Three, and consent and agreement is made that recruitment, employment and the terms and conditions of employment under the contract shall be in accordance with the purpose and provisions of Executive Order Number Three.

Is firm in minority ownership? (51% of assets in control of minorities) Yes No

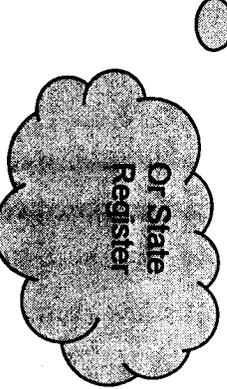
I certify that the above is correct to the best of my knowledge.

Employer _____
Business Name _____ Date _____
Signature _____
Title _____

Guidelines for HRF Project Sign

Blue Field / White Lettering

White Field / Black Lettering

 <p>Project Sponsors The City of Pleasant Mary Smith, Mayor</p> <p>U.S. Dept. Of Housing & Urban Development</p> <p>Peckhill & Dunne, LLC, Architect</p> <p>Standard Plaster, Inc Contractor</p>	<p>Preservation Means Jobs in Your Community</p> <p>The rehabilitation of 20 Forest Street, which is listed on the <i>National Register of Historic Places</i>, is funded by a matching grant from Connecticut's Historic Restoration Fund.</p> 
<p>State of Connecticut The Honorable M. Jodi Rell Governor</p>	<p>Administered by: Connecticut Commission on Culture & Tourism Karen Senich, Executive Director</p>

White Field / Black Lettering

Blue Field / White Lettering

Note: Minimum overall size of project sign shall be no less than 2 feet high and 4 feet wide; grantees may not use more than \$200.00 in funds to help defray cost of procuring project sign; project signs must be prominently displayed throughout duration of grant project in location which is clearly visible from principle street adjacent to the property site.

HRF—CCG Grant Project Closeout Checklist

Project Name: _____ Grant Amount: _____

Grantee Name: _____

√ _____	Closeout Step	By Whom
_____	Approved Project Procurement Documentation.	CCT Staff
_____	Fully Executed Copy of Grant Contract.	CCT Staff
_____	Certificate of Actual Eligible Costs.	Grantee
_____	Completed Invoice/Payment Summary Sheet.	Grantee
_____	Copies of Project Invoices for Which Matching Reimbursement is Requested.	Grantee
_____	Copies of Cancelled Checks (both sides) Used to Pay Eligible Project Invoices. OR	Grantee
_____	Copies of Bank Statements Which Show the Number, Date, Amount, and Date the Bank from Which the Check was Actually Drawn Processed the Payment OR	Grantee
_____	A Itemized Statement from Contractor Indicating that Payment was made and Received for Invoices Submitted and Approved for Payment by the Grantee	Grantee
_____	Contractor's Lien Waiver Affidavit.	Grantee
_____	Report Summarizing the Work Completed.	Grantee
_____	Certificate of Conformance from CCT-Approved Project Preservation Consultant.	Grantee
_____	Fully Executed and Recorded AG-Approved Copy of Project Preservation Restriction.	Grantee
_____	Project Audit Report**	Grantee

* Only required from grantees which receive \$100,000 or more in funding assistance from the State of Connecticut within the fiscal year that the project is completed. In accordance with established CCT policy, grants reimbursements may be made to municipalities prior to the receipt of the appropriate annual audit if the municipality provides the CCT with written assurance that a copy of that annual audit will be forwarded to the CCT as soon as it becomes available.

Commission on Culture & Tourism Procurement Approvals	CCT APPROVAL REQUIRED
CIG Coordinator: _____	Date: _____
CLG/S&G Director: _____	Date: _____

Contractor's / Suppliers Affidavit of Release of Liens

To (Owner): _____

Project: _____

Contract for: _____

Contract Date: _____

Pursuant to the general conditions of the contract for construction/restoration, and in consideration of the final payment of _____, the undersigned Sub-Contractor/Supplier relinquishes any future claims against the property owner, _____, for completion of the above contract dated _____.

Signed this _____ day of _____

Contractor/Supplier: _____

Address: _____

By: _____
(print names and title of signatory below this line)

NOTE: PLEASE PRINT ON ORGANIZATION LETTERHEAD

CERTIFICATE OF ELIGIBLE ACTUAL COSTS

Enclosed are copies of the original invoices and proof of payments in the amount of \$_____. Please send us payment for 50% of this amount , \$_____ as specified in the state grant contract.

This claim is just and correct and has not been paid by the State; and the whole labor has been performed or the articles furnished, and no commission, discount, bonus, reward, or present of any kind has been promised, received, or expected on account thereof by any officer of the State of Connecticut.

Authorized Signature

Date

SAMPLE

Peckhill & Dunne, LLC
Architect
350 Farmington Avenue
Hartford, CT 06105

CERTIFICATE OF CONFORMANCE

This is to certify that the work executed on the [name of the project property] was performed by the [name of the grantee] in Hartford, Connecticut in accordance with plans and specifications approved by the Connecticut Commission on Culture & Tourism and that all work executed conforms to the U.S. Secretary of Interior's Treatment of Historic Properties.

President, [Grantee Organization]
[Grantee Organization]
In Hartford, Connecticut

Date

Edith Peckhill, AIA, Architect and
Preservation Consultant

Date

Bethel Public Library

Request for Architectural/Engineering Professional Design Services for the
Seelye House Restoration and Renovation and Completion of the 2005 Library Addition
Request for Proposal: RFP #2011-001

Architect Walk through; Tuesday, February 8, 2011; 2:15 p.m.

FIRM NAME	FIRM ADDRESS	CONTACT NAME	CONTACT NUMBERS	CONTACT EMAIL
David Scott Parker Architects	P.O. Box 491 170 Pequot Ave. Southport, CT 06890	John Wasilewski	PH 203-259-3373 FX 203-259-2204 CL203-520-3241	jwasilewski@dsparkr.com
Paul B. Bailey Architect	110 Audubon New Haven, CT	Jarett Crooks Paul Bailey	PH 203-776-8888 FX 203-772-1365 CL 203-521-8652	Jarett@pbbarchitect.com
Paul B. Bailey Architect	110 Audubon New Haven, CT	Dave Bailey	PH 203-776-8888 FX 203-772-1365 CL 203-521-8652	Paul@pbbarchitect.com
Ron Quicquaro Co: Perkins & Will	655 Winding Brook Drive Glastonbury, CT 06033	Ron Quicquaro	PH 860-857-2500 FX 860-657-0757 CL 203-725-6335	Ron.Quicquaro@perkins&will.com
David Arai Maier Design Group	100 Wells St. Suite 2-1 Hartford, CT	David Arai	PH 860-293-0093 FX 860-293-0094 CL 860-6370432	DARA@MDGAI.com

Bethel Public Library

Request for Architectural/Engineering Professional Design Services for the
Seelye House Restoration and Renovation and Completion of the 2005 Library Addition
Request for Proposal: RFP #2011-001

Architect Walk through; Tuesday, February 8, 2011; 2:15 p.m.

FIRM NAME	FIRM ADDRESS	CONTACT NAME	CONTACT NUMBERS	CONTACT EMAIL
WASA Architects Studio A	58 Pine Street New Canaan, CT 06840	Carl Rothbart	PH 203-532-9444 FX 203-532-9348 CL 203-984-4402	Rothbart@WASALLP.com
Doyle Coffin Architecture Architects & Planners	158 Danbury Road Ridgefield, CT 06877	Rick Zin	PH 203-431-6001 x108 FX 203-431-9764 CL	RAZ@ doylecoffinarchitecture.com
Chris Philip Onofrio "Langan"	555 Long Wharf Drive New Haven, CT 06511	Chris Philip Onofrio	PH 203-562-5771 FX CL 203-627-8265	conofrio@langan.com
Northeast Collaborative Architects	500 Plaza	Jeff Bianco	PH 860-344-9332 FX CL	jbianco@ncarchitects.com
Lug Cows. Eng. Inc.	75 Beaver Rd. Wethersfield, CT 06109	Pete Luchini	PH 860-721-7234 FX 860-529-6700 CL 860-836-0803	pluchini@luga.com

Bethel Public Library
 Request for Architectural/Engineering Professional Design Services for the
 Seelye House Restoration and Renovation and Completion of the 2005 Library Addition
Request for Proposal: RFP #2011-001
 Architect Walk through; Tuesday, February 8, 2011; 2:15 p.m.

FIRM NAME	FIRM ADDRESS	CONTACT NAME	CONTACT NUMBERS	CONTACT EMAIL
Architects Guild	137 Greenwood Avenue Bethel, CT 06801	Andy Rego Peter Eckert	PH 203-791-8778 FX 203-791-8875 CL 203-733-0284	andy@architectsguild.net
Lothrop Assoc.	200 Summit Lake Dr. Valhalla, NY 10595	Jim Lathrop	PH 914-741-1115 FX 914-741-1115 CL 914-907-5695	jlothrop@lothropassociates.com
Drummey Rosane Anderson (DRA)	Studio 205 225 Oakland Rd. South Windsor, CT 06074	Ken Best	PH 860-644-1850 FX 860-683-2680 CL 860-221-9806	kbest@draws.com
Salamone & Associates, P.C. Team CME Architecture	3035 Whitney Ave. Hamden, CT 06578	Jon Delgadillo	PH 203-281-6895 FX 203-287-8728 CL	jdelgadillo@salamoneassoc.com

CSL

Construction Grant Checklist

Library

Date	Procedure	Submit to	Comments
	Approval by State Library Board.	N/A	State Library will notify you.
	Approval by State Bond Commission.	N/A	State Library will notify you.
	Request grant extension, if needed.	Ken Wiggin, State Librarian, with a copy to Mary Louise Jensen	If a grantee cannot start construction within 18 months of State Bond Commission approval, the State Library Board will consider the grantee's request for an extension, not to exceed one year. If additional extensions are needed, only one-year extensions will be considered. The grantee may receive two extensions without sufficient approved local funding to complete the project. To be considered for further extensions the grantee must have sufficient approved local funding to complete the project.
	State Library Construction Grant Contract paperwork session held.	N/A	Meeting held after acquiring local matching funds to do the project.
	Send State Library Construction Grant Contract with the following documents: <ul style="list-style-type: none"> • Individual holding Authorized position signs and dates the grant contract. • Town Clerk/Board Secretary prepares and signs a copy of the resolution (see the grant application for resolution), dates and notarizes or affixes seal. • Town Clerk/Board Secretary prepares statement providing the name of the person presently holding the 	Mary Louise Jensen	Within 18 months of funding approval. Must be signed by authorized person.

Date	Procedure	Submit to	Comments
	authorized position. <ul style="list-style-type: none"> • Complete certification to support non-discrimination agreements and warranties • Complete Notice of Applicant's Funding Form. • Association Libraries only: Complete lien and contribution and solicitation ban forms 		
	Submit final drawings for approval.	Mary Louise Jensen	Prior to going out to bid for a building contract
	Plans approved.	Mary Louise Jensen	
	Receive signed copy of the State Public Library Construction Contract.		From Sharon Brettschneider.
	Open account with Reich & Tang	N/A	You will not be able to receive payment until you have done this. You will be given an account number when your signed contract is sent to you..
	Send copy of the invitation to bid from a local newspaper.	Mary Louise Jensen	Approved by Mary Louise Jensen
	Go out to bid.	N/A	
	Send the one completed original Notice of Contract Award, back-up documentation and a copy of the contract. Backup information: <ul style="list-style-type: none"> • Copy of the advertisement • tabulation of bidders • acceptance letter to the construction contractor • a copy of the contract (AIA Document A101) • a copy of the Department of Administrative Services (DAS) contractor prequalification certificate for projects over \$500,000. 	Mary Louise Jensen	Highlight the section in the contract which states that the contract and the subcontractors are Affirmative Action/Equal Opportunity Employers

Date	Procedure	Submit to	Comments
	<ul style="list-style-type: none"> DAS Contractor Pre-qualification update statement for projects over \$500,000. 		
	Send change orders representing an increase or decrease in the cost of the project in excess of \$____ (check guidelines).	Mary Louise Jensen	
	Send amendments that alter the cost of the project, use of space, or functional layout more than 10% for State approval.	Mary Louise Jensen	
	Request forms for 1 st payment after completing 50% of your project.	Mary Louise Jensen	
	<ol style="list-style-type: none"> Submit two applications for payment and invoices. Contract Performance Evaluation Form (Contractor prequalification program). 	Mary Louise Jensen	
	If payment was \$100,000 or more, send copy of State Single Audit for the year in which the payment was received..		
	Request forms for 2 nd payment after completing 75% of your project.	Mary Louise Jensen	
	Submit two applications for payment and invoices.	Mary Louise Jensen	
	If payment was \$100,000 or more, send copy of State Single Audit for year in which the payment was received.		
	Request last payment after completing the project. Include: 1 Final expenditure report 2.Application for Payment forms 3.Invoices 4.Contract Performance Evaluation Form (Contractor pre-qualification program).	Mary Louise Jensen	

Construction Grant Checklist

Page 4

Date	Procedure	Submit to	Comments
	Complete project within 5 years.	N/A	Check contract period on your contract.
	Keep all records for 10 years from audit.	N/A	

7/09

INSTRUCTIONS FOR THE COMPLETION OF THE
CONSTRUCTION GRANT
CONTRACT MATERIALS

Congratulations on being awarded a State Public Library Construction grant from the Connecticut State Library. Enclosed you will find the materials you must submit to receive the funds you have been awarded. Please begin work on your grant contract as soon as possible. It is likely to take more time than you expect to complete the forms accurately, have them signed by key people in your organization, and respond to any questions that the State Library might have.

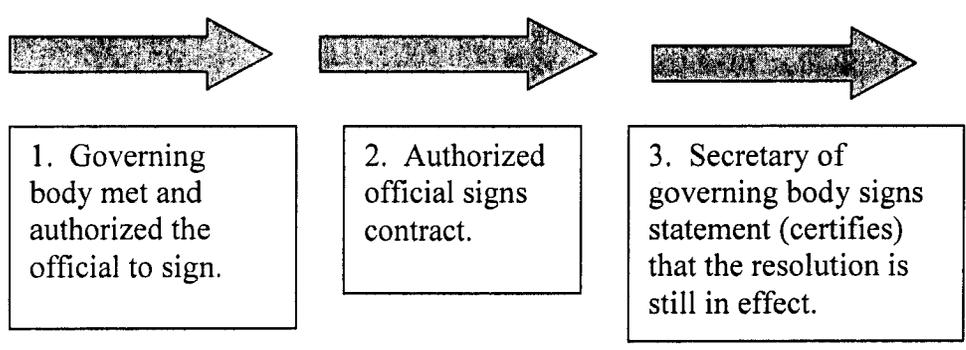
MATERIALS THAT YOU MUST SUBMIT IN ORDER TO COMPLETE YOUR GRANT CONTRACT

1. A Certified Resolution

Before you applied for a construction grant, your organization passed a resolution authorizing an individual to apply for the grant and to enter into a contract with the Connecticut State Library Board. You do not need to pass a new resolution, but you do need to prepare a new Certified Resolution to submit with your contract.

Dates are very important!

The Town Clerk/Board Secretary must prepare and sign the Certified Resolution on or after the date on which the authorized individual signed the contract.



Please Note: The individual signing (certifying) the resolution must be someone other than the individual authorized to sign contract materials.

EXAMPLES

Correct

Board Meets	Contract Signed	Resolution Signed
November 1, 2003	January 15, 2004	January 16, 2004
May 1, 2004	June 15, 2004	June 15, 2004
May 15, 2004	May 15, 2004	May 15, 2004

Incorrect

Board Meets	Contract Signed	Resolution Signed
May 1, 2004	June 15, 2004	June 14, 2004
November 1, 2003	June 15, 2004	November 1, 2003
November 1, 2004	October 15, 2004	November 1, 2004

The Certified Resolution must bear the seal of your organization. If your organization does not own a corporate seal, that fact must be noted in the resolution and (L.S.) written next to the signature.

Signatures and typed or printed names on all contract materials must be consistent. For example, if the name of the official authorized in the resolution is *Elizabeth T. Jones*, all contract materials must be signed *Elizabeth T. Jones*, and the typed name must be *Elizabeth T. Jones*. The state system does not accept *E.T. Jones* or *Beth Jones* on one part of the contract materials and *Elizabeth T. Jones* on another.

The authorized official must sign his/her own name. The state does not accept a document signed and initialed by someone acting on behalf of the authorized official.

**SAMPLE
CERTIFIED RESOLUTION
FOR MUNICIPAL LIBRARIES**

I, SALLY SMITH, TOWN CLERK do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Town Council of the TOWN OF NEWVILLE duly held and convened on MAY 15, 2004, at which a constituted quorum of the town council was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED, that the duly elected/appointed MAYOR, FIRST SELECTMAN, TOWN MANAGER is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.

IN WITNESS THEREOF, the undersigned has affixed his/her signature and the corporate seal of the town (if the town owns a corporate seal) this 30TH DAY OF MAY, 2004.

Signature - Town Clerk

Typed name of Town Clerk

- OR if the town does not own a corporate seal-

IN WITNESS THEREOF, the undersigned has affixed his/her signature this 30TH DAY OF MAY, 2004.

Signature - Town Clerk (L.S.)*

Typed name of Town Clerk

* Lacks Seal

**SAMPLE
CERTIFIED RESOLUTION
FOR ASSOCIATION LIBRARIES**

I, SALLY SMITH, Board Secretary, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of the NEWVILLE LIBRARY ASSOCIATION duly held and convened on MAY 15, 2004, at which a constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED, that the duly elected/appointed BOARD PRESIDENT/LIBRARY DIRECTOR is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.

IN WITNESS THEREOF, the undersigned has affixed his/her signature and the corporate seal of the association (if the association owns a corporate seal) this 30TH DAY OF MAY, 2004.

Signature of Board Secretary

Typed name of Board Secretary

- OR if the association does not own a corporate seal-

IN WITNESS THEREOF, the undersigned has affixed his/her signature this 30TH DAY OF MAY, 2004.

Signature of Board Secretary (L.S)*

Typed name of Board Secretary

*Lacks Seal

**SAMPLE
CERTIFIED RESOLUTION
FOR ASSOCIATION LIBRARIES**

I, SALLY SMITH, Board Secretary, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of the NEWVILLE LIBRARY ASSOCIATION duly held and convened on MAY 15, 2004, at which a constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED, that the duly elected/appointed BOARD PRESIDENT/LIBRARY DIRECTOR is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.

IN WITNESS THEREOF, the undersigned has affixed his/her signature and the corporate seal of the association (if the association owns a corporate seal) this 30TH DAY OF MAY, 2004.

Signature of Board Secretary

Typed name of Board Secretary

- OR if the association does not own a corporate seal-

IN WITNESS THEREOF, the undersigned has affixed his/her signature this 30TH DAY OF MAY, 2004.

Signature of Board Secretary (L.S)*

Typed name of Board Secretary

*Lacks Seal