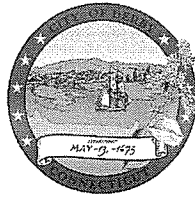


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## City of Derby Board of Aldermen/Alderwomen

Arthur Newberg  
Amy L. Pettinicchi  
Sarah Widomski \*

Jessica Barrios-Perez  
George F. Kurtyka  
Ronald M. Sill

David Chevarella  
Robin Falcioni-Smith  
Robert Hyder

### Regular Meeting Thursday March 14, 2024 7:00 p.m.

Hybrid Meeting – Derby City Hall, 1 Elizabeth Street, Derby, CT and via Zoom

## MINUTES

1. Mayor Joseph DiMartino called the meeting to order at 7:01 pm.
2. The Pledge of Allegiance was recited.
3. Roll Call

Members Present: Arthur Newberg, Amy Pettinicchi, Sarah Widomski, Jessica Barrios-Perez, George Kurtyka, Ronald Sill, David Chevarella, Robin Falcioni-Smith, and Robert Hyder.

4. Additions, Deletions, Corrections and Adoption of the Agenda.

Sarah Widomski moved the following:

#### Proposed Additions

New 6.4 – Waiver of Section 13 of the City Charter

Move to waive Section 13 of the City Charter to allow the following to act as Poll workers for the April 2, 2024 Presidential Preference Primary and for the November 5, 2024 General Election:

1. Marc J. Garofalo, Town Clerk
2. Ashley Simon, Board of Apportionment and Taxation
3. Sarah Widomski, Board of Aldermen/Alderwomen

#### Proposed Deletions

None

#### Proposed Corrections

6.4 Mayor Joseph DiMartino – Municipal Update – Make this Item 6.5

Amy Pettinicchi seconded the motion. There was no discussion, and the agenda was unanimously adopted as amended.

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Marc J. Garofalo, Town Clerk

## 5. Public Portion

**Marc J. Garofalo, Town Clerk**, asked the Board of Aldermen/Alderwomen to remember the passing of long-time Community Development Director Lawrence J. DeTullio, Jr. on this day, March 14, 1995. The Board paused for a moment of reflection.

**Felicia Monaco, 17 Monaco Circle**, expressed great concern about the condition of 17-25 Crescent Street. She commented on the condition of the property and expressed her frustration that nothing has been done to correct the situation even though the Board of Aldermen/Alderwomen voted in October of 2022 to foreclose on the property. She urged the Board to take action to clean up this property. As a homeowner who lives in the neighborhood, she hopes the City will take care of this blighted property.

**Phil Martino, 24 Prairie Avenue**, asked the Board to consider tax relief exemption for the senior citizens due to the Education budget.

**Katherine Christopher, 40 Brickyard Road, Clinton**, explained to the Board about the job responsibilities of an experienced Human Resources Director with over thirty years of experience. She outlined the areas she has focused on as the first professional in this position including removing ineligible people from the insurance rolls. She was concerned about the possibility of lowering the Human Resources Director salary. She urged the Board to maintain the position with an appropriate salary of a senior professional.

**Karen Kemmesies, 25 John Street**, expressed a desire to see the monthly department reports so the public can see the activities of the various departments in the City of Derby

**Fred Picroski, 216 Derby Avenue**, read about the forensic audit in the newspaper and informed the Board that he would like to see the forensic audit go forward. He also indicated that even though former Mayor Richard Dziekan is objecting to the audit that it would be in the best interest of the City to get to the truth about the fiscal crisis, especially that the transition of the financial software was not completed properly.

**Thomas Harbinson, 15 Soundcrest Drive, Shelton, owner of IDA Properties, 200 Roosevelt Drive**, informed the Board that the representatives of the Fuel Cell on Roosevelt Drive had contacted him regarding the 350<sup>th</sup> Anniversary in 2025. They told him that they wanted to participate and assist in the festivities. He will contact the Mayor's Office for details.

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MARC J. GAROFALO

## **6. Administrative & Appointments**

### **6.1 Approval of Minutes**

#### **6.1.1 February 8, 2024 – Regular Meeting**

Ronald Sill moved to approve the minutes as presented. George Kurtyka seconded the motion. There was no discussion and the motion passed unanimously.

#### **6.1.2 February 22, 2024 – Special Meeting**

George Kurtyka moved to approve the minutes as presented. Amy Pettinicchi seconded the motion. There was no discussion and the motion passed unanimously with Robert Hyder abstaining from the vote.

### **6.2 Refund of Taxes**

#### **6.2.1 Monthly Tax Refunds**

Sarah Widomski moved to approve tax refunds in the amount to \$3,764.21 dated March 12, 2024. Robin Falcioni-Smith seconded the motion. There was no discussion and the motion passed unanimously.

### **6.3 Appointments to Boards and Commissions**

#### **6.3.1 Field House and Baseball Field Committee – Effective Immediately and expiring on December 6, 2025**

##### **6.3.1.1 Board of Aldermen/Aldermwomen – David Chevarella**

##### **6.3.1.2 Board of Aldermen/Aldermwomen – Amy Pettinicchi**

Sarah Widomski moved to approve the appointment of David Chevarella and Amy Pettinicchi to the Field House and Baseball Field Committee. Robin Falcioni-Smith seconded the motion. There was no discussion and the motion passed unanimously.

#### **6.3.2 Elderly Commission – Effective Immediately and expiring on January 31, 2026**

##### **6.3.2.1 Janet Misiewicz**

Ronald Sill moved to approve the appointment of Janet Misiewicz to the Elderly Commission effective immediately and expiring on January 31, 2026 as recommended by Mayor Joseph DiMartino. Robert Hyder seconded the motion. There was no discussion and the motion passed unanimously.

#### **6.3.3 Water Pollution Control Authority – Effective Immediately & expiring on October 31, 2026**

##### **6.3.3.1 Charles Sampson**

Robert Hyder moved to approve the appointment of Charles Sampson to the Water Pollution Control Authority effective immediately and expiring on October 31, 2026 as recommended by Mayor Joseph DiMartino. Amy Pettinicchi seconded the motion. There was no discussion and the motion passed unanimously.

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### **6.4 Waiver of Section 13 of the City Charter**

Amy Pettinicchi moved to waive Section 13 of the City Charter to allow the following individuals to act as Poll workers for the April 2, 2024 Presidential Preference Primary and for the November 5, 2024 General Election: Marc J. Garofalo, Town Clerk, Ashley Simon, Board of Apportionment and Taxation, Sarah Widomski, Board of Aldermen/Aldermwomen. George Kurtyka seconded the motion. There was no discussion and the motion passed unanimously with Sarah Widomski abstaining from the vote.

## 6.5 Mayor Joseph DiMartino – Municipal Update

### Fuel Cell Income

As part of our effort to straighten out the deficiencies in the Finance Department we followed up with the builders of the Fuel Cell on Coon Hollow Road adjacent to the Derby Public Works complex to secure the \$250,000 owed to the City of Derby pursuant to the approved agreement. This income is much needed to help balance the deficit from both last year's budget and the current year.

### \$1 million-dollar Federal Grant

As part of our due diligence in organizing our new administration a little over 100 days ago, we reached out to our Federal Delegation, Senator Blumenthal, Senator Murphy, and Congresswoman Rosa DeLauro to let them know that our new leadership team would be seeking a close working relationship to help the City of Derby. We received great guidance and support from all three offices. In working closely with Congresswoman DeLauro's team, they informed us of a grant application by the City of Derby for the South Side of Main Street. We worked with them to urge support for the City of Derby on this vital project. We are pleased that our efforts in building a partnership with our Federal representatives has demonstrated a new sense of credibility on the behalf the City that resulted in Derby getting \$1 million dollar grant to help move the South Side of Main Street redevelopment forward. We were lucky that Congresswoman DeLauro's team made us aware of this initiative so that we could properly pursue it as we were not told of this by the representatives of the previous administration in the one transition meeting that they offered.

### Forensic Audit Clarification

I want to clarify any confusion regarding the Forensic Audit. When I took office on December 2, 2024, 104 days ago, I knew we were facing a difficult financial situation. Within two weeks, with the help of the Board of Aldermen/Alderwomen, I hired a qualified interim finance director. Based on our observations of current conditions, we could never have guessed how much of a financial mess we are really in based on the negligence and misinformation of the past six years. We are proceeding methodically to find the underlying cause of the fiscal crisis with which we were left. We are prioritizing our work by identifying the many problems that exist. We are working closely with the Municipal Finance Advisory Commission to fix the financial problems that were created out of mismanagement, including the hasty and incomplete implementation of improperly procured financial software. We will ensure that our annual audit for 2022-2023 is completed, even though we are again late in filing it due to lack of oversight and misaligned priorities. Then we can adopt the 2024-2025 budget with open eyes instead of with the misleading information given to the Tax Board in recent years. After the budget is adopted, we will compile our concerns and those of MFAC and other financial professionals and initiate a forensic audit to find the underlying cause of financial mismanagement and gross abuses that have taken place over the past few years. And when we get those answers we will share them with the taxpayers of Derby. I want to keep you updated as to the process that we will be following and apologize for any confusion about the order of events. Stay tuned.



### **Trash, Recycling, and Transfer Station Operation Bid Update**

We received four bids from qualified submission by the deadline of March 8, 2024. We are evaluating the bids and expect to make a recommendation to this Board at the April 11, 2024 meeting.

### **New Tax Collector to start duties on Monday March 25, 2024**

I am happy to inform you that, after a competitive process, and after a three-year vacancy, I have appointed a new Tax Collector. Ana M. LeGassey, who is currently the Tax Collector in Plainville, CT will begin her duties on Monday March 25, 2024. She comes to Derby as a Certified Tax Collector with more than a decade of experience as a Tax Collector both in her hometown of Plymouth and in Plainville. We are excited for her to start and to begin collecting the more than \$1.3 million dollars in back taxes that are outstanding due to the long-time vacancy.

### **Conclusion**

It has been a long 104 days, but we are making steady progress toward digging ourselves out of the mess with which we were left. I will keep you posted each month so you will be aware of the steps toward recovery. I just want to thank the volunteer Aldermen/Alderwomen and the Tax Board members for their bipartisan cooperation and support. Together we will make the necessary improvements. Thank you again.

## **7. Committee Reports and Recommendations**

### **7.1 Community Relations Committee**

#### **7.1.1 201 Hawkins Street – Proposed Agreement and Settlement of Blight Liens and Clean and Lien liens. – Resolution 2024-3**

Ronald Sill moved to adopt the recommendation of the Committee in Resolution 2024-3 to approve the settlement of Blight Liens and Clean and Lien liens at 201 Hawkins Street as reviewed and approved by Corporation Counsel and to authorize Mayor Joseph DiMartino to execute said settlement on behalf of the City of Derby. George Kurtyka seconded the motion. There was no discussion and the motion passed unanimously.

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MARCO J. CANTONE, Esq.  
MAYOR

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City of Derby Board of Aldermen/Alderwomen - Resolution 2024-3 - 03-14-2024

**RESOLUTION REGARDING BLIGHT LIENS AND CLEAN AND LIEN  
OBLIGATIONS FOR 201 HAWKINS STREET**

WHEREAS, 201 Hawkins Street has been designated a blighted property; and

WHEREAS, the City has recorded on the land records blight liens and a clean and lien document; and

WHEREAS, a new property owner intends to fully remediate the blighted conditions within six months; and

WHEREAS, the purpose of the blight program is to better the quality of life for all Derby residents.

NOW, THEREFORE, BE IT RESOLVED:

The City and the property owner will execute an agreement whereby the property owner will agree to renovate the subject premises and remediate all blight within six months of the execution of the Agreement. The agreement will further provide that in exchange for the remediation and the renovation of the subject premises, the City will release all blight liens and clean and lien documents for 201 Hawkins Street from the Derby Land Records upon the payment of \$2,990.00 in Clean and Lien Fees and \$5,010.00 in adjusted Blight Lien fees.

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JAC. J. B. B.  
MARCO L. CUNHA

**7.2 Property and Development Committee****7.2.1 Lease with State of Connecticut for the Derby Train Station – Resolution 2024-2**

Amy Pettinicchi moved to adopt Resolution 2024-3 regarding the Derby Train Station and abutting land to terminate the existing expired lease and to request a new lease agreement after renovations are completed. George Kurtyka seconded the motion. There was no discussion and the motion passed unanimously.

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City of Derby Board of Aldermen/Alderwomen - Resolution-2024-2 - 03-14-2024

RESOLUTION REGARDING DERBY TRAIN STATION AND ABUTTING LAND

WHEREAS, on or about July 26, 2000, the City of Derby ("City") and the Connecticut Department of Transportation ("DOT") entered into a certain lease agreement; and

WHEREAS, DOT leased to the City the Derby train station and approximately 1.9 acres, more or less; and

WHEREAS, the lease expired as of June 2010; and

WHEREAS, the City continued in possession as a holdover tenant; and

WHEREAS, the City had assigned the lease to the Valley COG, now known as the Naugatuck Valley COG, (the "COG"); and

WHEREAS, the COG terminated the sublease and relinquished all right to the subject premises; and

WHEREAS, the DOT, partially funded by a \$12.6 million dollar grant, will expend approximately \$25 million dollars upgrading the train station and the subject premises; and

WHEREAS, the DOT has commenced or will be commencing in the near term, environmental remediation of the subject premises;

BE IT RESOLVED, the City immediately terminates its status as a holdover tenant on a month-to-month basis and hereby surrenders any right to possession of the subject premises; and

BE IT FURTHER RESOLVED, the City, recognizing the importance of an upgraded modern train station, hereby expresses its intention to enter into a future lease of the subject premises with the DOT.

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MARCO J. CARRERA, MAY

**7.2.2 Electriq Power Sustainable Community Network**

Jeff Kirks of Electriq Power gave a presentation on the proposed Agreement between the City of Derby and Electriq Power. He showed the Board a customer testimonial video and answered questions from the Board members. After the discussion Amy Pettinicchi moved to not move forward with the proposed agreement between the City of Derby and Electriq Power. Jessica Barrios-Perez seconded the motion. There was no further discussion and the motion passed unanimously.

**7.3 Finance and Public Safety Committee****7.3.1 Human Resources Director - Salary**

Sarah Widomski moved to adopt the recommendation of the Committee to set the full-time annual salary of the position of Human Resources Director for the City of Derby at \$70,000 per year. Robin Falcioni-Smith seconded the motion. There was no discussion and the motion passed unanimously.

**7.3.2 South Central Mutual Police Assistance Compact**

Sarah Widomski moved to adopt the recommendation of the Committee to approve the South-Central Mutual Police Assistance Compact dated February 16, 2024 and authorize Mayor Joseph DiMartino to execute said contract on behalf of the City of Derby. Ronald Sill seconded the motion. There was no discussion and the motion passed unanimously.

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MARCO J. CORTADO, CLERK

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**SOUTH CENTRAL CONNECTICUT  
MUTUAL POLICE ASSISTANCE COMPACT**

WHEREAS, Section 7-277a, as amended, of the Connecticut General Statutes, authorizes municipalities, upon approval of the Chief Executive Officer and, where required by charter or ordinance, the governing body of such municipality, to enter into a compact with other municipalities for the purpose of requesting and supplying police assistance to protect the safety or well-being of the public; And

WHEREAS, Section 7-277a, as amended, further authorizes the Chief Executive Officer of any institution which maintains a special police force established under the provisions of Section 10a-156b of the Connecticut General Statutes to enter into such a compact; And

WHEREAS, the undersigned municipalities and institutions recognize that such compact will further cooperation among them and will increase the safety and well-being of the public.

NOW, THEREFORE, the undersigned municipalities and institutions mutually agree to the following terms and conditions:

**ARTICLE ONE**

**MUTUAL ASSISTANCE/JOINT OPERATIONS**

1. The Chief of Police of any municipality or such Chief's designee, may, whenever he or she determines it to be necessary in order to protect the safety or well-being of the municipality or institution, request the Chief of Police of any other municipality or institution to provide needed police assistance and the Chief of Police receiving such request may, in accordance with any provision of state or local law, assign officers from his or her department that he or she deems consistent with the safety and well-being of the municipality or institution. The Chief of Police or his or her designee shall notify the chief executive officer of the municipality or institution served by such chief or designee of such request or provision of service.
2. Each municipality may request assistance for emergency or non-emergency services. A municipality may elect not to participate in a request for assistance if it has a good faith reason to do so.

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MACTA  
[Signature]

Minutes continues on page 11

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3. Neither municipality is obligated to agree to any joint operation request. Each municipality, at its discretion, may determine the extent of its participation through the specific assignment of personnel and equipment.
4. During the deployment of personnel and equipment pursuant to this compact, the officers so deployed shall be deemed members of their respective departments acting to further the goals of this compact and each shall have the same powers, duties, privileges, and immunities as are conferred on the police officers of the municipality in whose jurisdiction such officers are operating.

## ARTICLE TWO

### DUTIES OF PERSONNEL

1. All personnel assigned to an incident occurring out of his or her jurisdiction shall be under the supervision of the requesting department's ranking officer.
2. The municipality requesting assistance shall prepare an operational plan for all events of a non-emergency nature.

## ARTICLE THREE

### REIMBURSEMENTS

1. Each participating municipality agrees that it shall be responsible for its respective police department expenses incurred while participating in any mutual aid request, whether that municipality's equipment and personnel were operating within or outside of its own jurisdiction. Unless otherwise provided by a written agreement between the Chief of Police of the department supplying assistance pursuant to a request under this section and the Chief of Police of the department receiving such assistance, the department supplying such assistance shall bear the cost for all expenditures incurred in providing such assistance. Such expenses may include, but are not limited to:
  - the actual payroll (including overtime) cost to the municipalities of all personnel assigned;
  - the replacement cost of all equipment lost, destroyed, or made unavailable for further services as a result of proper use in a deployment. Nothing in this section waives a municipality's right to seek reimbursement for equipment lost or destroyed negligently, recklessly, willfully, or purposefully;
  - fuel and maintenance for police cars;
  - the cost of repairing damaged equipment;

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Jace J. Smith  
MARCO, CHRISTOPHER, JR.

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- awards for death, disability, or injury to personnel arising as a result of services provided pursuant to this compact to the extent that such awards exceed Workers' Compensation coverage;
- Workers' Compensation claims as set forth in C.G.S. 31-275, et seq.;
- Survivor's benefits as set forth in C.G.S. 7-323, et seq.

#### ARTICLE FOUR

##### MISCELLANEOUS PROVISIONS

1. The Chief of Police of the municipality providing assistance may, if necessary to protect the safety and well-being of said municipality, recall any personnel or equipment provided pursuant to this compact in a manner that does not compromise an ongoing operation.
2. Withdrawal from this compact by any municipality or institution shall be made by thirty (30) days notice in writing.
3. Amendments to this compact shall be by written agreement of all Chiefs of Police and in accordance with any charter or ordinance of that municipality or institution.
4. If any provision of this compact shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this compact and shall not affect the validity of the remaining provisions.
5. This compact shall be governed by and construed in accordance with the laws of the State of Connecticut.
6. Any municipality in the State of Connecticut may become a participant in this compact by duly executing this document.
7. The execution of this compact is an adoption of its provisions. Any change in the Chief of Police representing any municipality or institution that is a signatory to this compact shall not alter that party's obligations under the compact.

*John J. Smith*  
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IN WITNESS WHEREOF, the parties have hereunto executed this compact.

CITY OF DERBY

\_\_\_\_\_  
Joseph DiMartino  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott Todd  
Chief of Police

\_\_\_\_\_  
Date

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OFFICE OF J. J. Bink  
MARCO, ON 03/20/21

**7.3.3 Fairfield County Mutual Police Assistance Compact**

Sarah Widomski moved to adopt the recommendation of the Committee to approve the Fairfield County Mutual Police Assistance Compact dated November 14, 2023 and authorize Mayor Joseph DiMartino to execute said contract on behalf of the City of Derby. Robert Hyder seconded the motion. There was no discussion and the motion passed unanimously.

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TOWN OF DERBY  
MAYOR J. DiMartino

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Fairfield County  
MUTUAL POLICE ASSISTANCE COMPACT  
Fairfield County Blue Plan  
11/14/2023

WHEREAS, Title 7-277a, Title 10a-156b(f), and Title 7-148cc of the Connecticut General Statutes authorize municipalities and institutions to enter into agreements for mutual police assistance and

WHEREAS, the undersigned municipalities/institutions find that general and emergency law enforcement needs can best be served by the creation of a regional approach to law enforcement, resulting in better coordination and less duplication in law enforcement efforts and;

WHEREAS, the undersigned municipalities/institutions find that a Mutual Police Assistance Compact is necessary in order to protect the safety and well-being of the respective municipalities/institutions and

WHEREAS, the undersigned municipalities/institutions wish to cooperate on mutual police assistance in furtherance of these goals under the terms of this compact;

NOW, THEREFORE, it is mutually agreed by and among the undersigned municipalities/institutions, by their respective chief executive officers duly authorized, to the following:

**ARTICLE ONE: Provision of Personnel and Equipment**

1. The chief executive officers of the undersigned municipalities/institutions hereby delegate to the chiefs of police of their respective municipalities/institutions the authority to determine when the provision of police personnel and equipment best serves the purposes of this compact.
2. It is anticipated that personnel and equipment will be deployed pursuant to this compact in order to respond to routine operational calls for assistance and/or unique mutual aid teams with undertakings relative to public safety operations.
3. All such requests shall be made to the chief of police (or designee) of the municipality/institution from which assistance is sought. Each such request shall be logged by the sending and requesting municipality/institution.
4. Any municipality/institution providing assistance pursuant to this compact shall record the names and time of dispatch of all personnel assigned in response to a request for assistance. All such records shall be furnished to the receiving municipality/institution upon request.
5. During the deployment of personnel and equipment pursuant to this compact, the officers so deployed shall have the same powers, duties, privileges, and immunities as are conferred on the police officers of the municipality/institution requesting assistance.
6. During a request for assistance, the undersigned municipalities/institutions will provide available law enforcement personnel as they determine appropriate and reasonable, given their own staffing availability. Upon activating the "Fairfield County Blue Plan," municipalities will provide law enforcement personnel per that Plan.

**ARTICLE TWO: Duties of Personnel**

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1. Personnel assigned by their respective department to a deployment pursuant to this compact shall respond to the location to which they have been requested and place themselves under the direction of such requesting municipality's supervising officer. They shall assist as necessary and appropriate, consistent with direction, in accordance with the law, as well as their own Department's rules of conduct.
2. Each officer deployed pursuant to this compact shall wear their own regular department uniform, except when the nature of the assignment requires otherwise.
3. All non-custodial arrests made pursuant to this compact shall be processed by the officer issuing the citation and summons. All custodial arrests shall be processed in the jurisdiction in which the arrest is made.

#### **ARTICLE THREE: Reimbursement and Liability**

1. Each participating municipality/institution agrees that it shall be responsible for all of its own costs which have been incurred in providing assistance under this compact, whether that municipality's equipment and personnel were operating within or without its own jurisdiction. Such costs may include but are not limited to:
  - o Damage incurred to vehicles, clothing, and equipment;
  - o Awards for death, disability, or injury to personnel to the extent that such awards exceed Worker's Compensation coverage;
  - o Worker's Compensation claims as set forth in C.G.S. 31-275 et seq.;
  - o Survivor's benefits as set forth in C.G.S. 7-323e;
2. Each party shall remain liable for the defense, settlement, and/or judgment arising from any and all claims by third parties for property damage and personal injury (including death) which have arisen or are alleged to have arisen out of that party's conduct under the agreement, whether the alleged tortious act took place within or without the party's respective jurisdiction.
3. The services performed, and expenditures made under this agreement shall be deemed for public and governmental purposes, and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering emergency service outside its boundaries.
4. In the event that outside funding becomes available to pay for the expenses of the municipalities/institution operating under any part of this compact, such funds shall be allocated among the participating municipalities/institution on a proportional cost basis, i.e., the same ratio as any municipality's expenses bear to the total cost of the services provided hereunder.
5. Each municipality/institution shall be responsible for ensuring that each deploying officer is currently certified by POST or CSP and is in good standing.

#### **ARTICLE FOUR: Miscellaneous**

1. Participation in this compact does not bind any municipality/institution to provide assistance to any specific request for a deployment except as agreed upon with the Fairfield County Blue Plan.
2. The chiefs of police (or designee) of the municipalities/institution providing assistance may at any time recall any personnel or equipment provided pursuant to this compact.
3. In accordance with CGS 7-277a, each chief of police (or designee) that requests or provides assistance pursuant to this compact shall inform the chief executive officer of the

11/14/2023

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municipality/institution served by such chief (or designee) of such request or provision of assistance.

4. Withdrawal from this compact by any municipality hereto shall be made by written notice to all other municipalities/institutions and shall not terminate the compact among the remaining municipalities.

**Effective Date and Term**

1. This Agreement shall be in effect when fully executed by two or more municipalities/institution's Chief Executive Officer and Head Law Enforcement Officer of any of the participating municipalities/institutions.
2. This Agreement shall remain in force provided two or more participating municipalities/institutions exist. If a municipality/institution wishes to withdraw, it shall provide written notice of its intent to withdraw from the Agreement. Such notification shall state the effective termination date and be addressed to the Fairfield County Chiefs of Police Association Executive Board.

**Municipalities Enumerated within the Fairfield County Blue Plan**  
(green = signature page received)

Ansonia	Bethel	Bridgeport	Brookfield	Danbury
Darien	Derby	Easton	Fairfield	Greenwich
Milford	Monroe	New Canaan	New Fairfield	New Milford
Newtown	Norwalk	Orange	Oxford	Redding
Ridgefield	Seymour	Shelton	Stamford	Stratford
Trumbull	Western CT State University	Weston	Westport	Wilton
CSP Troop A*	CSP Troop G*			

\* CSP statewide jurisdiction not required

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## SIGNATURE PAGE

### Fairfield County

#### MUTUAL POLICE ASSISTANCE COMPACT

##### Fairfield County Blue Plan

This Agreement shall be effective when fully executed by two or more municipalities/institutions Chief Executive Officer and Head Law Enforcement Officer of any participating municipalities/institutions.

This Agreement shall remain in force provided two or more participating municipalities/institutions exist.

Signature Page for the Municipality/Institution of: \_\_\_\_\_

\_\_\_\_\_  
Printed Name: Town/Institution CEO

\_\_\_\_\_  
Printed Name: Chief of Police or Designee

\_\_\_\_\_  
Signature:  
Town/Institution's Chief Executive  
Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature:  
Witness/Chief of Police or Designee

\_\_\_\_\_  
Date

#### SIGNATURE PAGE INSTRUCTIONS:

1. Each Chief Executive Officer and Head Law Enforcement officer will print and sign this signature page.
2. Each municipality will submit its completed signature page to the Fairfield County Chiefs of Police Executive Board as soon as possible.
3. Upon receipt of all signature pages, they will be combined into one master document and shared with each municipality/institution.

11/14/2023

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## 8. New Business

### 8.1 Clean and Lien Action – 204 Derby Avenue

Sarah Widomski moved to direct the Department of Public Works to clean 204 Derby Avenue and to authorize the Mayor of the City of Derby to place a lien on the property pursuant to the City of Derby Clean and Lien Ordinance. Ronald Sill seconded the motion. There was no discussion and the motion passed unanimously.

## 9. Old Business

### 9.1 Resolution regarding allocating unallocated ARPA Funds to the General Fund Balance – Resolution 2024-4

George Kurtyka moved to adopt Resolution 2024-4 regarding the allocating of unallocated ARPA Funds to the General Fund Balance of the City of Derby. Sarah Widomski seconded the motion. There was no discussion and the motion passed unanimously.

9.1

City of Derby  
Board of Aldermen/Alderwomen  
RESOLUTION - 2024-4 - March 14, 2024  
REGARDING ALLOCATING UNALLOCATED ARPA FUNDS  
TO THE GENERAL FUND BALANCE

WHEREAS, Derby is facing an unprecedented fiscal crisis; and

WHEREAS, restoring and building a positive general fund balance will substantially improve the overall financial health of the City of Derby; and

WHEREAS, the 2022 Final Rule as promulgated by the U.S. Department of Treasury permits the designation of ARPA funds for government services; and

NOW THEREFORE, BE IT RESOLVED;

The City will allocate all previously unallocated ARPA funds to the General Fund balance of the City in the amount of \$2,534,390.00.

The Board of Aldermen/Alderwomen having appropriated the ARPA monies for this express purpose, hereby conditions any future expenditure of the designated funds from the General Fund balance on the prior approval of the Board of Aldermen/Alderwomen.

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TOWN OF DERBY  
2024 MAR 20 PM 5:33  
George Kurtyka

Minutes continues on page 20

6.1.1  
9.1

## 2023-24 Fiscal Year ARPA Funds Summary

ARPA Funds Balance as of July 1, 2023 \$ 2,937,372

### Proposed Use of Funds

Luch's Engineering - Seymour Ave	\$ (18,750)
Fire Department Turnout Gear	\$ (369,703)
DPD HVAC Repairs	\$ (14,529)
Revenue Reduction Justification	\$ (2,534,390)
	<hr/>
	\$ (2,937,372)

ARPA Balance	<hr/>
	\$ -

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MADRI. C. J. K. J. K.



**10. Executive Session.**

- 10.1 2 Factory Street – Property Acquisition
- 10.2 17-25 Crescent – Pending Litigation
- 10.3 Discussion of Attorney Client Privileged Communication pursuant to Section 1-200(6) ( E) and Section 1-210(10) of the Connecticut General Statutes.
- 10.4 Franco Pelaccia – Labor and Employment Matters

Robert Hyder moved to go into Executive Session at 7:54 pm on the above matters and to invite Corporation Counsel, Interim Finance Director, and Chief of Staff Linda Fusco. Robin Falcioni-Smith seconded the motion. There was no discussion and the motion passed unanimously.

Ronald Sill moved to come out of Executive Session at 9:05 pm. Robin Falcioni-Smith seconded the motion. There was no discussion and the motion

**11. Regular Session Action from Executive Session.**

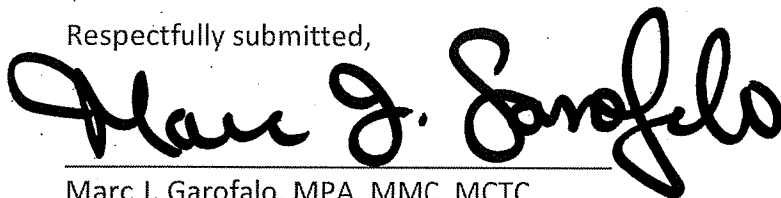
**11.1 Franco Pelaccia – Possible Settlement Agreement**

Sarah Widomski moved to approve the settlement agreement between Franco Pelaccia and the City of Derby as approved by the Corporation Counsel. George Kurtyka seconded the motion. There was no discussion and the motion passed unanimously.

**12. Adjournment**

Ronald Sill moved to adjourn the meeting at 9:06 pm. Amy Pettinicchi seconded the motion. There was no discussion and the motion passed unanimously.

Respectfully submitted,



Marc J. Garofalo, MPA, MMC, MCTC  
Town/City Clerk

#

2024 MAR 20 PM 5:33  
TOWN CLERK  
Marc J. Garofalo





6.1.2

## Board of Aldermen/Alderwomen

Barbara L. DeGennaro  
Anita Dugatto  
Sarah Widomski\*

Brian Coppolo  
Gino DiGiovanni  
Ronald M. Sill

Robert Hyder  
Charles Sampson  
Kevin Sharkey

### Special Meeting

5:30 p.m.

Monday November 27, 2023

Via Zoom

### MINUTES

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TOWN CLERK  
2024 MAR 21 AM 11:36  
MARCO J. GANOTTO, MAY

1. Mayor Richard Dziekan called the meeting to order at 5:32 p.m.
2. The Pledge of Allegiance was recited.
3. Roll Call

Members Present: Sarah Widomski, Gino DiGiovanni, Ronald Sill, Robert Hyder, Kevin Sharkey.

Members Absent: Anita Dugatto, Brian Coppolo

Members Excused: Barbara DeGennaro, Charles Sampson

4. Public Portion

Thomas Lionetti, 79 Sunset Drive expressed his agreement with letting our neighbors from Ansonia use the Field.

5. **Request to waive rental fee for use of DeFillipo Field on Tuesday November 28, 2023 and Sunday December 3, 2023 for CIAC Football Playoff games – Discussion and possible action.**

Ronald Sill moved to waive the rental fee for the use of DeFillipo Field by Ansonia High School on Tuesday November 28, 2023 and Sunday December 3, 2023 for the CIAC Football Playoff games. Gino DiGiovanni seconded the motion.

Robert Hyder asked about how much is being waived and asked that the dates be confirmed as the dates on the application received today were not consistent with the agenda.

Sarah Widomski asked Parks and Recreation Director Dennis O'Connell why the Board of Aldermen/Alderwomen were not given a copy of the application prior to today's meeting. She pointed out that the Parks and Recreation Commission asked Mr. O'Connell on November 13, 2023 to get the application to the Board of Aldermen/Alderwomen.

Mr. O'Connell replied that the amount being waived is \$1400 per use of the field and \$120 for the workers at the field. Mr. Hyder expressed disagreement with the amount. The dates were confirmed for Tuesday November 28, 2023 and Sunday December 3, 2023. He noted that he gave the agenda to Town Clerk Marc Garofalo today, November 27, 2023.

A heated discussion occurred about the rental policy and the reporting of rental to the Board of Aldermen/Alderwomen and whether or not the City should waive the fee.

Mayor Dziekan called for a vote before the discussion was completed. It was decided that the vote would be conducted by roll call.

Town Clerk Marc Garofalo conducted the roll call vote.

Brian Coppolo – Absent  
 Barbara DeGennaro – Excused  
 Gino DiGiovanni, Jr. – Yes  
 Anita Dugatto – Absent  
 Robert Hyder – Absent – He left the meeting during the roll call vote  
 Charles Sampson - Excused  
 Kevin Sharkey – Yes  
 Ronald Sill – Yes  
 Sarah Widomski – No

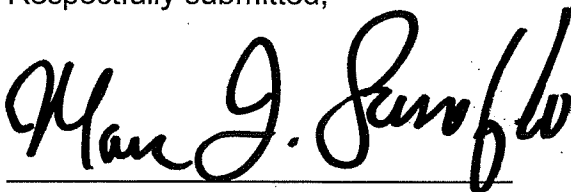
There were 3 votes in favor, 1 vote against, 5 absent or excused.

The motion was not passed due to a lack of quorum present when the voting took place.

## 6. Adjournment

Ronald Sill moved to adjourn the meeting at 5:46 p.m. Gino DiGiovanni seconded the motion. There was no discussion and the motion passed unanimously.

Respectfully submitted,



Marc J. Garofalo, MPA, MMC, MCTC

Town/City Clerk

RECEIVED  
 TOWN/CITY CLERK  
 2024 MAR 21 AM 11:36  
 Marc J. Garofalo, MPA

TAX REFUNDS APRIL 2024

Name	Address	City	State	Zip	Bill Number	Amount	Reason
Janet Reyes	271 Caroline st	Derby	CT	06484	2022-03-16373	\$63.33	overpayment
Janet Reyes	271 Caroline st	Derby	CT	06484	2019-03-17560	\$12.83	overpayment
Honda Lease Trust	11675 Great Oaks Way Ste200	Alpharetta	GA	30022	2022-03-15365	\$702.44	sold
Mark Whelan	59 Woodside Dr	Orange	CT	06477	2019-01-1187	\$2,373.75	overpayment
VW Credit LeasingLTD	1401 Franklin Blvd	Libertyville	IL	60048	2022-03-16995	\$537.60	overpayment
Christian Smith	168 Harold ave	Derby	CT	06418	2020-03-11809	\$73.34	overpayment
Christian Smith	168 Harold ave	Derby	CT	06418	2020-03-16281	\$25.86	overpayment

TAX COLLECTOR: John M. DeSassay C.A.M.C.

Total \$3,789.15

4/8/2024

6.2.1

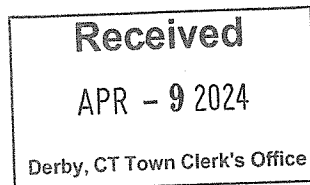


# DPW Surplus Vehicles 8.1

1994 Ford L9000	1FDYK9CT0RVA46435	\$1500.00
1999 Ford F550	1FDAFS7FOXEC00315	\$500.00
1998 Ford F450	1FDWF36L5XEC15636	\$500.00
1998 Ford F250	1FTNF20L3XEC8325	\$500.00
1996 Ford F750	1FDXF80LWVA28899	\$500.00
1978 Mack R-Model	R487P2269	\$500.00
1994 International	1HTSLAAM3SH666252	\$1500.00
1993 Ford Van	1FTJS34H6PHA67732	\$500.00
2003 Ford Expedition	1FMFU16LX3LB75056	\$500.00

TOTAL

\$6500.00







**MASTER MUNICIPAL AGREEMENT  
FOR CONSTRUCTION PROJECTS**

THIS MASTER MUNICIPAL AGREEMENT FOR CONSTRUCTION PROJECTS ("Master Agreement") is entered into by and between the STATE OF CONNECTICUT, DEPARTMENT OF TRANSPORTATION, (the "DOT"), and the City of Derby, 1 Elizabeth Street, Derby Connecticut 06418 (the "Municipality"). The DOT or the Municipality may be referred to each individually as the "Party" and collectively as the "Parties."

WHEREAS, the Municipality undertakes, and may financially participate in, municipal projects to construct improvements to roadways, structures and transportation facilities that are eligible for government financial assistance from the DOT, the federal government, or both;

WHEREAS, the DOT is the authorized entity responsible for distributing the state and federal government financial assistance with respect to these municipal projects; and

WHEREAS, on a project-by-project basis either the DOT or the Municipality takes on the responsibility of administering the construction phase of a particular municipal project, and the parties wish for this Master Agreement to address both DOT-administered and Municipality-administered projects;

WHEREAS, the Commissioner is authorized to enter into this Agreement and distribute state and federal financial assistance to the Municipality for these projects pursuant to § 13a-23, § 13a-98i, § 13a-98n, § 13a-165, § 13b-4(7) of the Connecticut General Statutes; and

WHEREAS, the DOT and the Municipality wish to set forth their respective duties, rights, and obligations with respect to these projects that are undertaken pursuant to this Master Agreement.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE THAT:

**Article 1. Definitions.** For the purposes of this Master Agreement, the following definitions apply:

1.1 "Accumulative Costs" means the total, collective expenditure by the Municipality and the DOT to complete the Construction Project (defined in section 1.8).

1.2 "Affirmative Action ('AA') Special Provision" is defined in Section 3.13(a).

1.3 "Administer," "Administering" or "Administration" of the Construction Project means conducting and managing operations required to perform and complete the Construction Project, including performing the construction work by either the Municipality or the DOT, as applicable to the particular Construction Project, in whole or in part, advertising and awarding any contract(s) for performance of the work by contractor(s) in whole or in part, or any combination thereof, and undertaking all of the administrative-duties related to and required for the completion of the Construction Project.

## Master Municipal Agreement for Construction Projects

1.4 “Authorization to Advertise Notice” means the written notice from the DOT to the Municipality authorizing the Municipality to advertise an invitation to bid for the Construction Project.

1.5 “Authorization to Award Notice” means the written notice from the DOT to the Municipality authorizing the Municipality to perform its Administration obligations for the Construction Project under the Project Authorization Letter (PAL) (defined in section 1.28), including, but not limited to, awarding the contract(s) for performance of the work.

1.6 “Authorization to Proceed Notice” means the written notice from the DOT to the Municipality authorizing the Municipality to perform its obligations for the Construction Project under the PAL.

1.7 “Authorized Department of Transportation (DOT) Representative” means the individual, duly authorized by a written delegation of the Commissioner of the DOT pursuant to Section 13b-17(a) of the Connecticut General Statutes, to sign PALs and other instruments as set forth in such delegation.

1.8 “Construction Order” means the instrument issued by the DOT to the Municipality authorizing funding for modification to the Project scope of work performed by the Prime Contractor.

1.9 “Consulting Engineer” means the person or entity, whether an employee of, or a contractor engaged by, the Municipality, who performs the Design Services During Construction (defined in section 1.12).

1.10 “Construction Project” means the construction phase activities undertaken by the Municipality, and either Administered by the Municipality or by the DOT on the Municipality’s behalf, to construct improvements on an eligible locally and/or State maintained roadway or structure, to perform transportation activities (as defined by 23 U.S.C. § 101(a)(35), as revised), or any combination of the foregoing, based upon a design completed during a design phase of a Municipal Project, and in accordance with the PAL and this Master Agreement.

1.11 “Contingencies” means a percentage of funding set aside in the PAL for work that cannot specifically be described, or the extent of which cannot be detailed, in the original scope at bid time, but may later be required, at the discretion of the DOT or the Municipality, as applicable, for the Construction Project. Among other purposes, this percentage of the Funding is used to account for the costs that may result from the difference in the estimated quantities provided at bid time versus the actual quantities used during the performance of the Construction Project.

1.12 “Contract Items” means the products, services, or both set forth in the bid and necessary for the completion of the Construction Project. Contract Items may include, but are not limited to, earth excavation, rock excavation, hot mix asphalt, structural steel, trench excavation, turf establishment, Class A concrete, traffic person services, mobilization, and clearing and grubbing within the Construction Project limits.

## Master Municipal Agreement for Construction Projects

1.13 “Demand Deposit” means an amount of money due to the DOT from the Municipality.

1.14 “Depreciation Reserve Credit” means the credit for the used life of the replaced utility facility when a new facility is installed.

1.15 “Design Services During Construction” means design services required during the construction phase, with the DOT’s prior approval, which may include, but are not limited to, construction engineering services, consultation in the field, advice, visits to the work site, review and approval of all shop plans and construction drawings received from the Prime Contractor (defined in section 1.26), design modification of original construction drawings as may be necessary, and any other design services as may be required, with the DOT’s prior approval, all in accordance with the Standard Specifications (as defined in section 1.32).

1.16 “Designated Official” means the municipal official or representative designated by title who is duly authorized by the Municipality to receive PALs issued by the DOT under this Agreement and who submits to the DOT a Written Acknowledgment of the PAL (defined in section 2.2) binding the Municipality to the terms and conditions of the PALs issued by the DOT under this Master Agreement.

1.17 “Disadvantage Business Enterprise (DBE)” has the meaning defined in Schedule E.

1.18 “DOT-provided Services” means the work that the DOT is responsible to perform for the Construction Project, as specifically set forth in the PAL and may include, but are not necessarily limited to, material testing, periodic construction inspection, administrative oversight, and liaison activities with other governmental agencies to ensure satisfactory adherence to DOT and federal requirements.

1.19 “Effective Date” means the date which the Master Agreement is executed by the DOT.

1.20 “Extra Work” means potential additional work that is beyond the original scope or limits of work of the Construction Project specifically for which funds are set-aside as a line item category in the PAL and authorized in writing by the DOT.

1.21 “Funding” means funds from the state government, the federal government, the Municipality, or a combination of any of the foregoing, designated for a particular Construction Project, which the DOT disperses to the Municipality on a reimbursement or upfront payment basis.

1.22 “Grant” means an award or appropriation of State or DOT funds for a Construction Project that the DOT will disperse to the Municipality on an upfront payment basis, unless otherwise stated in the PAL.

1.23 “Incidentals to Construction” means items that were not included in the listing of Contract Items but that are necessary for the completion of the Construction Project, as determined

## Master Municipal Agreement for Construction Projects

by the DOT in its sole discretion. Advertising of a request for bids, inspection, construction and engineering services, field quality assurance testing, and material testing are examples of, but are not limited to, items that may be determined to be Incidentals to Construction for a particular Construction Project.

1.24 "Inspection Activities" means continuous inspection of the work on the Construction Project and associated administrative duties, including, but not limited to, inspection of grading, drainage, structure, pavement, facilities construction, and rail work; the required administrative functions associated with the Construction Project including, but not limited to, preparation of correspondence, construction orders, periodic payment estimates, quantity computations, material sampling and testing, Equal Employment Opportunity and DBE monitoring, final documentation, DOT and Federal reporting, construction surveys, reviews and recommendations of all construction issues, and claims analysis support; and other Construction Project-related functions deemed necessary by the DOT.

1.25 "Inspection Consultant" means the person or entity engaged by the DOT or the Municipality, as applicable to the particular Construction Project, to perform the Inspection Activities.

1.26 "Municipal Project" means a project undertaken by the Municipality for improvements on eligible locally and/or State-maintained roadways, structures, transportation facilities (as defined by 23 U.S.C. § 101(a)(35), as revised), or any combination of the foregoing, which generally includes three phases of activities: the design phase, rights-of-way phase, and construction phase.

1.27 "Nonparticipating Items" means those items or portions of the Construction Project work determined upfront by the Federal Highway Administration ("FHWA"), the DOT, or both during the Municipal Project design phase to not be eligible for reimbursement with the Funding, in accordance with federal regulation or State requirement/Municipality Manual.

1.28 "Official Notice" means notice given from one Party to the other in accordance with Article 14.

1.29 "Plans, Specifications, and Estimates (PS&E)" means the final engineering documents produced during the design phase of the Municipal Project that contain all of the construction details and are made part of the bid documents.

1.30 "Prime Contractor" means the person or entity engaged by the Municipality or the DOT, as applicable to the particular Construction Project, to perform construction work on the Construction Project.

1.31 "Project Amount" means the total estimated cost for all work for the Construction Project, as estimated at the time of the DOT's issuance of the PAL.

1.32 "Project Authorization Letter (PAL)" means the written document that authorizes the distribution of Funding to the Municipality for the specific Construction Project during a specified period of time.

## Master Municipal Agreement for Construction Projects

1.33 “Small Business Enterprise (SBE)” has the meaning defined in Schedule E.

1.34 “Small Business Participation Pilot Program (SBPPP)” has the meaning defined in Schedule G.

1.35 “Special Provisions” means specifications applicable to the particular Construction Project that are required by the DOT and made part of the bid documents and the contract with the Prime Contractor.

1.36 “Standard Specifications” means, collectively, the publications entitled “Standard Specifications for Roads, Bridges, Facilities and Incidental Construction (Form 818)” Connecticut Department of Transportation (2020) and its supplemental specifications issued from time to time by the DOT, entitled the “Supplemental Specifications to the Standard Specification for Roads, Bridges, and Incidental Construction (Form 818),” Connecticut Department of Transportation (January 2022), as may be revised.

1.37 “State” means the State of Connecticut, including the DOT and any office, department, board, council, commission, institution or other agency or entity of the State.

1.38 “Term” means the duration of the Master Agreement.

1.39 “Transportation Alternative Facilities” means the facilities installed or constructed under projects pursuant to 23 U.S.C. § 133(h)(3), as revised, including, but not limited to, pedestrian or bike trails.

1.40 “Transportation Amenity” means an item approved by the DOT, in its sole discretion, for installation or construction as part of the Project that serves as a nonfunctional accessory or aesthetic element to the functional items of the Project, including but not limited to park benches, garbage receptacles, painted mast arms and span poles, decorative street or sidewalk illumination, and decorative sidewalk or crosswalk elements.

1.41 “Transportation Facilities” means any roadway, structure, building or other associated facilities, including, but not limited to, traffic control signals and roadway illumination, Transportation Alternative Facilities, including, but not limited to, pedestrian or bike trails, any improvements to any of the foregoing, and any combination of the foregoing.

### **Article 2. Issuance and Acknowledgment of PALs for Construction Projects.**

2.1 **Issuance of PAL.** The DOT shall issue to the Municipality a PAL for the applicable Construction Project, in the form substantially similar to Schedule A, which will be addressed to the Designated Official and signed by the Authorized DOT Representative. PALs issued under this Agreement will address Construction Projects and will not address design phase or right-of-way acquisition phase activities of Municipal Projects. The issuance of the PAL itself is not final authorization for the Municipality to begin performing work or awarding a contract with respect to the Construction Project. Additional required steps and approvals are set forth in this Agreement.

## Master Municipal Agreement for Construction Projects

**2.2 Written Acknowledgement of the PAL.** In order for the PAL to become effective and binding on both parties, the Municipality must return to the DOT a copy of the PAL signed by the Designated Official, hereinafter referred to as the "Written Acknowledgement of the PAL," which serves to acknowledge the Municipality's receipt of the PAL and confirm that the Municipality will undertake the particular Construction Project in accordance with the PAL and this Master Agreement). The Municipality shall submit the Written Acknowledgement of the PAL to the DOT Project Manager as designated in the PAL, no later than the deadline set forth in the PAL. Submission of the Written Acknowledgement of the PAL by electronic transmission is acceptable and preferred. The Written Acknowledgement of the PAL shall be deemed delivered on the date of receipt by the DOT if on a business day (or on the next business day after delivery if delivery occurs after business hours or if delivery does not occur on a business day). The PAL becomes effective on the date that the Written Acknowledgement of the PAL is delivered to the DOT.

**2.3 Designated Official.** The Municipality herein represents that the Mayor of the City of Derby is the Designated Official to whom the Municipality has granted the authority, throughout the Term of this Master Agreement, to sign and submit on its behalf the Written Acknowledgement of the PAL(s) to the DOT. The Municipality agrees that the signature of the Designated Official shall bind the Municipality with respect to the PAL. Signature by the individual as the Designated Official upon any Written Acknowledgement of a PAL is a representation by such individual that he/she holds the title of the Designated Official as of the date of his/her signature. At any time during the Term, the Municipality may send written notice to the DOT (in accordance with Article 10) of its designation of a new individual to act as the authorized Designated Official specified in Schedule A and the effective date of such designation, upon which date the DOT shall address all PALs and Notices to Proceed or Award to such individual going forward.

**2.4 Obligations of Municipality.** Upon submission of the Written Acknowledgement of the PAL to the DOT, the Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Construction Project. By submitting the Written Acknowledgement of the PAL, the Municipality acknowledges that it understands the obligations to which it is committing itself with respect to the Construction Project. Further, the Municipality agrees to proceed with diligence to perform its obligations to accomplish the Construction Project and agrees to use the Funding to complete the same. The Municipality's failure to diligently perform its obligations to progress the Construction Project in accordance with the project schedule may be deemed by the DOT, in its sole discretion, a breach of the respective PAL and, as a result, the DOT may seek any remedy available to it pursuant to this Master Agreement.

**2.5 Revisions to the PAL.** Any modification to the scope, the allowed Funding amount, or cost breakdown related to the Construction Project must be approved by the DOT, at its sole discretion, and set forth in a subsequent PAL newly-issued by the Authorized DOT Representative, hereinafter referred to as the "Supplemental PAL." The Supplemental PAL shall be acknowledged by the Municipality in accordance with the procedure set forth in section 2.2, and the Supplemental PAL will supersede the previously-issued PAL for the Construction Project

## Master Municipal Agreement for Construction Projects

and will control.

**2.6 State Required Provisions.** With respect to this Master Agreement and each PAL issued and acknowledged under this Master Agreement, Municipality shall comply with the “State of Connecticut Required Provisions” attached as Schedule B to this Master Agreement, which may be revised from time to time to reflect changes in law. With respect to any contracts that the Municipality enters into in order to fulfill its obligations for a particular Construction Project, the Municipality agrees to include in such contracts the applicable requirements set forth in Schedule B.

### **2.7 Federal Requirements & Title VI Assurances.**

(a) With respect to this Master Agreement and each PAL issued and acknowledged under this Master Agreement that involves the passing of Funds from any agency or office of the federal government, including, but not limited FHWA, the Municipality shall comply with such federal agency or office’s contracting requirements, directives, and policies that are in place at the time the respective PAL is in effect, except to the extent that the DOT and the federal agency or office may permit otherwise in writing. With respect to any contracts that the Municipality enters into in order to fulfill its obligations for a particular Construction Project, the Municipality agrees to include in such contracts the applicable requirements imposed by this Section 2.7.

(b) The Municipality agrees that as a condition to receiving federal financial assistance, if any, under the Master Agreement, the Municipality shall comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d et seq.), all requirements imposed by the regulations of the United States Department of Transportation issued in implementation thereof (49 CFR Part 21 and 28 CFR § 50.3) and the “Title VI Contractor Assurances,” attached as Schedule C-2 to this Master Agreement, as may be revised. For the purposes of this Section 2.7(b), references to “Contractor” in Schedule C shall mean the Municipality.

**2.8 Revisions.** While this Master Agreement and the attached Schedules include applicable State of Connecticut and FHWA requirements (that the Municipality must comply with and must require its Prime Contractor, Inspection Consultant, and Consulting Engineer, as applicable, to comply with), the Municipality hereby acknowledges that such requirements are subject to revision by the State, DOT, the federal government, FHWA, or other authorized federal agency, from time to time during the Term and that by accepting federal or state government Funding under this Master Agreement, the Municipality agrees to be subject to such revised requirements and changes of law as in effect at any given time and, as a result thereof, shall perform any additional obligations with respect to the particular Construction Project, throughout the Term of this Master Agreement.

**Article 3. Municipality-Administered Construction Projects.** When the Municipality is responsible for Administering the Construction Project with Funding provided on a reimbursement basis, or as otherwise disbursed by the DOT as specified in the PAL, the sections of this Article 3 apply.

**3.1 Content of the PAL.** The PAL issued by the DOT to the Municipality shall set forth, at a minimum:

## Master Municipal Agreement for Construction Projects

- (a) the Funding source(s), the related government Funding authorization or program information, and the associated Funding ratio between the federal government, the DOT, and the Municipality, as applicable, for the Construction Project;
- (b) the maximum reimbursement or payment to the Municipality under the PAL;
- (c) an estimated cost break-down for all work under the Construction Project;
- (d) an amount for Contingencies, which upon written authorization from the DOT shall be available to fund required work or change in costs, as approved by DOT, via the Construction Order process and in accordance with applicable federal requirements and in accordance Municipality Construction Manual;
- (e) the amount of the Demand Deposit(s) due to the DOT from the Municipality for the Municipality's proportionate share of applicable costs for work under the Construction Project, as determined by the Funding ratio;
- (f) the Project Amount; and
- (g) any applicable affirmative action goal(s) assigned with respect to work on the Construction Project, as follows:
  - (1) if the Construction Project receives federal participation in Funding, the DBE goal assigned by the DOT applicable to the Prime Contractor, and additionally, where the Municipality retains an Inspection Consultant to perform the Inspection Activities, the DBE goal assigned by the DOT to the Inspection Consultant. If federal funds are not used to fund the Inspection Activities on the Construction Project, then no DBE goal will be assigned for the Inspection Activities;
  - (2) if the Construction Project receives DOT Funding, and no federal participation in Funding, the SBE goal assigned by the DOT applicable to the Prime Contractor, and additionally, where the Municipality retains an Inspection Consultant, the SBE goal assigned to the Inspection Consultant; or
  - (3) regardless of the Funding source(s), the SBPPP goal assigned by the DOT applicable to the Prime Contractor, and additionally, where the Municipality retains an Inspection Consultant, the SBPPP goal assigned to the Inspection Consultant.
- (h) Any applicable Transportation Facilities or Transportation Amenities installed or constructed within State owned rights-of-way that will be maintained by the Municipality in accordance with the applicable PAL, subject to the review and approval by the DOT prior to the Municipality commencing maintenance. The Municipality shall comply with the applicable DOT process and requirements to secure permission to access the rights-of-way and perform maintenance activities pursuant to a separate agreement with or encroachment permit issued by the DOT.



## **Master Municipal Agreement for Construction Projects**

### **3.2 Authorization to Award and Authorization to Proceed.**

(a) When the Municipality is electing to perform work with its own staff, it shall not allow Municipality staff to commence work on the Construction Project until the Municipality has received from the DOT an Authorization to Proceed Notice.

(b) When the Municipality is hiring a Prime Contractor to perform work on the Construction Project, the Municipality shall not allow the Prime Contractor to commence construction work until the Municipality has received from the DOT an Authorization to Award Notice.

(c) The DOT will issue an Authorization to Award Notice or Authorization to Proceed Notice, as applicable, directly to the Municipality, addressed to the Designated Official. The DOT has no responsibility and incurs no liability for payments to the Municipality for Administration of the Construction Project or for any construction work performed by the Prime Contractor or the Municipality's staff on the Construction Project prior to the DOT's issuance of the Authorization to Award Notice or Authorization to Proceed Notice.

### **3.3 Municipality to Perform and Complete the Construction Project.**

(a) Upon issuance of a PAL by the DOT, submission of the Written Acknowledgment of the PAL by the Municipality, and receipt of an Authorization to Award or Authorization to Proceed Notice, as applicable, from the DOT, the Municipality shall Administer all activities associated with the Construction Project in accordance with the PAL and this Master Agreement.

(b) The Municipality, with prior written approval of the DOT, may elect to perform all or any part of the Construction Project work with its own staff. In requesting approval from the DOT, the Municipality must demonstrate, to the DOT's satisfaction, that there is sufficient personnel, equipment, and resources available to the Municipality and that it will be cost effective for the Municipality's staff to perform the work in accordance with the plans and specifications.

(c) For work that the Municipality does not elect to perform with its own staff, the Municipality shall retain, using a competitive bidding process, a Prime Contractor to undertake the work under the Construction Project.

(d) With respect to any Construction Project that receives federal participation in Funding, the Municipality acknowledges that any costs it incurs prior to the receipt of federal authorization for the Construction Project are entirely ineligible for reimbursement with federal funds.

(e) The Municipality agrees that it shall use the Funding for reimbursement of the Municipality's approved expenses incurred in the fulfillment of the Construction Project as specified in the PAL and this Master Agreement and for no other purpose.

### **3.4 Engaging a Prime Contractor.**

## Master Municipal Agreement for Construction Projects

(a) Where the Municipality retains a Prime Contractor to perform the work on the Construction Project, upon receipt of an Authorization to Advertise Notice from the DOT, the Municipality shall advertise the Construction Project to engage the Prime Contractor utilizing an advertising and bidding procedure acceptable to the DOT and, if applicable, the federal government. In the event that a Municipality advertises a Construction Project without the DOT's prior written Authorization to Advertise, the DOT may in its sole discretion deem such to be a breach of the PAL, with all remedies under this Master Agreement available to the DOT, including but not limited to, the DOT terminating the PAL and the Municipality losing Funding for the Construction Project.

(b) The Municipality shall analyze all bids, submit a bid summary to the DOT, and request the DOT's approval to award a contract for the Construction Project. The Municipality shall perform all of the foregoing in accordance with the following publications (in their current version in effect during the performance under a particular PAL), as applicable, unless otherwise directed by DOT in writing:

- (1) Advertising Procedures for Construction Contracts Administered by Municipalities, Connecticut Department of Transportation (August 2016), as may be revised ("Advertising Procedures for Construction Contracts Administered by Municipalities");
- (2) The Standard Specifications. The version of the Standard Specifications in effect at the date of completion of the PS&E for the particular Construction Project is the version that must be followed and complied with for the particular Construction Project; and
- (3) The Municipality Manual, Version 1, Connecticut Department of Transportation (2013), as may be revised ("Municipality Manual").

(c) The Municipality may not impose any local rules, policies, terms, conditions, or requirements on any bidder, Prime Contractor, or Inspection Consultant, unless it has received prior written approval from the DOT and, if applicable, FHWA (or other federal authority). If the Municipality imposes any local rules, policies, terms, conditions, or requirements, without all required prior written approvals, the DOT may in its sole discretion deem such imposition to be a breach of this Master Agreement and the respective PAL and may result in the Municipality losing Funding for the Construction Project.

**3.5 Pre-Award Requirements and Documentation.** The Municipality shall prepare and submit to the DOT a written determination of the Prime Contractor's responsiveness and qualifications to perform the work, based on review and analysis of the bids received. The Municipality shall require the selected Prime Contractor to meet all applicable pre-award requirements and submit any required documentation to the Municipality, which the Municipality, in turn, shall submit to the DOT for review and approval, all in accordance with the Advertising Procedures for Construction Contracts Administered by Municipalities, unless otherwise directed by DOT in writing. The pre-award requirements include, but are not limited to:

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- (a) Required documentation applicable to any assigned affirmative action goal;
- (b) A schedule of progress or time chart for the Construction Project developed by the Prime Contractor;
- (c) A complete statement of the origin and manufacturer of any manufactured materials to be used in the Construction Project provided on the DOT form "Anticipated Source of Materials (CON-83)," as revised;
- (d) A completed "State of Connecticut Certificate of Compliance with Connecticut General Statutes § 31-57b" form, as revised;
- (e) A completed Certificate of Insurance on the form(s) acceptable to the DOT; and
- (f) Any other documentation requested by the DOT or federal government as pre-award requirements.

### 3.6 Approval to Award Contract(s).

- (a) The Municipality must receive the DOT's prior written approval in order to award its contracts, enter into modifications or supplements to the contracts, or issue any Construction Orders under its contracts with the Prime Contractor and, where applicable, the Consulting Engineer and the Inspection Consultant, prior to incurring reimbursable costs in conjunction with the PAL. Without such written approval, costs incurred by the Municipality are ineligible for reimbursement under the PAL. DOT retains the authority, at its sole discretion, to review for compliance with applicable DOT and federal requirements the Municipality's proposed contracts prior to the DOT issuing any written approval.
- (b) Upon receipt of the Authorization to Award Notice from the DOT, the Municipality shall comply with the Advertising Procedures for Construction Contracts Administered by Municipalities and in accordance therewith, award the contract to the bidder specified in the Authorization to Award Notice. The Municipality shall submit to the DOT copies of the award letter, the contract executed with the Prime Contractor, and all other documents required by the Advertising Procedures for Construction Contracts Administered by Municipalities and otherwise requested by the DOT.
- (c) As a condition of receiving Funding under the PAL, the Municipality may be required, at the direction of the DOT or the federal government, to obtain certain assurances from and include certain contract provisions in its contracts with the Prime Contractor and, where applicable, the Consulting Engineer and the Inspection Consultant. Without limiting the foregoing, this Article 3 sets forth certain of these requirements. Additional requirements may be set forth in the PAL. The Municipality's failure to include the requirements in the contract with, and to ensure compliance by, the Prime Contractor and, where applicable, the Consulting Engineer and the Inspection Consultant, may amount to a breach of this Master Agreement and the

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respective PAL, as determined by the DOT in its sole discretion, and may result in the Municipality's loss of Funding for the Construction Project.

**3.7 Changes in Scope. Extensions of Time.** The Municipality may not make changes to the Construction Project that will increase the cost or alter the termini, character or scope of the construction work without prior written approval from the Authorized DOT Representative. In addition, the Municipality shall not grant any contract time extensions to its contractor(s) or consultant(s) without prior written approval from the Authorized DOT Representative. Such written approval may take the form of a Supplemental PAL issued by the DOT with respect to the Construction Project. The Supplemental PAL, once acknowledged in writing by the Municipality in accordance with the procedure set forth in section 2.2, will supersede the previously-issued PAL for the Construction Project and will control.

**3.8 Design Services During Construction.** The Municipality shall itself provide or retain a Consulting Engineer to provide Design Services During Construction. The scope of the Design Services During Construction is subject to the prior approval of the DOT. If, in order to complete the approved Design Services During Construction, the Municipality must replace the Consulting Engineer that it previously hired during the design phase of the Municipal Project and engage a new Consulting Engineer during the construction phase, then the Municipality agrees to comply with any selection and contracting requirements imposed by the DOT in its sole discretion during the construction phase of the Municipal Project.

**3.9 Inspection Activities.** The Municipality shall itself provide a qualified staff person, or retain a qualified person or entity, to serve as the Inspection Consultant to perform full-time Inspection Activities. The Municipality shall submit written documentation to the DOT indicating the criteria it used in assigning existing municipal staff, hiring new municipal staff, retaining an Inspection Consultant, or any combination of the foregoing to perform Inspection Activities for the Construction Project.

(a) If the Municipality elects to retain an Inspection Consultant, in order to be eligible for reimbursement for the associated costs, the Municipality must use a Qualifications Based Selection process as described in and in accordance with the "Consultant Selection, Negotiation and Contract Monitoring Procedures for Municipally Administered Projects," Connecticut Department of Transportation (2016), as may be revised.

- (1) When designating an Inspection Consultant, the Municipality shall submit to the DOT for review and approval, the name(s) and qualifications of the proposed Inspection Consultant prior to advertising the Construction Project. The Municipality shall comply with the "Construction Engineering and Inspection Information Pamphlet for Consulting Engineers," Connecticut Department of Transportation (2017) as may be revised, when determining the required qualifications of the Inspection Consultant.
- (2) If the Construction Project receives federal participation in Funding, when the Municipality retains an Inspection Consultant, it must designate a full-time employee of the Municipality to be in responsible charge of the Construction

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Project in accordance with 23 CFR § 635.105(c)(4), as may be revised.

(b) If the Municipality elects to provide full-time Inspection Activities for the Construction Project with its own staff, upon request, the Municipality shall provide to the DOT written documentation of the qualifications of the municipal staff performing the Inspection Activities, for review by the DOT. When municipal staff is performing the Inspection Activities for the Construction Project, any required field quality assurance testing may be provided by the DOT, upon written request, and the DOT expenses associated with the field quality assurance testing will be funded in accordance with the PAL.

**3.10 Additional Administration Responsibilities.** The Municipality shall perform all other work which becomes necessary to properly Administer the Construction Project and inspect the work of the Prime Contractor in order to ensure compliance with the Standard Specifications, the bid package documents, and the Municipality's contract with the Prime Contractor, including, but not limited to, the Special Provisions for the particular Construction Project. Any work performed by the DOT in order to assist with the Municipality's Administration responsibilities for the Construction Project and any associated expenses will be funded in accordance with the PAL.

**3.11 Inadequate Administration.** If, at any time during the Construction Project, the DOT determines that the Administration by the Municipality is not adequate, it may be deemed a breach by the Municipality, as determined by the DOT in its sole discretion, and the DOT may assume responsibility for, or supplement, the Administration of the Construction Project, at its sole discretion. The additional costs associated with the DOT's Administration of the Construction Project will be considered part of the Construction Project costs for DOT-provided Services and will be funded in accordance with the proportionate cost sharing set forth in the PAL. The DOT may, in its sole discretion, withhold any payments to the Municipality under the PAL, until such time that the Municipality resumes Administration at the direction, and to the satisfaction, of the DOT. Furthermore, the DOT's assumption or supplementing of the Administration of a Construction Project does not waive any of the DOT's remedies under this Agreement, nor relieve the Municipality from any liability related to its breach.

### **3.12 Federal and State Required Contract Provisions.**

(a) The Municipality shall include in the contracts with the Prime Contractor and, where applicable, the Inspection Consultant, the following requirements:

- (1) "Construction Contracts-Required Contract Provisions" attached as Schedule C to this Agreement, as may be revised from time to time. Throughout the Term, the DOT will provide an updated attachment to the Municipality for use with its contracts for the Project; and
- (2) all applicable provisions that pursuant to the Connecticut General Statutes the Municipality is required to include in its contracts.

(b) The Municipality's failure to comply with any requirement within this section 3.12

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may be deemed by the DOT, in its sole discretion, a breach of this Master Agreement and the respective PAL and, as a result, the DOT may seek any of its remedies under this Master Agreement.

### 3.13 Affirmative Action (AA) Goals & On-the-Job Training Requirement.

(a) The Municipality agrees to include the assigned DBE goal, SBE goal, or SBPPP goal, as applicable, and associated requirements, set forth in the PAL, as requirements within any contract the Municipality enters into with its Prime Contractor, and, if applicable, its Inspection Consultant, and to require its Prime Contractor and, if applicable, its Inspection Consultant, to comply with the current version of the “Special Provision, Disadvantaged Business Enterprises” (2023), as may be revised, the “Special Provision, Small Contractor and Small Contractor Minority Business Enterprise (Set Aside)” (2023), as may be revised, or the “Special Provision, Small Business Participation Pilot Program” (2023), as may be revised, attached to this Master Agreement as Schedules D, E & F, respectively (the “AA Special Provision”). The Municipality shall include a provision within such contract(s) requiring compliance with the applicable AA Special Provision and attaching a copy of same.

(b) The Municipality acknowledges that with respect to any Construction Project that receives federal participation in Funding, the Construction Project may be subject to an On-the-Job Training (OJT) requirement and the “On-the-Job Training Program Special Provision” (2023) as may be revised, attached at Schedule G. The Municipality agrees that upon receiving notice from the DOT of the OJT requirement, the Municipality will include the OJT requirement in its contract with the Prime Contractor and attach a copy of Schedule G to the contract.

(c) As a condition of receiving Funding under the PAL, the Municipality may be required at the discretion of the DOT or other applicable state or federal authorized agencies, to impose additional AA requirements upon and obtain certain assurances from the Prime Contractor, and, where applicable, the Inspection Consultant. The Municipality agrees to include any other AA Requirements in its contracts with the Prime Contractor, and, where applicable, the Inspection Consultant, at the direction of the DOT.

(d) The DOT, in its sole discretion, may determine whether the Municipality failed to comply with any requirement within this section 3.13 and may deem such failure a breach of this Master Agreement and the respective PAL. As a result of any such breach, the DOT, at its sole discretion, may withhold reimbursement to the Municipality for the Construction Project in an amount up to or equaling the goal shortfall, in addition to any other remedies the DOT may have under this Master Agreement or provided by law.

### 3.14 Inspection Consultant Fees and Auditing Requirements.

(a) With respect to any contract entered into with an Inspection Consultant:

- (1) If the Inspection Consultant is paid utilizing federal funds through the Construction Project, the Municipality shall comply with all applicable federal requirements including but not limited to 40 USC §§ 1101-1104, 23 USC §

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112(b)2, and 48 CFR Part 36.

(2) If the Inspection Consultant is paid utilizing state funds through the Construction Project, the Municipality shall comply with DOT Policy Statement EX.O-33 (June 25, 2015) attached at Schedule H, as may be revised.

(b) With respect to Construction Projects that receive federal Funding in any phase, the Municipality shall comply with, and require the Inspection Consultant and, if applicable, the Consulting Engineer, to comply with, the audit requirements set forth in 48 CFR Part 31 and 23 CFR Part 172, as may be revised.

### 3.15 Construction Project Standards and Manuals.

(a) The Municipality shall comply with, and require its Prime Contractor and, if applicable, its Inspection Consultant, to comply with all applicable DOT requirements and federal laws and regulations and the current version (in effect during the performance under a particular PAL) of the following publications (except as otherwise noted), each as may be revised:

- (1) Construction Manual, Department of Transportation Office of Construction, Version 2.2, Connecticut Department of Transportation (2011);
- (2) The Standard Specifications. The version of the Standard Specifications in effect at the date of completion of the PS&E for the particular Construction Project is the version that must be followed and complied with for the particular Construction Project;
- (3) The Municipality Manual;
- (4) Pamphlet for Monitoring Performance and Payment Requests for Consultants, State of Connecticut Department of Transportation (1994);
- (5) QA Program for Materials Acceptance and Assurance Testing Policies and Procedures, at Chapter 8, entitled "Minimum Schedule for Acceptance Testing," Connecticut Department of Transportation (2009);
- (6) Public Service Facility Policy and Procedures for Highways in Connecticut, Connecticut Department of Transportation (2008); and
- (7) Utility Accommodation Manual, Connecticut Department of Transportation (2009).

(b) The above-referenced publications are incorporated and made a part of this Agreement by reference and, in all applicable respects, shall govern the conduct and describe the respective obligations of the DOT and the Municipality and any parties engaged by the Municipality to perform work on the Construction Project set forth in a PAL issued under this Master Agreement. The Municipality shall incorporate by reference these publications and all

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provisions contained therein into its contract(s) with the Prime Contractor and, if applicable, the Inspection Consultant, for any Construction Project undertaken pursuant to a PAL issued under this Master Agreement.

**3.16 Maintenance of Records On-Site.** The Municipality shall maintain and secure at all times all construction records for the Construction Project at a single location for the DOT's review, use and approval.

**3.17 DOT-provided Services.** If the Construction Project requires DOT-provided Services, they will be set forth in the PAL and funded in accordance with the proportionate cost sharing for work on the Construction Project as set forth in the PAL. DOT-provided Services may include, but are not necessarily limited to, material testing, periodic construction inspection, administrative oversight, and liaison activities with other governmental agencies to ensure satisfactory adherence to DOT and federal requirements. The DOT reserves the right at all times to inspect all aspects of the work related to the Construction Project, and such inspections shall be deemed DOT-provided Services.

### **3.18 Demand Deposit Requirement; Depreciation Reserve Credit.**

(a) Where a PAL requires DOT-provided Services, the PAL will specify Municipality's proportionate share of the cost of the DOT-provided Services. The DOT will bill the Municipality the amount of the Municipality's proportionate share of such costs in a Demand Deposit, and the Municipality shall forward to the DOT that amount in accordance with the PAL. The DOT is not required to perform the DOT-provided Services until the Municipality pays the Demand Deposit in full.

(b) Where the Construction Project requires replacement of a Municipality-owned utility facility, the Municipality shall deposit with the DOT, upon demand, the sum set forth in the PAL for the Depreciation Reserve Credit of the Municipality-owned utility facility being replaced and the value of any materials salvaged from the existing facility. The Depreciation Reserve Credit will be calculated in accordance with the Public Service Facility Policy and Procedures for Highways in Connecticut (2008), as may be revised.

### **3.19 Costs and Reimbursement.**

(a) The Municipality shall expend its own funds to pay for costs related to Administering the Construction Project and then shall seek from the DOT reimbursement for approved costs.

(b) The Municipality shall document all expenses it incurs and maintain all records related to the Construction Project costs, including, but not limited to its payments to the Prime Contractor and, if applicable, the Inspection Consultant and the Consulting Engineer, its payroll hours on time sheets for municipal staff working directly on the Construction Project, material purchases made by the Municipality, and reimbursement due to the Municipality for use of Municipality-owned or rented equipment. Rates of reimbursement for use of Municipality-owned or rented equipment will be based on an existing municipal audit, if available, completed no more



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than three (3) years before acknowledgment of the PAL, and provided the rates are acceptable to the DOT. In the absence of acceptable rates, or if there is no current municipal audit, the equipment rental rate will be established in accordance with Section 1.09.04(d) of the Standard Specifications, as may be revised. Reimbursable municipal payroll costs are limited to the actual municipal payroll for work on the Construction Project and fringe benefits associated with payroll.

(c) If the Municipality fails to adequately record expenses and maintain all related records for any Construction Project or promptly submit any records to the DOT, such failure to do so may be deemed a breach by the Municipality, at the DOT's sole discretion, and the DOT may deem certain expenses to be non-eligible costs of the respective Construction Project for which the Municipality will not be eligible for reimbursement pursuant to the proportional cost sharing established by the PAL. Furthermore, the DOT's determination of certain costs to be non-eligible costs of the Construction Project does not waive any of the DOT's remedies for the breach by the Municipality of its obligations under this Master Agreement with respect to the respective Construction Project, nor relieve the Municipality from any liability related to its breach.

(d) The Municipality shall seek from the DOT reimbursement for the Municipality's expenditures, which have been approved by the DOT for eligible Construction Project costs. Reimbursement of DOT approved expenditures will be made in the following manner:

- (1) On a monthly basis, the Municipality shall submit to the DOT using the DOT-required voucher form entitled "Invoice Summary and Processing (ISP) Form" ("Voucher") as may be revised, with supporting data, the cost of services rendered and expenses incurred for the prior month. With respect to any work that is performed in-house by the Municipality's staff, the Municipality's reimbursable costs shall be limited to the actual payroll, fringe benefits associated with payroll, and approved direct cost charges for the staff's performance of Design Services During Construction.
- (2) Upon review and approval of the Voucher by the DOT, payment of the reimbursement portion of said costs and expenses shall be made to the Municipality, in accordance with the proportional cost sharing established by the PAL.

**3.21 As-built Plans.** Upon completion of the Construction Project, the Municipality shall notify the DOT, in writing, of the completion and, upon request by the DOT, shall provide the DOT copies of the as-built plans for the Construction Project, in the format requested by the DOT.

### 3.22 Contingencies & Extra Work.

(a) The PAL will set forth an amount for Contingencies (included with the line item category for Contract Items) which upon written authorization from the DOT shall be available to fund required work or change in costs, as approved by DOT in a Construction Order and in accordance with applicable process and requirements including but not limited to those set forth in the Municipality Manual.

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(b) The PAL will provide a line item category for Extra Work to set-aside funds that may be requested later by the Municipality to fund the requested additional work if it is deemed, at the DOT's sole discretion and with the DOT's written approval, to be necessary for completion of the Construction Project. If the Municipality wishes to pursue any Extra Work, it must request approval in writing from the DOT of the type and scope of the Extra Work and the associated costs prior to the Municipality authorizing performance of the Extra Work by the Prime Contractor, the Consulting Engineer, the Inspection Consultant, or municipal staff, as applicable. The DOT has sole discretion as to approving funding of any Extra Work. If the Municipality fails to request and receive prior approval for Extra Work prior to performing the same, any such performance will be done at its sole risk and expense.

(c) Once approved in writing by the DOT, the Extra Work will be funded as follows:

- (1) If the Extra Work results in an Accumulative Cost less than or equal to the Project Amount specified in the PAL, it will be funded according to the proportional cost sharing set forth in the PAL.
- (2) If the Extra Work results in an Accumulative Cost greater than the Project Amount specified in the PAL, the DOT determines that the appropriate federal or state government funding is available for the increased costs of the Construction Project, then the DOT will issue a Supplemental PAL to provide for the cost increase to the Construction Project for this Extra Work. If federal or state government funding is not available, the Municipality will be responsible for 100% of the additional cost.

### 3.23 Funding of Additional DOT-Approved Costs upon Final Audit.

(a) If, upon final audit, additional costs, including, but not limited to, those resulting from, Extra Work, delays, or other cost over-runs, result in an Accumulative Cost less than the original Project Amount identified in the PAL, the additional costs, if approved by the DOT, shall be funded in accordance with the PAL.

(b) If, upon final audit, additional costs, including, but not limited to, those resulting from, Extra Work, delays, or other cost over-runs, result in an Accumulative Cost greater than the original Project Amount identified in the PAL, the DOT, at its discretion, may issue a Supplemental PAL in order to fund these additional costs, provided that additional Funding is available.

(c) If, pursuant to subsection (a), the additional costs are not approved by the DOT or if, pursuant to subsection (b), a Supplemental PAL is not issued, then the Municipality will be responsible for 100% of the additional cost.

(d) If during the course of the final audit the Municipality or DOT discovers that the Municipality had been reimbursed for improper or unauthorized costs or expenses, then the Municipality shall return the amount of such improper or unauthorized costs or expenses to the DOT.

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### 3.24 Semi-Final and Final Inspections.

(a) Before completion of the Construction Project, the Municipality and the DOT shall both perform the semi-final and final inspection of the Construction Project. The Municipality shall notify the DOT in writing that the work is complete and ready for inspection by the DOT.

(b) Within one hundred twenty (120) calendar days of the final acceptance of the physical work by the Municipality and the DOT, the Municipality shall submit to the DOT the required documents as set forth in the Municipality Manual. The Municipality shall be available, and if applicable shall require its Inspection Consultant to be available, to assist the DOT with the review and acceptance of the documents required by the Municipality Manual. Upon the DOT's approval of the submitted documents, the DOT will reimburse the Municipality for the approved expenses on any outstanding Vouchers submitted by the Municipality. If the Municipality fails to submit the documents required by the Municipality Manual for the DOT's review and approval, the DOT, at its sole discretion, may assume responsibility for or supplement the Administration of the Construction Project, as described in section 3.11.

### 3.25 Suspension, Postponement, or Termination of a Municipality-Administered Construction Project.

(a) Suspension, Postponement, or Termination by the DOT.

(1) For Convenience. The DOT, at its sole discretion, may suspend, postpone, or terminate a particular Construction Project and its respective PAL for convenience by giving the Municipality thirty (30) days Official Notice, and such action shall in no event be deemed a breach of the Master Agreement by the DOT.

(2) For Cause. As a result of the Municipality's breach of the PAL or failure of the Municipality, its Prime Contractor, Inspection Consultant, Consulting Engineer, or any combination of the foregoing, to perform the work required on any particular Construction Project to the DOT's satisfaction in accordance with the respective PAL, the DOT may suspend, postpone or terminate the particular Construction Project and its respective PAL for cause by giving the Municipality ten (10) days Official Notice, provided that the Municipality fails to cure, or begin to cure, the breach or failure, to the satisfaction of the DOT in its sole discretion, within the cure period that the DOT may, in its sole discretion, set forth in such Official Notice. Such Official Notice shall specify the extent to which performance of work under the PAL is being suspended, postponed or terminated and the date upon which such action shall be effective.

(b) Termination by the Municipality, with prior DOT approval.

(1) The Municipality may request termination of the Construction Project, and if determined by the DOT in its sole discretion to be in the best interests of the Parties, the DOT may agree to the request. Additionally, with respect to Construction Projects receiving federal participation in Funding, receipt of written concurrence from FHWA

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(or other applicable federal authority) may be required prior to the DOT's approval of the request.

- (2) Once any required federal concurrence is received, the DOT will send approval of termination by giving Official Notice to the Municipality specifying the extent to which performance of work under the PAL is terminated and the date upon which termination is effective.

(c) **Funding of Acceptable Work.** Upon suspension, postponement, or termination in accordance with subsection (a) or termination in accordance with subsection (b), the DOT may provide the Municipality with Funding in part for its expenditures, if any, up to the percentage of acceptable work completed as of the approved date of termination, in accordance with the following:

- (1) The DOT, may at its sole discretion, reimburse the Municipality at the contract unit prices (as specified in the bid documents) for the actual number or units of Contract Items completed prior to the effective date of termination, or as may be agreed by the parties for items of work partially completed, provided the DOT finds the work to be acceptable. If the work is not acceptable, the DOT may withhold reimbursement to the Municipality at its sole discretion. No claim for loss of overhead or anticipated profits that may be asserted by the Municipality's Prime Contractor, Inspection Consultant, or Consulting Engineer shall be allowed or funded as a reimbursable Construction Project cost.
- (2) When the volume of work completed, as of the termination date, is not sufficient to reimburse the Municipality under contract unit prices (as specified in the bid documents) for its related expenses, the DOT, at its sole discretion, may reimburse the Municipality for such expenses entirely or in accordance with the proportionate cost sharing specified in the PAL, depending on the availability of additional funding.
- (3) Materials obtained by the Municipality or its Prime Contractor for the Project that have been inspected, tested as required, and accepted by the DOT, and that have not been incorporated into the physical Construction Project, shall be purchased from the Prime Contractor at actual cost as shown by receipted bills. To this cost shall be added all actual costs for delivery at such points of delivery as may be designated by the DOT, as shown by actual cost records. The Municipality will be reimbursed by the DOT for such costs of the material, and the DOT at its sole discretion, will determine which material will become the property of the DOT.
- (4) If the DOT or FHWA (or other applicable federal authority), deems any of the work that the Municipality itself
- (5) performed, or engaged a third party to perform on its behalf, to be unacceptable, then upon demand by the DOT or FHWA (or other applicable federal authority), the Municipality shall promptly return, in whole or in part, to the DOT or FHWA (or other applicable federal authority), the DOT or federal Funding that prior to the

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effective date of termination was disbursed to the Municipality to fund that unacceptable work.

(d) In the case of Construction Project which received no federal or state government funding during its design phase, the Municipality agrees that it will pay for the costs of any DOT-provided services performed prior to termination, including but not limited to, DOT oversight services for the Construction Project.

(e) If the Municipality terminates the Construction Project without the DOT's prior approval, the Municipality shall incur all costs related to the Construction Project without reimbursement from the DOT or FHWA (or other applicable federal authority) and shall pay the DOT for any DOT-provided Services performed prior to termination. With respect to federal or state government Funding that was disbursed to the Municipality prior to the effective date of termination, upon demand by the DOT or FHWA (or other applicable federal authority), the Municipality shall promptly return any federal or state government Funding.

(f) Termination of a specific Construction Project shall not relieve the Municipality or its Prime Contractor, Inspection Consultant, or Consulting Engineer of its responsibilities for the work completed as of the termination date, nor shall it relieve the Municipality or any contractor or its surety or of its obligations concerning any claims arising out of the work performed on the Construction Project prior to the termination date or any obligations existing under bonds or insurance required by the Connecticut General Statutes or by this or any other agreement with the DOT or the Municipality.

**Article 4. Municipality-Administered Grant Construction Projects.** When the Municipality is responsible for Administering the Grant Construction Project, with Funding provided on an upfront basis, or as otherwise disbursed by the DOT as specified in the PAL, the sections of this Article 4 apply.

**4.1 Content of the PAL.** The PAL issued by the DOT to the Municipality shall set forth, at a minimum:

(a) the Funding source(s), the related government Funding authorization or program information, and the associated Funding ratio between the DOT, and the Municipality, as applicable, for the Construction Project;

(b) the maximum payment to the Municipality under the PAL;

(c) an estimated cost break-down for all work under the Construction Project;

(d) as may be applicable, the amount of the Demand Deposit(s), due to the DOT from the Municipality for the Municipality's proportionate share of applicable costs for work under the Construction Project, as determined by the Funding ratio;

(e) the Project Amount; and

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- (f) any applicable affirmative action goal(s) , as follows:
- (1) the SBE or SBPPP goal as assigned by the DOT with respect to work on the Construction Project applicable to the Prime Contractor, and additionally, where the Municipality retains an Inspection Consultant, the SBE or SBPPP goal assigned to the Inspection Consultant; or
  - (2) reference to the Municipality's requirement to comply with its affirmative action goal setting requirements imposed pursuant to State law at § 4a-60g(b) of the Connecticut General Statutes, as may be revised, and associated reporting to the Commission on Human Rights and Opportunities.

### 4.2 Authorization to Award and Authorization to Proceed.

(a) When the Municipality is electing to perform work with its own staff, it shall not allow Municipality staff to commence work on the Construction Project until the Municipality has received from the DOT an Authorization to Proceed Notice.

(b) When the Municipality is hiring a Prime Contractor to perform work on the Construction Project, the Municipality shall not allow the Prime Contractor to commence construction work until the Municipality has received from the DOT an Authorization to Award Notice.

(c) The DOT will issue an Authorization to Award Notice or Authorization to Proceed Notice, as applicable, directly to the Municipality, addressed to the Designated Official. The DOT has no responsibility and incurs no liability for payments to the Municipality for Administration of the Construction Project or for any construction work performed by the Prime Contractor or the Municipality's staff on the Construction Project prior to the DOT's issuance of the Authorization to Award Notice or Authorization to Proceed Notice.

### 4.3 Municipality to Perform and Complete the Construction Project.

(a) Upon issuance of a PAL by the DOT, submission of the Written Acknowledgment of the PAL by the Municipality, and receipt of an Authorization to Award or Authorization to Proceed Notice, as applicable, from the DOT, the Municipality shall Administer all activities associated with the Construction Project in accordance with the PAL and this Master Agreement.

(b) The Municipality, with prior written approval of the DOT, may elect to perform all or any part of the Construction Project work with its own staff. In requesting approval from the DOT, the Municipality must demonstrate, to the DOT's satisfaction, that there is sufficient personnel, equipment, and resources available to the Municipality and that it will be cost effective for the Municipality's staff to perform the work in accordance with the plans and specifications.

(c) For work that the Municipality does not elect to perform with its own staff, the Municipality shall retain, using a competitive bidding process, a Prime Contractor to undertake the work under the Construction Project.

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(d) The Municipality agrees that it shall use the Funding of the Municipality's approved expenses incurred in the fulfillment of the Construction Project as specified in the PAL and this Master Agreement and for no other purpose.

### 4.4 Engaging a Prime Contractor.

- (a) Where the Municipality retains a Prime Contractor to perform the work on the Construction Project, upon receipt of an Authorization to Advertise Notice from the DOT, the Municipality shall advertise the Construction Project to engage the Prime Contractor utilizing an advertising and bidding procedure acceptable to the DOT. In the event that a Municipality advertises a Construction Project without the DOT's prior written Authorization to Advertise, the DOT may in its sole discretion deem such to be a breach of this Master Agreement and the respective PAL, with all remedies available to the DOT under this Master Agreement, including but not limited to the DOT terminating the PAL and the Municipality losing Funding for the Construction Project.
- (b) The Municipality shall analyze all bids, submit a bid summary to the DOT, and request the DOT's approval to award a contract for the Construction Project. The Municipality shall perform all of the foregoing in accordance with the following publications (in their current version in effect during the performance under a particular PAL), as applicable, unless otherwise directed by DOT in writing:
  - (1) Advertising Procedures for Construction Contracts Administered by Municipalities, Connecticut Department of Transportation (August 2016), as may be revised ("Advertising Procedures for Construction Contracts Administered by Municipalities");
  - (2) The Standard Specifications. The version of the Standard Specifications in effect at the date of completion of the PS&E for the particular Construction Project is the version that must be followed and complied with for the particular Construction Project;
  - (3) The Municipality Manual, Version 1, Connecticut Department of Transportation (2013), as may be revised ("Municipality Manual"); and
  - (4) The Local Transportation Capital Improvement Program (LOTICIP) Guidelines, Connecticut Department of Transportation (November 2021), as may be revised; and
  - (5) The Community Connectivity Program Guidelines, Connecticut Department of Transportation (March 2023), as may be revised.
- (c) The Municipality may not impose any local rules, policies, terms, conditions, or requirements on any bidder, Prime Contractor, or Inspection Consultant, unless it has received

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prior written approval from the DOT. If the Municipality imposes any local rules, policies, terms, conditions, or requirements, without all required prior written approvals, the DOT may in its sole discretion deem such imposition to be a breach of this Master Agreement and the respective PAL and may result in the Municipality losing Funding for the Construction Project.

**4.5 Pre-Award Requirements and Documentation.** The Municipality shall prepare and submit to the DOT a written determination of the Prime Contractor's responsiveness and qualifications to perform the work, based on review and analysis of the bids received. The Municipality shall require the selected Prime Contractor to meet all applicable pre-award requirements and submit any required documentation to the Municipality, which the Municipality, in turn, shall submit to the DOT for review and approval, all in accordance with the publications set forth in Section 4.4(b) unless otherwise directed by DOT in writing. The pre-award requirements include, but are not limited to:

- (a) Required documentation applicable to any assigned affirmative action goal;
- (b) A completed "State of Connecticut Certificate of Compliance with Connecticut General Statutes § 31-57b" form, as revised;
- (c) Any other documentation required by the DOT prior to award.

### **4.6 Approval to Award Contract(s).**

(a) The Municipality must receive the DOT's prior written approval in order to award its contracts and, as may be required by DOT in its sole discretion, in order to enter into Construction Orders under, or amendments to, such contracts with the Prime Contractor and prior to incurring costs in conjunction with the PAL. Without such written approval, the Municipality shall not use Funding under the PAL to pay for such costs, unless as may otherwise be allowed by the DOT in its sole discretion. The DOT retains the authority, at its sole discretion, to review for compliance with applicable DOT requirements the Municipality's proposed contracts prior to the DOT issuing any written approval.

(b) Upon receipt of the Authorization to Award Notice from the DOT, the Municipality shall comply with the publications set forth in Section 4.4 and in accordance therewith, award the contract to the bidder specified in the Authorization to Award Notice. The Municipality shall submit to the DOT all other documents as may be required by the DOT specified in the Authorization to Award Notice.

(c) As a condition of receiving Funding under the PAL, the Municipality may be required, at the direction of the DOT, to obtain certain assurances from and include certain contract provisions in its contracts with the Prime Contractor. Without limiting the foregoing, this Article 4 sets forth certain of these requirements. Additional requirements may be set forth in the PAL. The Municipality's failure to include the requirements in the contract with, and to ensure compliance by, the Prime Contractor may amount to a breach of this Master Agreement and the respective PAL, as determined by the DOT in its sole discretion, and may result in the



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Municipality's loss of Funding for the Construction Project and the DOT's exercise, at its discretion, of other remedies available under this Master Agreement.

**4.7 Changes in Scope.** The Municipality may not make changes to the Construction Project that will increase the cost or alter the termini, character or scope of the construction work without prior written approval from the Authorized DOT Representative. Such written approval may take the form of a Supplemental PAL issued by the DOT with respect to the Construction Project. The Supplemental PAL, once acknowledged in writing by the Municipality in accordance with the procedure set forth in section 2.2, will supersede the previously-issued PAL for the Construction Project and will control.

**4.8 Design Services During Construction.** The Municipality shall itself provide or retain a Consulting Engineer to provide Design Services During Construction. The scope of the Design Services During Construction is subject to the prior approval of the DOT.

**4.9 Inspection Activities.** The Municipality shall itself provide a qualified staff person, or retain a qualified person or entity, to serve as the Inspection Consultant to perform Inspection Activities. If the Municipality fails to provide adequate inspection, to the DOT's satisfaction and in the DOT's sole discretion, for any Construction Project during the construction phase, such may be deemed a breach of the PAL and the Master Agreement. In such instance, the DOT may require the Municipality to return Funding for the Construction Project, and exercise any other remedies available under this Master Agreement. The Municipality's failure to inspect a particular Construction Project may result in the DOT withholding approval of the Municipality's request to participate in future Grant and other DOT-overseen programs at DOT's sole discretion.

**4.10 Unacceptable Work.** If the DOT, in its sole discretion, deems any of the work under the PAL that the Municipality itself performed or engaged a third party to perform on its behalf, to be unacceptable, then within thirty (30) days from the written demand by the DOT, the Municipality shall promptly return, in whole or in part, to the DOT, the DOT Funding that was disbursed to the Municipality to fund that unacceptable work.

**4.11 Additional Administration Responsibilities.** The Municipality shall perform all other work which becomes necessary to properly Administer the Construction Project and inspect the work of the Prime Contractor in order to ensure compliance with the Standard Specifications, the bid package documents, and the Municipality's contract with the Prime Contractor, including, but not limited to, the Special Provisions for the particular Construction Project. Any work performed by the DOT in order to assist with the Municipality's Administration responsibilities for the Construction Project and any associated expenses will be funded in accordance with the PAL.

**4.12 Inadequate Administration.** If, at any time during the Construction Project, the DOT determines that the Administration by the Municipality is not adequate, it may be deemed a breach by the Municipality, as determined by the DOT in its sole discretion, and the DOT may assume responsibility for or supplement the Administration of the Construction Project, at its sole discretion. The DOT in its sole discretion, may withhold funding from the Municipality under other pending PALs, deny requests for future participation in Grant or other DOT-overseen

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programs, and exercise any other remedies available to it under the Master Agreement. The additional costs associated with the DOT's Administration of the Construction Project will be considered part of the Construction Project costs for DOT-provided Services and will be funded in accordance with the proportionate cost sharing set forth in the PAL, which may require the Municipality to return Funding to the DOT to pay for such DOT-provided services. Furthermore, the DOT's assumption or supplementing of the Administration of a Construction Project does not waive any of the DOT's remedies under this Agreement, nor relieve the Municipality from any liability related to its breach.

### 4.13 State Required Contract Provisions.

(a) The Municipality shall include in the contracts with the Prime Contractor and, where applicable, the Inspection Consultant, the following requirements:

- (1) "Construction Contracts-Required Contract Provisions" attached as Schedule C to this Agreement and as may be revised from time to time. Throughout the Term, the DOT will provide an updated attachment to the Municipality for use with its contracts for the Project;
- (2) all applicable provisions that the Municipality is required to include in its contracts pursuant to the Connecticut General Statutes.

(b) The Municipality's failure to comply with any requirement within this section 4.13 may be deemed by the DOT, in its sole discretion, a breach of this Master Agreement and the respective PAL and, as a result, the DOT may seek any of its remedies under this Master Agreement.

### 4.14 Affirmative Action (AA) Goals.

(a) The Municipality agrees to include the assigned SBE goal or SBPPP goal as set forth in the PAL or as imposed on the Municipality by the Commission on Human Rights and Opportunities, as requirements within any contract the Municipality enters into with its Prime Contractor.

(b) As a condition of receiving Funding under the PAL, the Municipality may be required at the discretion of the DOT or other applicable state agencies, to impose additional AA Requirements upon and obtain certain assurances from the Prime Contractor. The Municipality agrees to include any other AA Requirements in its contracts with the Prime Contractor at the direction of the DOT.

(c) The DOT, in its sole discretion, may determine whether the Municipality failed to comply with any requirement within this section 4.14 and may deem such failure a breach of this Master Agreement and the respective PAL. As a result of any such breach, the DOT, at its sole discretion, may withhold payments and demand return of amounts already disbursed to the Municipality for the Construction Project in an amount up to or equaling the goal shortfall, in addition to any other remedies the DOT may have under this Master Agreement or provided by

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law.

### 4.15 Inspection Consultant Fees and Auditing Requirements.

With respect to any contract the Municipality enters into with an Inspection Consultant, the Municipality shall comply with Schedule H.

### 4.16 Construction Project Standards and Manuals.

(a) The Municipality shall comply with, and require its Prime Contractor and, if applicable, its Inspection Consultant, to comply with all applicable DOT requirements and applicable State laws and regulations and the current version (in effect during the performance under the particular PAL) of the following publications (except as otherwise noted), each as may be revised:

- (1) Construction Manual, Department of Transportation Office of Construction, Version 2.2, Connecticut Department of Transportation (2011);
- (2) The Standard Specifications. The version of the Standard Specifications in effect at the date of completion of the PS&E for the particular Construction Project is the version that must be followed and complied with for the particular Construction Project;
- (3) Public Service Facility Policy and Procedures for Highways in Connecticut, Connecticut Department of Transportation (2008); and
- (4) Utility Accommodation Manual, Connecticut Department of Transportation (2009).

(b) The above-referenced publications are incorporated and made a part of this Agreement by reference and, in all applicable respects, shall govern the conduct and describe the respective obligations of the DOT and the Municipality and any parties engaged by the Municipality to perform work on the Construction Project set forth in a PAL issued under this Master Agreement. The Municipality shall incorporate by reference these publications and all provisions contained therein into its contract(s) with the Prime Contractor for any Construction Project undertaken pursuant to a PAL issued under this Master Agreement.

**4.17 Maintenance of Records On-Site.** The Municipality shall maintain and secure at all times all construction records for the Construction Project at a single location for the DOT's review, use and approval.

**4.18 DOT-provided Services.** If the Construction Project requires DOT-provided Services, they will be set forth in the PAL and funded in accordance with the proportionate cost sharing for work on the Construction Project as set forth in the PAL. DOT-provided Services may include, but are not necessarily limited to, material testing, periodic construction inspection, administrative oversight, and liaison activities with other governmental agencies to ensure satisfactory adherence to DOT requirements. The DOT reserves the right at all times to inspect

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all aspects of the work related to the Construction Project, and such inspections shall be deemed DOT-provided Services.

### 4.19 Demand Deposit Requirement; Depreciation Reserve Credit.

(a) Where a PAL requires DOT-provided Services, the PAL will specify Municipality's proportionate share of the cost of the DOT-provided Services. The DOT will bill the Municipality the amount of the Municipality's proportionate share of such costs in a Demand Deposit, and the Municipality shall forward to the DOT that amount in accordance with the PAL. The DOT is not required to perform the DOT-provided Services until the Municipality pays the Demand Deposit in full.

(b) Where the Construction Project requires replacement of a Municipality-owned utility facility, the Municipality shall deposit with the DOT, upon demand, the sum set forth in the PAL for the Depreciation Reserve Credit of the Municipality-owned utility facility being replaced and the value of any materials salvaged from the existing facility. The Depreciation Reserve Credit will be calculated in accordance with the Public Service Facility Policy and Procedures for Highways in Connecticut (2008), as may be revised.

### 4.20 Costs and Expenditures.

(a) The Municipality shall expend Grant Funding solely for approved costs related to Administering the Construction Project and for no other purpose.

(b) The Municipality shall document all expenses it incurs and maintain all records related to the Construction Project costs, including, but not limited to its payments to the Prime Contractor and, if applicable, the Inspection Consultant and the Consulting Engineer, its payroll hours on time sheets for municipal staff working directly on the Construction Project, and material purchases made by the Municipality as applicable.

(c) If the Municipality fails to adequately record expenses and maintain all related records for any Construction Project or promptly submit any records to the DOT, such failure to do so may be deemed a breach by the Municipality, at the DOT's sole discretion, and the DOT may deem certain expenses to be non-eligible costs of the respective Construction Project for which the Municipality will not be eligible for Grant Funding pursuant to the proportional cost sharing established by the PAL. In such event, the Municipality shall return to the DOT any applicable amounts already disbursed to the Municipality. Furthermore, the DOT's determination of certain costs to be non-eligible costs of the Construction Project does not waive any of the DOT's remedies for the breach by the Municipality of its obligations under this Master Agreement with respect to the respective Construction Project, nor relieve the Municipality from any liability related to its breach.

**4.21 As-built Plans.** Upon completion of the Construction Project, the Municipality shall notify the DOT, in writing, of the completion and, upon request by the DOT, shall provide the DOT copies of the as-built plans for the Construction Project, in the format requested by the DOT.

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### 4.22 Contingencies (including work defined by Construction Orders), Extra Work and Additional Funding.

(a) Provided that a PAL provides an amount for Contingencies and/or Extra Work, in the event that the Municipality anticipates that Project costs will exceed the approved Funding set forth in the PAL, prior to incurring costs that will be eligible for Funding, the Municipality shall request the DOT's prior review and approval of use of Funding for Contingencies (including Construction Orders) items and/or Extra Work.

(b) If the DOT determines, in its sole discretion, the requested Funding under the PAL to be necessary for completion of the Construction Project, it shall issue written approval to the Municipality specifying the type and scope of the Contingencies item(s) and/or Extra Work and the associated costs eligible for Funding. Upon receipt of the DOT written approval, and, issuance of a Supplemental PAL as may be applicable pursuant to subsection (c), the Municipality is authorized to issue a Construction Order and/or authorize performance of the Extra Work by the Prime Contractor, the Consulting Engineer, the Inspection Consultant, or municipal staff, as applicable.

(c) Once approved in writing by the DOT, the Contingencies item(s) and/or Extra Work will be funded as follows:

- (1) If the Contingencies item(s) and/or Extra Work results in an Accumulative Cost less than or equal to the Project Amount specified in the PAL, it will be funded according to the proportional cost sharing set forth in the PAL.
- (2) If the Contingencies item(s) and/or Extra Work results in an Accumulative Cost greater than the Project Amount specified in the PAL, and the DOT determines in its sole discretion to provide additional state government funding for the increased costs of the Construction Project, then the DOT will issue a Supplemental PAL to provide for the cost increase to the Construction Project for this Extra Work or Construction Order. Without issuance of a supplemental PAL, the Municipality will be responsible for 100% of the additional cost.

### 4.23 Funding of Additional DOT-Approved Costs upon Final Audit.

(a) Upon the DOT's final audit of the Construction Project, if additional costs, including, but not limited to, those resulting from approved Extra Work, Construction Orders, delays, or other cost over-runs, result in an Accumulative Cost less than the original Project Amount identified in the PAL, the additional costs, if approved by the DOT, shall be funded in accordance with the PAL.

(b) Upon the DOT's final audit of the Construction Project, additional costs, including, but not limited to, those resulting from approved Extra Work, Construction Orders, delays, or other cost over-runs, result in an Accumulative Cost greater than the original Project Amount identified in the PAL, the DOT, at its discretion, may issue a Supplemental PAL in order to fund these

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additional costs, provided that additional Funding is available.

(c) If, pursuant to subsection (a), the additional costs are not approved by the DOT, or if pursuant to subsection (b), a Supplemental PAL is not issued, then the Municipality will be responsible for 100% of the additional cost.

(d) If during the course of the final audit the Municipality or DOT discovers that the Municipality expended Funding for improper or unauthorized costs or expenses, then the Municipality shall return the amount of such improper or unauthorized costs or expenses to the DOT and the DOT shall have all available remedies to it under the Agreement.

### 4.24 Suspension, Postponement, or Termination of a Municipality-Administered Construction Project.

(a) Suspension, Postponement, or Termination by the DOT.

(1) For Convenience. The DOT, at its sole discretion, may suspend, postpone, or terminate a particular Construction Project and its respective PAL for convenience by giving the Municipality thirty (30) days Official Notice, and such action shall in no event be deemed a breach of the Master Agreement by the DOT.

(2) For Cause. As a result of the Municipality's breach of the PAL or failure of the Municipality, its Prime Contractor, Inspection Consultant, Consulting Engineer, or any combination of the foregoing, to perform the work required on any particular Construction Project to the DOT's satisfaction in accordance with the respective PAL, the DOT may suspend, postpone or terminate the particular Construction Project and its respective PAL for cause by giving the Municipality ten (10) days Official Notice, provided that the Municipality fails to cure, or begin to cure, the breach or failure, to the satisfaction of the DOT in its sole discretion, within the cure period that the DOT may, in its sole discretion, set forth in such Official Notice. Such Official Notice shall specify the extent to which performance of work under the PAL is being suspended, postponed or terminated and the date upon which such action shall be effective.

(b) Termination by the Municipality, with prior DOT approval.  
The Municipality may request termination of the Construction Project, and if determined by the DOT in its sole discretion to be in the best interests of the Parties, the DOT may approve the termination request by giving Official Notice to the Municipality specifying the extent to which performance of work under the PAL is terminated and the date upon which termination is effective.

(c) Funding of Acceptable Work. Upon suspension, postponement, or termination in accordance with subsection (a) or (b), upon request by the DOT, the Municipality shall promptly return the Funding disbursed prior to the effective date, in whole or in part in the amount determined by the DOT in its sole discretion giving consideration to the percentage balance of work not completed versus the acceptable work completed to the DOT's satisfaction as of the

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approved date of termination, suspension, or postponement. If the DOT, in its sole discretion, deems any of the work that the Municipality itself performed, or engaged a third party to perform on its behalf, to be unacceptable, then upon demand by the DOT, the Municipality shall promptly return, in whole or in part, to the DOT, the Funding that prior to the effective date of termination was disbursed to the Municipality to fund that unacceptable work.

(d) In the case of a Construction Project terminated by the Municipality without the DOT's prior approval, or terminated by the DOT for cause, and that Construction Project received no state government funding during its design phase, the Municipality shall pay for the costs of any DOT-provided services performed prior to termination, including but not limited to, DOT oversight services for the Construction Project. In such event, the DOT shall invoice, and within sixty (60) days, the Municipality shall promptly submit payment for the DOT-provided services. In the event the Municipality fails to timely submit payment, the DOT may pursue all remedies available under this Agreement, including but not limited to the right of set off in accordance with Article 22.

(f) Termination of a specific Construction Project shall not relieve the Municipality or its Prime Contractor, Inspection Consultant, or Consulting Engineer of its responsibilities for the work completed as of the termination date, nor shall it relieve the Municipality or any contractor or its surety or of its obligations concerning any claims arising out of the work performed on the Construction Project prior to the termination date or any obligations existing under bonds or insurance required by the Connecticut General Statutes or by this or any other agreement with the DOT or the Municipality.

**Article 5. DOT-Administered Construction Projects.** When the DOT is responsible for Administering the Construction Project, the sections of this Article 5 apply.

**5.1 Content of the PAL.** The DOT shall issue a PAL to the Municipality which will set forth, at least:

- (a) the funding source, the related federal and DOT program information, and the associated funding ratio between the federal government, the DOT, and the Municipality, as applicable, for the Construction Project;
- (b) the estimated cost for all work under the Construction Project;
- (c) the amount of the Demand Deposit(s) due to the DOT from the Municipality for the Municipality's proportionate share of applicable costs for work under the Construction Project; and
- (d) the Project Amount.

**5.2 Engaging a Prime Contractor.** The DOT shall advertise the Construction Project, obtain bids for all Construction Project work and items to be supplied or constructed by the Prime Contractor, analyze all bids, and award a contract for the Construction Project, all of the foregoing in accordance with the Standard Specifications, DOT procedures, and if applicable, procedures that are acceptable to the federal government. Unless otherwise specified in the PAL, the DOT

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shall be responsible for providing, or engaging persons or entities to provide, any services required for the Construction Project, including but not limited to, Design Services During Construction and Inspection Activities, and for the procurement and oversight of those individuals or entities.

**5.3 DOT to Perform and Complete the Construction Project.** The DOT shall use the applicable Funding apportionments to complete the Construction Project and all related activities that the DOT agrees to perform under the PAL and pursuant to this Master Agreement.

**5.4 Copies of Plans and Specifications.** Upon the completion of the design phase, prior to commencement of construction activities, the DOT shall provide the Municipality with copies of the plans and specifications regarding the Construction Project.

**5.5 Design Services During Construction - Municipality-provided.** When pursuant to the PAL, the Municipality is required to provide Design Services During Construction:

(a) If the Municipality was the party responsible for undertaking the design phase of the Construction Project, with that design phase funded one hundred percent (100%) by the Municipality, there will be no federal or state government participation in funding the required Design Services During Construction, and the Municipality shall provide Design Services During Construction at its sole expense.

(b) If the design phase of the Construction Project was funded with federal or state government participation, the Municipality shall seek from DOT reimbursement for the Municipality's expenses incurred in providing the Design Services During Construction, and DOT shall reimburse the Municipality for DOT-approved expenditures, all in the following manner:

- (1) The Municipality shall submit to the DOT the Voucher with supporting data, the cost of services rendered and expenses incurred for the billing period. Specifically, with respect to Design Services During Construction that are performed in-house by the Municipality's staff, the Municipality's reimbursable costs shall be limited to the actual payroll, fringe benefits associated with payroll, and approved direct cost charges for the staff's performance of Design Services During Construction.
- (2) Upon review and approval of the Voucher by the DOT, payment of the reimbursement portion of said costs and expenses shall be made to the Municipality, in accordance with the proportionate cost sharing set forth in the PAL.

(c) The Municipality agrees to comply with the requirements imposed by the DOT with respect to selection of, and imposition of contractual requirements upon, any Consulting Engineer retained during the construction phase to provide Design Services During Construction. The scope of the Design Services During Construction is subject to the prior approval of the DOT.

**5.6 Municipal Contact Person.** The Municipality shall designate a contact person to serve as the Municipality's liaison to provide information to the DOT during the Construction Project and all activities related thereto.



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**5.7 Reimbursement for Value of Municipality-Owned Utility Facility.** Where the Construction Project requires replacement of a Municipality-owned utility facility, the DOT shall reimburse the Municipality for the value of the utility facility being replaced minus the Depreciation Reserve Credit and the value of any materials salvaged from it.

**5.8 Semi-Final and Final Inspections.** The DOT shall notify the Municipality in writing that the work is ready for inspection by the Municipality. Before completion of the Construction Project, the Municipality and the DOT shall both perform the semi-final and final inspection of the Construction Project.

**5.9 Suspension, Postponement, or Termination of a DOT-Administered Construction Project.**

(a) The DOT, upon providing Official Notice, may, in its sole discretion, suspend, postpone, or terminate a specific Construction Project, and such action shall in no event be deemed a breach by the DOT.

(b) If the DOT terminates a specific Construction Project, the DOT, may, at its sole discretion, reimburse the Municipality, in whole or in part, for the Demand Deposit paid to the DOT for the Municipality's proportionate share of costs on the Construction Project.

(c) In the case of a Construction Project which received no federal or state government funding during its design phase, the Municipality agrees that it will pay for the costs of any DOT-provided services performed prior to termination of the Construction Project, including but not limited to, DOT oversight services during the design phase for the Construction Project.

**5.10 Responsibility for Design Phase Errors or Omissions.** With respect to a Municipal Project for which the Municipality was responsible for undertaking the design phase at its sole expense (without DOT or federal funding), the Municipality assumes all responsibility for any damages, including but not limited to delay damages, during the construction phase that are a result of the errors or omissions or negligence of the Municipality or its consultant(s) in the design of the Municipal Project. The DOT, even while Administering the Construction Project, shall have no responsibility with respect to such damages, and the Municipality agrees to indemnify, hold harmless and defend the DOT as more particularly described in Article 16.

## Article 6. Utilities and Highway Right-of-Way.

**6.1 Relocation.** Where the Construction Project requires readjustment or relocation of a utility facility in, or removal of a utility facility from, the state highway right-of-way or a Municipality-owned highway right-of-way, the parties shall comply with the following provisions:

(a) With respect to any utility facility located within the Municipality-owned highway right-of-way, the Municipality shall issue an appropriate order to any utility to readjust or relocate in the right-of-way, or remove from the right-of-way, its utility facility as is deemed necessary by

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the Municipality or by the DOT, and the Municipality shall take all necessary legal action to enforce compliance with the issuance of such order.

- (c) With respect to any utility located within the state highway right-of-way, the DOT shall issue an appropriate order to any utility to readjust or relocate in the right-of-way, or remove from the right-of-way, its utility facility as is deemed necessary by the Municipality and by the DOT.

(c) With respect to a Municipality-owned utility, whether located in the state highway right-of-way or Municipality-owned highway right-of-way, the Municipality shall promptly readjust or relocate in the right-of-way, or remove from the right-of-way, its utility facilities impacted by the Construction Project.

**6.2 Delays.** Regardless of which Party is responsible for Administering the Construction Project, the Municipality shall be responsible, and will not be reimbursed with Funding, for any charges, claims and related damages or costs incurred, including those by the Prime Contractor, for any delays to the Construction Project resulting from:

(a) the failure of the Municipality to issue or enforce compliance with an order to a utility where the Municipality is responsible for such (Municipality-owned highway right-of-way) order; or

(b) in the case of a Municipality-owned utility, failure by the Municipality to promptly readjust, relocate, or remove its utility facilities impacted by the Construction Project.

**6.3 Access to Right-of-Way.** With respect to any work on the Construction Project that requires access to the state highway right-of-way or Municipality-owned highway right-of-way, the Party with jurisdiction over the applicable right-of-way is responsible for reviewing the request and granting to the Prime Contractor, the Inspection Consultant, or any subcontractor or subconsultant thereof, as applicable, the right to enter into, pass over and utilize the right-of-way in accordance with all applicable requirements on a case by case basis. Nothing in this section 5.3 shall be construed as waiving any requirements under State of Connecticut laws or regulations relating to access to the highway right-of-way, including but not limited to, applying for and obtaining an encroachment permit.

## **Article 7. Responsibilities of the Parties for Transportation Facilities.**

**7.1 During Construction Project.** During the Construction Project, the Municipality shall enforce all applicable State of Connecticut and municipal traffic laws, ordinances and regulations with respect to any existing Transportation Facilities being directly or indirectly affected by the work undertaken during the Construction Project.

**7.2 Maintenance Responsibilities Upon Completion of Construction Project.** Upon completion of the Construction Project to the satisfaction of the DOT and, if applicable, FHWA (or other federal authority):

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- (a) The Municipality assumes all responsibility for:
- (1) the proper maintenance and operation of all Municipality-owned Transportation Facilities and Transportation Amenities constructed as part of the Construction Project;
  - (2) the proper maintenance and operation of any Transportation Facilities and Transportation Amenities installed or constructed within the DOT-owned right-of-way as authorized in the PAL, unless otherwise agreed to in writing by the DOT. In order to fulfill this obligation, the Municipality shall comply with the process required by the DOT and obtain all required permissions prior to performing maintenance activities, including but not limited to obtaining an encroachment permit or entering into an encroachment agreement with the DOT, as may be required by the DOT. This obligation survives the expiration or earlier termination of the PAL or the Master Agreement.
  - (3) the proper maintenance and operation of all traffic control signals installed on Municipality-maintained roadways as part of the Construction Project, provided that a thirty (30) day operational test period, which commences upon the Prime Contractor's installation of the respective traffic control signal, has been completed to the satisfaction of the Party Administering the Construction Project. (The Party Administering the Construction Project shall require its Prime Contractor to assume responsibility for any operational issues during the thirty (30) day test period.) In the event that the completion of the Construction Project occurs prior to the satisfactory completion of the thirty (30) day test period, then the Municipality's assumption of responsibility with respect to the traffic control signal commences upon satisfactory completion of the thirty (30) day test period.
  - (4) the payment of energy costs for operation of all traffic control signals and illumination installed as part of the Construction Project when these traffic control signals and illumination are (1) entirely on Municipality-maintained roadways, or (2) at locations (such as an intersection) including at least one roadway for which the Municipality is responsible for maintaining; and
  - (5) enforcement of all applicable State of Connecticut and municipal traffic laws, ordinances and regulations with respect to the Transportation Facilities and Transportation Amenities constructed as part of the Construction Project.

(b) The DOT shall assume responsibility for the proper maintenance of DOT-owned Transportation Facilities, and Transportation Amenities constructed as part of the Construction Project, unless otherwise set forth in the PAL or agreed to in a separate written agreement entered into by the authorized representatives of the Parties.

**7.3 Failure to Fulfill Maintenance Responsibilities.** If the Municipality fails to fulfill the maintenance responsibilities set forth in subsections (a)(1) or (a)(2) of section 7.2, it may be disqualified, at the DOT's sole discretion, from participating in any future federal or state

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government funded Municipal Projects that impart maintenance responsibilities on the Municipality. Nothing in this section shall limit any other remedies that DOT may have under this Master Agreement or under the law.

### Article 8. Responsibility for Costs.

8.1 **Non-participating Items.** The DOT has sole discretion as to determining ineligibility of Construction Project items for Funding. Reasons for ineligibility may include, but not be limited to, the requirements of Federal statute or regulation, or exceeding a funding cap. With respect to Construction Projects that receive federal Funding, the Municipality is responsible for one hundred percent (100%) of the total cost of all Nonparticipating Item(s) and the cost of any Incidentals to Construction that are related to or associated with the Nonparticipating Item(s). The cost of such associated Incidentals to Construction will be determined as follows: A percentage will be derived from the ratio of the total Incidentals to Construction cost to the total contract items cost, as determined by a post-construction final audit, and this percentage will be multiplied by the total cost for the Non-participating Items. The final audit governs the determination of all contract item costs and the final billing to the Municipality for Non-participating Items. However, if the cost of the total Nonparticipating Items is less than ten percent (10%) of the cost of the total contract items, the DOT, at its sole discretion, may deem the cost of such associated Incidentals to Construction to be participating and eligible for Funding.

8.2 **Final Payment.** Final payment by the Municipality to the DOT, or by the DOT to the Municipality, shall be based upon the actual participating construction costs as determined by a post-construction final audit by the DOT, using cost sharing percentages and funding procedures set forth in the PAL.

8.3 **Costs Resulting from Errors or Omissions.** The Municipality shall reimburse the DOT for one hundred percent (100%) of all construction costs and costs of DOT-provided Services, which costs are the result of errors or omissions of the Municipality or its consultant(s), including, but not limited to, errors or omissions with respect to the PS&E, inadequate provision of the Inspection Activities or Design Services During Construction by the Municipality or any of its consultants, or inadequate Administration by the Municipality, as applicable. In order to determine the total cost of DOT-provided Services that were attributable to the errors and omissions of the Municipality (as such are not itemized during the Construction Project), a percentage(s) will be derived from the ratio of the total cost of all DOT-provided Services to the total actual construction cost, as determined by a post-construction audit, and this percentage will be multiplied by the amount attributable to the Municipality's error or omission, as determined by the DOT, to determine the cost of DOT-provided Services incurred as a result of the errors or omissions which the Municipality must reimburse to the DOT. This provision will survive the expiration of the PAL, the final acceptance of the Construction Project, and the termination of the Master Agreement, or the expiration of the Term.

### Article 9. Disbursement of Grant Funds; Conditions of Payment.

9.1. **Method of Disbursement.** With respect to each Construction Project undertaken pursuant to this Master Agreement, the DOT shall disburse the Funding to the Municipality

## Master Municipal Agreement for Construction Projects

according to a method determined at the DOT's sole discretion, and in accordance with any applicable state or federal laws, regulations, and requirements.

**9.2 Funding Basis.** The Funding in the PAL will be provided to the Municipality by the DOT on a reimbursement or Grant basis, provided the Municipality is in compliance with the PAL and this Master Agreement.

**9.2 Federal Approvals Required.** The Municipality agrees that with respect to PALs that include federal participation in Funding, no PAL issued by the DOT is effective until all required federal approvals are received by the DOT for the Construction Project.

**9.3 Lack of Timeliness in Municipality Performance.** If the Municipality fails to timely commence and complete the Construction Project as set forth in the respective PAL to the satisfaction of the DOT and in accordance with all applicable federal, state, and local laws, regulations, ordinances, or requirements, then:

- (a) the DOT has no obligation to reimburse the Municipality for its expenses incurred;
- (b) to the extent any Funding already has been disbursed to the Municipality, the Municipality shall return any disbursed funds and any interest earned to-date to the DOT within ten (10) business days of receipt of a request from the DOT; and
- (c) the DOT may recover from the Municipality the DOT's costs for the DOT-provided Services performed on the Construction Project. Upon receipt of written demand from the DOT, the Municipality shall provide payment for the DOT-provided Services within thirty (30) days.

### Article 10. Records and Audit.

**10.1 Examination.** The Municipality shall make available for examination by the DOT and the State of Connecticut and its agents, including but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and the Chief State's Attorney and their respective agents all of its records, documents, and accounting procedures and practices relevant to any Funding received under this Master Agreement, and for a period of time in accordance with all applicable state or federal audit requirements.

**10.2 Retention.** With respect to each Construction Project undertaken under this Master Agreement, the Municipality shall maintain and secure all records for a period of three (3) years after issuance of the Construction Project's Certification of Acceptance, or three (3) years after the final payment has been made to the Prime Contractor or the termination of any litigation related to the Construction Project, whichever is later or for such longer time as instructed by the DOT, the State of Connecticut and its agents, or the federal government.

### Article 11. Conflict.

**11.1. Conflict.** In case of a conflict between the provisions of any particular PAL, the Master Agreement, including its Schedules, or any specification, guide, manual, policy, document,

## Master Municipal Agreement for Construction Projects

or other publication referenced in the Master Agreement, the provision containing additional details or more stringent requirements will control. In case of the Municipality's inability to determine the controlling provision or where it is not possible to comply with the requirements of multiple provisions, the DOT shall have the right to determine, in its sole discretion, which provision applies. The Municipality shall promptly request in writing the DOT's determination upon the Municipality's inability to determine the controlling provision or upon becoming aware of any such conflict. This provision shall survive the expiration or termination of this Master Agreement.

**11.2 Revisions to Manuals.** With respect to any guide, manual, policy, document, or other publication referenced throughout the Master Agreement and noted to be subject to revision throughout the Term of this Agreement by way of the phrase "as may be revised," for the particular Construction Project the Municipality agrees to comply with the version of the document or publication that is in effect on the date of the Written Acknowledgement of the PAL for the Construction Project. This section does not apply to the Standard Specifications.

**Article 12. Review of Municipality's Activities.** The Municipality shall cooperate fully with the DOT and permit the DOT, FHWA, or other federal authority, as applicable, to review, at any time during the Construction Project, all activities performed by the Municipality with respect to any PAL issued under this Master Agreement. Upon request of the DOT, the Municipality shall timely furnish all documents related to the Construction Project so that the DOT may evaluate the Municipality's activities with respect to the Construction Project, including, but not limited to, its use of the Funding as required by the PAL, this Master Agreement, and applicable law.

### **Article 13. Term and Termination of the Master Agreement.**

**13.1 Term.** The Term commences on the Effective Date and continues for ten (10) years, unless terminated earlier in accordance with this Article. The Parties may agree to extend the Term for an additional two (2) years by the exchange of mutual written consent signed by an authorized representative of each Party.

**13.2 Termination for Convenience.** The DOT may terminate this Master Agreement for convenience, at its sole discretion, upon providing thirty (30) days Official Notice to the Municipality.

**13.3 Termination for Cause.** As a result of the Municipality's breach of the Master Agreement or a particular PAL or the failure of the Municipality, its Prime Contractor, Inspection Consultant, Consulting Engineer, or any combination of the foregoing, to perform the work required on any particular Construction Project to the DOT's satisfaction in accordance with the respective PAL, the DOT may terminate this Master Agreement for cause by giving the Municipality ten (10) days Official Notice, provided that the Municipality fails to cure, or begin to cure, the breach or failed performance, to the satisfaction of the DOT in its sole discretion, within the notice period that the DOT may, in its sole discretion, set forth in such Official Notice. Termination for cause by the DOT will not prejudice the right of the DOT to pursue any of its remedies for breach, including recovery of any Funding paid to the Municipality prior to termination for cause.

## Master Municipal Agreement for Construction Projects

### 13.4 Effect on In-progress PALs.

(a) Upon expiration of the Term or the DOT's earlier termination for convenience of the Master Agreement, any issued PAL for a Construction Project that is still in-progress will remain in full force and effect and will continue through completion and final acceptance by the DOT of the respective Construction Project, and the Municipality shall be subject to all applicable terms and conditions of the PAL and this Master Agreement, unless the respective PAL is itself terminated in accordance with section 3.25 (for Municipality-Administered projects) or section 4.9 (for DOT-Administered Projects).

(b) Upon the DOT's termination of this Master Agreement for cause, any PALs in-progress at the time will automatically terminate, unless the DOT provides Official Notice stating otherwise. The DOT, at its sole discretion, will determine and state in such Official Notice to the Municipality, if any in-progress PALs will remain in effect, and in such case, the Municipality agrees that it must complete performance of such in-progress PAL(s) through completion and final acceptance by the DOT of the respective Construction Project in compliance with all applicable terms and conditions of the PAL and this Master Agreement.

**Article 14. Official Notice.** Any Official Notice from one Party to the other Party, in order for such notice to be binding thereon, shall:

14.1 Be in writing (as a printed hard copy or electronic or facsimile copy) addressed to:

(a) When the DOT is to receive Official Notice:

Commissioner of Transportation  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
P.O. Box 317546  
Newington, Connecticut 06131-7546;

(b) When the Municipality is to receive Official Notice:

Mayor  
City of Derby  
1 Elizabeth Street  
Derby, Connecticut 06418;

14.2 Be delivered to the address recited herein in person, by electronic mail with acknowledgement of receipt, by United States Postal Service mail with return receipt requested by mail, electronic means, or any other methods of receiving the return receipt as identified by the Mailing Standards of the U.S. Postal Service, as may be revised, or by recognized overnight courier (that provides confirmation of delivery); and

## Master Municipal Agreement for Construction Projects

14.3 Contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

### Article 15. Insurance.

#### 15.1 Minimum Limits of Coverage.

(a) With respect to the work on the particular Construction Project that the Municipality performs or that the Municipality engages a Prime Contractor to perform, respectively, the Municipality when performing the work shall carry, or when the Prime Contractor is performing the work, the Municipality shall require the Prime Contractor to carry and to impose on its subcontractors the requirement to carry, for the duration of the Construction Project the insurance requirements set forth in the Standard Specifications, including "Section 1.03.07 Insurance" and specifically with respect to any working drawings prepared by a designer "Section 1.05.02(2)(a) Plans, Working Drawings and Shop Drawings," and any additional insurance coverage or increased limits required in the Special Provisions for the particular Construction Project.

(b) With respect to the Inspection Activities on the particular Construction Project that the Municipality performs or that the Municipality engages an Inspection Consultant to perform, respectively, on the Construction Project, and with respect to Design Services During Construction performed by the Municipality or by a Consulting Engineer, the Municipality when performing the work shall carry, or when the Inspection Consultant or Consulting Engineer is performing the work, the Municipality shall require the Inspection Consultant or Consultant Engineer to carry and to impose on any subconsultant(s) the requirement to carry, for the duration of the Construction Project, the following insurance:

(1) Commercial General Liability Insurance, including Contractual Liability Insurance, providing for a total limit of One Million Dollars (\$1,000,000) per occurrence for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, an aggregate limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period, with the DOT being named an additional insured party;

(2) Automobile Liability Insurance with respect to the operation of all motor vehicles, including those hired or borrowed, used in connection with the Construction Project, providing for a total limit of One Million Dollars (\$1,000,000) per occurrence for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, with the DOT being named an additional insured party. In cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least Two Million Dollars (\$2,000,000);



## Master Municipal Agreement for Construction Projects

(3) Railroad Protective Liability Insurance (when the Construction Project requires construction or demolition work within fifty (50) feet of the railroad right-of-way or DOT-owned rail property), with coverage limits of not less than Two Million Dollars (\$2,000,000) per occurrence for all damages arising out of any one accident or occurrence in connection with bodily injury or death or injury to or destruction of property, and, subject to that limit per accident, an aggregate) limit of Six Million Dollars (\$6,000,000) for all injuries to persons or property during the policy period, and with all entities falling within any of the following listed categories as named insured parties: (i) the owner of the railroad right-of-way, (ii) the owner of any railcar licensed or permitted to travel within that affected portion of railroad right-of-way, (iii) the operator of any railcar licensed or permitted to travel within that affected portion of the railroad right-of-way, (iv) the DOT and (v) any other party with an insurable interest. If such insurance is required, the Municipality, Inspection Consultant, or subconsultant shall obtain and submit the minimum coverage indicated above to the DOT prior to the commencement of the work and shall maintain coverage until the work is accepted by the DOT;

(4) Valuable Papers Insurance Policy, with coverage maintained until the work has been completed and accepted by the DOT, and all original documents or data have been returned to the DOT, providing coverage in the amount of Fifty Thousand Dollars (\$50,000) regardless of the physical location of the insured items. This insurance will assure the DOT that all records, papers, statistics and other data or documents will be re-established, recreated or restored if made unavailable by fire, theft, or any other cause. The Municipality, the Inspection Consultant, Consulting Engineer, or subconsultant, as applicable, shall retain in its possession duplications of all products of its work under the contract if and when it is necessary for the originals to be removed from its work under the contract, and if and when necessary for the originals to be removed from its possession during the time that this policy is in force.

(5) Workers' Compensation Insurance, and, as applicable, insurance required in accordance with the U.S. Longshore and Harbor Workers' Compensation Act, in accordance with the requirements of the laws of the State of Connecticut, and of the laws of the United States respectively; and

(6) Professional Liability Insurance for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000), with the appropriate and proper endorsement to its Professional Liability Policy to cover the work performed by the Municipality, Inspection Consultant, or subconsultant, as applicable. The Municipality, Inspection Consultant, Consulting Engineer, or subconsultant shall, and shall continue this liability insurance coverage for a period of three (3) years from the date of acceptance of the completed design or work subject to the continued commercial availability of such insurance. It is understood that the above insurance may not include standard liability coverage for pollution or environmental impairment. However, the Municipality, Inspection Consultant, Consulting Engineer, or subconsultant shall acquire and maintain pollution and environmental impairment coverage as part of this

## Master Municipal Agreement for Construction Projects

Professional Liability Insurance, if such insurance is applicable to the work performed by the Municipality, Inspection Consultant, Consulting Engineer, or subconsultant under the PAL for the Construction Project.

(c) In the event the Municipality, Prime Contractor, subcontractor, Inspection Consultant, Consulting Engineer, or subconsultant, as applicable, secures excess/umbrella liability insurance to meet the minimum coverage requirements for Commercial General Liability or Automobile Liability Insurance coverage, the DOT must be named as an additional insured on that policy.

**15.2 Insurance Company Authorized Pursuant to State of Connecticut Law.** For each Construction Project, the required insurance coverage of the types and minimum limits as required by the Master Agreement must be provided by an insurance company or companies, with each company, or if it is a subsidiary then its parent company, authorized, pursuant to the Connecticut General Statutes, to write insurance coverage in the State of Connecticut and/or in the state in which it, or in which the parent company, is domiciled. In either case, the company must be authorized to underwrite the specific line coverage. Solely with respect to work performed directly and exclusively by the Municipality, the Municipality may request that the DOT accept coverage provided under a municipal self-insurance program as more particularly described in section 15.6.

**15.3 Certificate of Insurance.** The Municipality shall provide to the DOT evidence of all required insurance coverages by submitting a Certificate of Insurance on the form(s) acceptable to the DOT fully executed by an insurance company or companies satisfactory to the DOT.

**15.4 Copies of Policies.** The Municipality shall produce, and require its Prime Contractor, any subcontractor, Inspection Consultant, Consulting Engineer, or any subconsultant, as applicable, to produce, within five (5) business days, a copy or copies of all applicable insurance policies when requested by the DOT. In providing said policies, the Municipality, Prime Contractor, subcontractor, Inspection Consultant, Consulting Engineer, or subconsultant, as applicable may redact provisions of the policy that are proprietary. This provision shall survive the suspension, expiration or termination of the PAL and the Master Agreement. The Municipality agrees to notify the DOT with at least thirty days prior notice of any cancellation or change in the insurance coverage required under this Master Agreement.

**15.5 Update to Minimum Insurance Limit Requirements.** The Municipality acknowledges and agrees that the minimum insurance coverage limits set forth in this Master Agreement are subject to increase by the DOT, at its sole discretion, from time to time during the Term of this Master Agreement. The DOT will provide the Municipality with the updated minimum insurance coverage limit requirements as applicable to the particular Construction Project. Upon issuance of a PAL by the DOT, and submission of the Written Acknowledgment of the PAL by the Municipality, the Municipality agrees to shall comply with the updated minimum insurance coverage limit requirements as specified by the DOT for the particular Construction Project.

### **15.6 Self-insurance.**

(a) With respect to activities performed directly and exclusively by the Municipality with Municipal forces or staff on a particular Construction Project, the Municipality may request

## Master Municipal Agreement for Construction Projects

that the DOT accept coverage provided under a self-insurance program in lieu of the specific insurance requirements set forth in section 15.1. The Municipality shall submit to the DOT a notarized statement, by an authorized representative:

- (1) certifying that the Municipality is self-insured;
  - (2) describing its financial condition and self-insured funding mechanism;
  - (3) specifying the process for filing a claim against the Municipality's self-insurance program, including the name, title and address of the person to be notified in the event of a claim; and
  - (4) agreeing to indemnify, defend and save harmless the State of Connecticut, its officials, agents, and employees from all claims, suits, actions, damages, and costs of every name and description resulting from, or arising out of, activities performed by the Municipality under the PAL issued for the Construction Project.
- (b) If requested by the DOT, the Municipality must provide any additional evidence of its status as a self-insured entity.
- (c) If the DOT, in its sole discretion, determines that such self-insurance program is acceptable, then the Municipality shall assume any and all claims as a self-insured entity.
- (d) If the DOT accepts a Municipality's particular self-insurance coverage, the Municipality will not be required to obtain from an insurance company the respective insurance requirement(s) displaced by that particular self-insurance coverage.
- (e) If the DOT does not approve the Municipality's request to provide coverage under a self-insurance program for the particular activities, the Municipality must comply with the respective insurance requirement(s) stated in the Master Agreement, including but not limited to, the type of coverage and minimum limits applicable to the coverage.

### Article 16. Indemnification.

16.1 For the purposes of this Article, the following definitions apply.

- (a) **Claims:** All actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.
- (b) **Municipality's Parties:** A Municipality's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Municipality is in privity of oral or written contract and the Municipality intends for such other person or entity to perform under the Master Agreement or the PAL in any capacity.

## Master Municipal Agreement for Construction Projects

(c) Records: All working papers and such other information and materials as may have been accumulated by the Municipality in performing the Master Agreement or the PAL, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, memoranda and correspondence, kept or stored in any form.

16.2 With respect to Municipality-Administered Construction Projects, the Municipality agrees that it shall indemnify, defend and hold harmless, and it shall require the Municipality's Parties to indemnify, defend and save harmless, the State, and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with this Master Agreement and any PAL issued hereunder, including the acts of commission or omission (collectively, the "Acts") of the Municipality or the Municipality's Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts of the Municipality or the Municipality's Parties, or the Master Agreement and any PAL issued hereunder. The Municipality and the Municipality's Parties shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Municipality's and the Municipality's Parties' obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Municipality's or Municipality's Parties' bids, proposals or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance of this Master Agreement or any PAL issued hereunder.

16.3 With respect to DOT-Administered Construction Projects, the Municipality agrees to indemnify and hold harmless the State, its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with this Master Agreement and any PAL issued hereunder, including the acts of commission or omission (collectively, the "Acts") of the Municipality or the Municipality's Parties; and (2) liabilities, damages, losses, costs, and expenses including but not limited to, attorneys' and other professionals' fees, arising directly or indirectly, in connection with Claims, Acts of the Municipality or the Municipalities Parties this Master Agreement, and any PAL issued hereunder, including but not limited to, design errors or omissions and failures to make necessary arrangements for utility work.

16.4 The Municipality and the Municipality's Parties shall not be responsible for indemnifying or holding the DOT harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.

16.5 The Municipality and the Municipality's Parties shall reimburse the State for any and all damages to the real or personal property of the DOT caused by the Acts of the Municipality and the Municipality's Parties. The DOT shall give the Municipality and the Municipality's Parties reasonable notice of any such Claims.

16.6 The Municipality's and the Municipality's Parties' duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Master

## Master Municipal Agreement for Construction Projects

Agreement and any PAL issued hereunder, without being lessened or compromised in any way, even where the Municipality and the Municipality's Parties are alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.

16.7 The Municipality and the Municipality's Parties shall carry and maintain at all times during the term of this Master Agreement, and during the time that any provisions survive the term of this Master Agreement, sufficient general liability insurance to satisfy its obligations under this Master Agreement and the PALs issued under this Agreement. The Municipality and the Municipality's Parties shall name the DOT as an additional insured on the policy and shall provide a copy of the policy to the DOT prior to the effective date of the Master Agreement. The Municipality and the Municipality's Parties shall not begin performance under this Master Agreement or any PAL issued hereunder until the delivery of the policy to the DOT. The State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the State is or was contributorily negligent.

16.8 This section shall survive the expiration or earlier termination of the Term or any PAL issued hereunder, and shall not be limited by reason of any insurance coverage.

### **Article 17. Sovereign Immunity.**

17.1 **No Waiver of the State's Immunities.** The parties acknowledge and agree that nothing in this Master Agreement or any PAL issued hereunder shall be construed as a modification, compromise or waiver by the DOT of any rights or defenses of any immunities provided by federal law or the laws of the State of Connecticut to the DOT or any of its officers and employees, which they may have had, now have or will have with respect to matters arising out of this Master Agreement. To the extent that this section conflicts with any other section, this section shall govern.

17.2 **Defense of Suits by the Municipality.** Nothing in this Agreement shall preclude the Municipality from asserting its Governmental Immunity rights in the defense of third party claims. The Municipality's Governmental Immunity defense against third party claims, however, shall not be interpreted or deemed to be a limitation or compromise of any of the rights or privileges of the DOT, at law or in equity, under this Agreement, including, but not limited to, those relating to damages.

**Article 18. Amendment.** This Master Agreement may be amended by mutual written agreement signed by the authorized representative of each Party and approved by the Attorney General of the State of Connecticut, and upon receipt of any additional approvals required by law.

**Article 19. Severability.** If any provision of this Master Agreement or application thereof is held invalid, that invalidity shall not affect other provisions or applications of the Master Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Master Agreement are severable.

**Article 20. Waiver.** The failure on the part of the DOT to enforce any covenant or provision

## Master Municipal Agreement for Construction Projects

herein contained does not waive the DOT's right to enforce such covenant or provision, unless set forth in writing. The waiver by the DOT of any right under this Master Agreement or any PAL, unless in writing, shall not discharge or invalidate such covenant or provision or affect the right of the DOT to enforce the same.

**Article 21. Remedies are nonexclusive.** No right, power, remedy or privilege of the DOT shall be construed as being exhausted or discharged by the exercise thereof in one or more instances, and it is agreed that each and all of said rights, powers, remedies or privileges shall be deemed cumulative and additional and not in lieu or exclusive of any other right, power, remedy or privilege available to the DOT at law or in equity.

**Article 22. Right of Set Off.** In addition to other remedies available to the DOT, the DOT shall have the right to set-off against amounts otherwise due the Municipality under this Agreement, or under any other agreement that the Municipality has with the DOT, (a) any costs that the DOT incurs which are due to the Municipality's non-compliance with this Agreement which has continued, uncured, for more than thirty (30) days after receipt by the Municipality of written notice of such non-compliance from DOT, and (b) any other amounts that are due and payable from the Municipality to the DOT. Any sum taken in set-off from the Contractor shall be deemed to have been paid to the Contractor for purposes of the Municipality's payment obligations under § 49-41c of the Connecticut General Statutes.

### Article 23. Electronic Signatures, Counterparts & Electronic Transmission

23.1 This Agreement, and any PALs issued hereunder, may be executed by electronic signatures and such electronic signatures shall be deemed to be the original signatures of the Parties.

23.2 This Agreement, and any PALs hereunder, may be signed in counterpart copies, all of which taken together shall constitute but one and the same document and single binding agreement. The Parties agree that executed counterparts may be transmitted by electronic means and that such counterparts shall be treated as originally executed instruments.

**Article 24. Entire Agreement.** This Master Agreement constitutes, when fully executed and approved as indicated, the entire agreement between the parties and shall supersede all previous communications, representations, or agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof; and no agreement or understanding varying or extending the same shall be binding upon either party hereto unless in writing signed by both parties hereto.

Agreement No.: 10.25-03(23)  
CORE I.D.: 24DOT0135AA

The parties have executed this Master Agreement by their duly authorized representatives on the day and year indicated, with full knowledge of and agreement with its terms and conditions.

**STATE OF CONNECTICUT**  
**Department of Transportation**  
**Garrett Eucalitto, Commissioner**

By \_\_\_\_\_  
Scott Hill, P.E.  
Bureau Chief and Chief Engineer  
Bureau of Engineering and Construction

\_\_\_\_\_  
Date

**CITY OF DERBY**

By \_\_\_\_\_  
Joseph DiMartino  
Mayor

\_\_\_\_\_  
Date





**Schedule A**  
**PAL Template**

[Addressee – Designated Municipal Official]

Local Roads

Dear [Addressee – Designated Municipal Official]:

Subject: Project Authorization Letter  
For the [Project Description] (Construction Project)  
Unique Entity Identifier (UEI) No.  
State Project No.  
Federal Project No.  
Master Agreement No.  
CORE ID No.  
City/Town of

The State of Connecticut Department of Transportation (DOT) and the [City/ Town] of [NAME OF CITY/TOWN] (Municipality) entered into the Master Municipal Agreement for Construction Projects (Master Agreement) noted above. This Project Authorization Letter (PAL) is issued pursuant to the Master Agreement. The capitalized terms used in this PAL are the same as those used in the Master Agreement.

The [DOT/Municipality] is responsible for the Administration of the Construction Project.

The Construction Project is to provide [ENTER DESCRIPTION], beginning at a [ ] and ending at [ ], a distance of [ ] feet.

Funding for the Construction Project is provided under [identify the Federal and or State program and associated funding ratio between F/S/T] and payment will be on a reimbursement basis. The maximum reimbursement to the Municipality under this PAL is \$[ENTER AMOUNT] dollars. In addition, any reimbursement for actual expenditures will be in accordance with the terms of the Master Agreement. Costs contained in this PAL shall not be exceeded without first obtaining written permission from the DOT. Enclosed is an estimated engineering cost break down for construction project activities. A Demand Deposit in the amount of \$[ENTER AMOUNT or \$0] dollars is due to the DOT. Upon the DOT's receipt of the Municipality's concurrence on the Written Acknowledgement of the PAL, the DOT's Revenue Accounting unit will send an invoice to the Municipality for the Demand Deposit.

In accordance with the Master Agreement, upon completion of the Construction Project, the Municipality shall be responsible for the proper maintenance and operation of all the Municipality-owned facilities constructed or installed as part of this Construction Project to the standards required by, and satisfaction of, DOT and, as applicable, the Federal Highway Administration.). Upon completion of the Construction Project, the Municipality shall assume maintenance responsibility of specific improvements constructed as part of the Construction

[enter to:]

-2-

[enter date:]

Project on the DOT-owned Transportation Facilities, including: (list of specific project elements).

This Construction Project has been assigned a [ENTER CORRECT DESIGNATION DBE/SBE/SBPPP] goal of [ ]% and the Municipality shall comply with the requirements pertaining to the goal as stipulated in the Master Agreement.

[For Municipality-Administered Construction Projects ADD: The issuance of the PAL itself is not an authorization for the Municipality to begin performing work with respect to the Construction Project. The Municipality may advance or begin work on the Construction Project only after it has received from the DOT an Authorization to Award Notice.]

Please indicate your concurrence with the PAL by signing below on or before [date] and returning a copy to [Mr./Ms. ] the DOT's Project Manager, preferably by email [insert address] or by U.S. mail at the letterhead address. The Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Construction Project.

If you have any questions, please contact the Project Manager at (860) 594-[xxxx].

Very truly yours,

Authorized DOT Representative

Concurred By \_\_\_\_\_ Date \_\_\_\_\_  
Print Name:  
Designated Municipal Official

PAL ATTACHMENT  
STATE PROJECT NO.XXX  
FEDERAL-AID PROJECT NO.XXXX  
ESTIMATED Construction COSTS

A. Contract Items and, if applicable, Contingencies (Contingencies requires prior written approval from the DOT)	\$
B. Incidentals to Construction-Municipal Services	\$
C. Extra Work Allowance-Municipal Services (+/-10% of B) (Extra Work requires prior written approval from the DOT)	\$
D. Total Municipal Cost (A+B+C)	\$
E. Incidentals to Construction-DOT Materials Testing	\$
F. Incidentals to Construction-DOT Administrative Oversight	\$
G. Incidentals to Construction-DOT Audits	\$
H. Extra Work Allowance by DOT Forces (+/-10% of E+F+G)	\$
I. Total Incidentals to Construction-DOT (E+F+G+H)	\$
J. Total Construction Cost (D+I)	\$
K. Federal Proportionate Share of the Total Construction Cost (X% of J)	\$
L. DOT Proportionate Share of the Total Construction Cost (X% of J)	\$
M. Maximum Amount of Reimbursement to the Municipality (100% of D)	\$
N. Demand Deposit Required from the Municipality	\$

(NOTE: Depending on the federal program, the cost sharing between the Parties may vary and this PAL attachment shall be adjusted accordingly by the DOT initiating unit.)



## Schedule B

### STATE OF CONNECTICUT REQUIRED PROVISIONS

For the purposes of this Schedule, references to "contract" or "Contract" mean the Master Agreement, and references to "contractor" or "Contractor" mean the Municipality."

1. **Audit Clause. Audit Requirements.** For purposes of this paragraph, the word "contractor" shall be deemed to mean "nonstate entity," as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to the DOT for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

2. **Whistleblowing.** This Contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

3. **Forum and Choice of Law.** The Parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both Parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by federal law or the laws of the State of Connecticut do not bar an action against the DOT, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

#### 4. Executive Orders and Other Enactments

All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the DOT's authority to require compliance with the Enactments.

This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.

This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

**4. Consulting Agreements Representation.** Pursuant to section 4a-81 of the Connecticut General Statutes, the person signing this Contract on behalf of the Contractor represents, to their best knowledge and belief and subject to the penalty of false statement as provided in section 53a-157b of the Connecticut General Statutes, that the Contractor has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below or in an attachment to this Contract. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes.

\_\_\_\_\_  
Consultant's Name and Title

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Cost

The basic terms of the consulting agreement are:

---

Description of Services Provided:

---

Is the consultant a former State employee or former public official?

☐ YES

☐ NO

If YES:

\_\_\_\_\_  
Name of Former State Agency

\_\_\_\_\_  
Termination Date of Employment





## Schedule C

### Construction Contracts - Required Contract Provisions

#### **1. Federal Highway Administration (FHWA) Form 1273. (Applies to FHWA Federally-Funded Contracts Only)**

The Contractor shall comply with the Federal Highway Administration (FHWA), Form 1273 attached as Schedule C-1, as revised. The Contractor shall also require its subcontractors to comply with the FHWA – Form 1273 and include the FHWA – Form 1273 as an attachment to all subcontracts and purchase orders.

#### **2. Title VI of the Civil Rights Act of 1964 Nondiscrimination Assurances**

The Contractor shall comply with Title VI of the Civil Rights Act of 1964 as amended (78 Stat. 252, 42 U.S.C. § 2000 et seq.), all requirements imposed by the regulations of the United States Department of Transportation issued in implementation thereof (49 CFR Part 21 and 28 CFR § 50.3), and the Title VI Contractor Assurances attached as Schedule C-2.

#### **3. Equal Employment Opportunity & Affirmative Action Requirements**

The Contractor shall comply with the Equal Employment Opportunity & Affirmative Action Requirements, as applicable, attached to this Agreement as Schedule C-3 and Schedule C-4.

#### **4. Requirements of Title 49, Code of Federal Regulations (CFR), Part 26, Participation by DBEs, as may be revised (Applies to FHWA Federally-Funded Contracts Only)**

Pursuant to 49 CFR § 26.13, the following paragraph is part of this Contract and shall be included in each subcontract the Prime Contractor enters into with a subcontractor:

“The Contractor, or subcontractor(s) shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26, Participation by DBEs, in the award and administration of U.S. DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this contract or such other remedy as the Connecticut Department of Transportation (DOT) or Municipality deems appropriate.”

#### **5. Contract Wage Rates**

The Contractor shall comply with:

The Federal and State wage rate requirements stated respectively in Schedules C-5 and C-6, as revised. The Federal wage rates (Davis-Bacon Act) applicable to this Contract shall be the Federal wage rates that are current on the US Department of Labor website (<http://www.wdol.gov/dba.aspx>) as may be revised 10 days prior to bid opening. These applicable Federal wage rates shall be attached to the final contract document executed by the parties. During the bid advertisement period, bidders are responsible for obtaining the appropriate Federal wage rates from the US Department of Labor website.

To obtain the latest Federal wage rates go to the US Department of Labor website (link above). Under Davis-Bacon Act, choose “Selecting DBA WDs” and follow the instruction to search the

latest wage rates for the State, County and Construction Type. Refer to the Notice to Contractor (NTC) - Federal Wage Determinations (Davis Bacon Act).

If a conflict exists between the Federal and State wage rates, the higher rate shall govern.

Prevailing Wages for Work on State Highways; Annual Adjustments. With respect to contracts for work on state highways and bridges on state highways, the Contractor shall comply with the provisions of Section 31-54 and 31-55a of the Connecticut General Statutes, as revised.

As required by Section 1.05.12 (Payrolls) of the Standard Specification for Roads, Bridges and Incidental Construction (FORM 818), as may be revised, every Contractor or subcontractor performing project work on a Federal aid project is required to post the relevant prevailing wage rates as determined by the United States Secretary of Labor. The wage rate determinations shall be posted in prominent and easily accessible places at the work site.

#### **6. Americans with Disabilities Act of 1990, as Amended**

The Contractor shall comply with the terms of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. 12101 et seq.) ("Act"), during the term of the Contract. The Contractor represents that it is familiar with the terms of this Act and that it is in compliance with the Act. Failure of the Contractor to satisfy this standard as the same applies to performance under this Contract, either now or during the term of the Contract as it may be amended, will render the Contract voidable at the option of the State upon notice to the contractor. The Contractor warrants that it will hold the State and/or the Municipality harmless, indemnify, and defend the Municipality and the State from any liability which may be imposed upon the Municipality and/or State as a result of any failure of the Contractor to be in compliance with this Act, as the same applies to performance under this Contract.

#### **7. Connecticut Statutory Labor Requirements**

**(a) Construction, Alteration or Repair of Public Works Projects; Wage Rates.** The Contractor shall comply with Section 31-53 of the Connecticut General Statutes, as revised. The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of section 31-53 of the Connecticut General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

**(b) Debarment List. Limitation on Awarding Contracts.** The Contractor shall comply with Section 31-53a of the Connecticut General Statutes, as revised.

**(c) Construction Safety and Health Course.** The Contractor shall comply with section 31-53b of the Connecticut General Statutes, as revised. The contractor shall furnish proof to the Labor Commissioner with the weekly certified payroll form for the first week each employee begins work on such project that any person performing the work of a mechanic, laborer or

worker pursuant to the classifications of labor under section 31-53 of the Connecticut General Statutes, as revised, on such public works project, pursuant to such contract, has completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, has completed a new miner training program approved by the Federal Mine Safety and Health Administration in accordance with 30 CFR 48 or, in the case of telecommunications employees, has completed at least ten hours of training in accordance with 29 CFR 1910.268.

Any employee required to complete a construction safety and health course as required that has not completed the course, shall have a maximum of fourteen (14) days to complete the course. If the employee has not been brought into compliance, they shall be removed from the project until such time as they have completed the required training.

Any costs associated with this notice shall be included in the general cost of the contract. In addition, there shall be no time granted to the contractor for compliance with this notice. The contractor's compliance with this notice and any associated regulations shall not be grounds for claims as outlined in the Standard Specifications for Roads, Bridges, Facilities and Incidental Construction (Form 818) at Section 1.11 – "Claims."

**(d) Awarding of Contracts to Occupational Safety and Health Law Violators Prohibited.** The Contract is subject to Section 31-57b of the Connecticut General Statutes, as revised.

**(e) Residents Preference in Work on Other Public Facilities. (NOT APPLICABLE TO FEDERAL AID CONTRACTS)** Pursuant to Section 31-52a of the Connecticut General Statutes, as revised, in the employment of mechanics, laborers or workmen to perform the work specified herein, preference shall be given to residents of the state who are, and continuously for at least six months prior to the date hereof have been, residents of this state, and if no such person is available, then to residents of other states

## **8. Tax Liability - Contractor's Exempt Purchase Certificate (CERT – 141)**

The Contractor shall comply with Chapter 219 of the Connecticut General Statutes pertaining to tangible personal property or services rendered that is/are subject to sales tax. The Contractor is responsible for determining its tax liability. If the Contractor purchases materials or supplies pursuant to the Connecticut Department of Revenue Services' "Contractor's Exempt Purchase Certificate (CERT-141)," as may be revised, the Contractor acknowledges and agrees that title to such materials and supplies installed or placed in the project will vest in the State simultaneously with passage of title from the retailers or vendors thereof, and the Contractor will have no property rights in the materials and supplies purchased.

Forms and instructions are available anytime by:

Internet: Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to download and print Connecticut tax forms;

Telephone: Call 1-800-382-9463 (Connecticut calls outside the Greater Hartford calling area only) and select Option 2 or call 860-297-4753 (from anywhere).

**9. Nondiscrimination Requirement and Certification (pursuant to § 4a-60 and § 4a-60a of the Connecticut General Statutes, as revised). References to "minority business enterprises" in this Section are not applicable to Federal-aid projects/contracts. Federal-aid projects/contracts are instead subject to the Federal Disadvantaged Business Enterprise Program)**

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by 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 Connecticut General Statutes § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by

the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (i) Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) initialing this nondiscrimination affirmation. \_\_\_\_\_

## 10. Summary of State Ethics Laws

Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes (a) the Municipality has provided to the Contractor the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract; (b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary and agree to comply with the provisions of state ethics law; (c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law; (d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and (e) each contract with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms.

#### **11. Bid Rigging and/or Fraud – Notice to Contractor**

The Connecticut Department of Transportation is cooperating with the U.S. Department of Transportation and the Justice Department in their investigation into highway construction contract bid rigging and/or fraud.

A toll-free “HOT LINE” telephone number 800-424-9071 has been established to receive information from contractors, subcontractors, manufacturers, suppliers or anyone with knowledge of bid rigging and/or fraud, either past or current. The “HOT LINE” telephone number will be available during normal working hours (8:00 am – 5:00 pm EST). Information will be treated confidentially and anonymity respected.

#### **12. Cargo Preference Act Requirements (46 CFR § 381.7(a)-(b)) – Use of United States Flag Vessels (Applies to FHWA Federally-Funded Contracts Only)**

The Contractor agrees to comply with the following:

##### **(a) *Agreement Clauses.***

- (1) Pursuant to Pub. L. 664 (43 U.S.C. § 1241(b)) at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds granted, guaranteed, loaned, or advanced by the U.S. Government under this agreement, and which may be transported by ocean vessel, shall be transported on privately owned United States-flag commercial vessels, if available.
- (2) Within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, ‘on-board’ commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (a)(1) of this section shall be furnished to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

(b) *Contractor and Subcontractor Clauses.* The contractor agrees—

- (1) To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.
- (2) To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (b) (1) of this section to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.
- (3) To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this contract.



## **Schedule C-1**

### **REQUIRED CONTRACT PROVISIONS**

### **FEDERAL-AID CONSTRUCTION CONTRACTS**

- I. General
- II. Nondiscrimination
- III. Non-segregated Facilities
- IV. Davis-Bacon and Related Act Provisions
- V. Contract Work Hours and Safety Standards Act Provisions
- VI. Subletting or Assigning the Contract
- VII. Safety: Accident Prevention
- VIII. False Statements Concerning Highway Projects
- IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
- X. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- XI. Certification Regarding Use of Contract Funds for Lobbying
- XII. Use of United States-Flag Vessels:

#### **ATTACHMENTS**

A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)

#### **I. GENERAL**

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under title 23, United States Code, as required in 23 CFR 633.102(b) (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services). 23 CFR 633.102(e).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider. 23 CFR 633.102(e).

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services) in accordance with 23 CFR 633.102. The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in solicitation-for-bids or request-for-proposals documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract). 23 CFR 633.102(b).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work

performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract. 23 CFR 633.102(d).

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. 23 U.S.C. 114(b). The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors. 23 U.S.C. 101(a).

#### **II. NONDISCRIMINATION (23 CFR 230.107(a); 23 CFR Part 230, Subpart A, Appendix A; EO 11246)**

The provisions of this section related to 23 CFR Part 230, Subpart A, Appendix A are applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR Part 60, 29 CFR Parts 1625-1627, 23 U.S.C. 140, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), and related regulations including 49 CFR Parts 21, 26, and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding \$10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR Part 60, and 29 CFR Parts 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with 23 U.S.C. 140, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), and related regulations including 49 CFR Parts 21, 26, and 27; and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR Part 230, Subpart A, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

**1. Equal Employment Opportunity:** Equal Employment Opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (see 28 CFR Part 35, 29 CFR Part 1630, 29 CFR Parts 1625-1627, 41 CFR Part 60 and 49 CFR Part 27) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140, shall constitute the EEO and specific affirmative action standards for the contractor's project activities under this contract. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) set forth under 28 CFR Part 35 and 29 CFR Part 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

a. The contractor will work with the contracting agency and the Federal Government to ensure that it has made every good faith effort to provide equal opportunity with respect to all of its terms and conditions of employment and in their review of activities under the contract. 23 CFR 230.409 (g)(4) & (5).

b. The contractor will accept as its operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, sexual orientation, gender identity, color, national origin, age or disability. Such action shall include: 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, pre-apprenticeship, and/or on-the-job training."

**2. EEO Officer:** The contractor will designate and make known to the contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active EEO program and who must be assigned adequate authority and responsibility to do so.

**3. Dissemination of Policy:** All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action or are substantially involved in such action, will be made fully cognizant of and will implement the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer or other knowledgeable company official.

b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minorities and women.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

**4. Recruitment:** When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minorities and women in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and women. To meet this requirement, the contractor will identify sources of potential minority group employees and establish with such identified sources procedures whereby minority and women applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, the contractor is expected to observe the provisions of that agreement to the extent that the system meets the contractor's compliance with EEO contract provisions. Where implementation of such an agreement has the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Federal nondiscrimination provisions.

c. The contractor will encourage its present employees to refer minorities and women as applicants for employment. Information and procedures with regard to referring such applicants will be discussed with employees.

**5. Personnel Actions:** Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to ensure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with its obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action.

within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of their avenues of appeal.

#### 6. Training and Promotion:

a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs (i.e., apprenticeship and on-the-job training programs for the geographical area of contract performance). In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

**7. Unions:** If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use good faith efforts to obtain the cooperation of such unions to increase opportunities for minorities and women. 23 CFR 230.409. Actions by the contractor, either directly or through a contractor's association acting as agent, will include the procedures set forth below:

a. The contractor will use good faith efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minorities and women for membership in the unions and increasing the skills of minorities and women so that they may qualify for higher paying employment.

b. The contractor will use good faith efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the contracting agency and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability; making full efforts to obtain qualified and/or qualifiable minorities and women. The failure of a union to provide

sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph. In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the contracting agency.

#### 8. Reasonable Accommodation for Applicants /

**Employees with Disabilities:** The contractor must be familiar with the requirements for and comply with the Americans with Disabilities Act and all rules and regulations established thereunder. Employers must provide reasonable accommodation in all employment activities unless to do so would cause an undue hardship.

#### 9. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment:

The contractor shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall take all necessary and reasonable steps to ensure nondiscrimination in the administration of this contract.

a. The contractor shall notify all potential subcontractors, suppliers, and lessors of their EEO obligations under this contract.

b. The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.

#### 10. Assurances Required:

a. The requirements of 49 CFR Part 26 and the State DOT's FHWA-approved Disadvantaged Business Enterprise (DBE) program are incorporated by reference.

b. The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

c. The Title VI and nondiscrimination provisions of U.S. DOT Order 1050.2A at Appendixes A and E are incorporated by reference. 49 CFR Part 21.

**11. Records and Reports:** The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following the date of the final payment to the contractor for all contract work and shall be available at reasonable times and places for inspection by authorized representatives of the contracting agency and the FHWA.

a. The records kept by the contractor shall document the following:

(1) The number and work hours of minority and non-minority group members and women employed in each work classification on the project;

(2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women; and

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minorities and women.

b. The contractors and subcontractors will submit an annual report to the contracting agency each July for the duration of the project indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form FHWA-1391. The staffing data should represent the project work force on board in all or any part of the last payroll period preceding the end of July. If on-the-job training is being required by special provision, the contractor will be required to collect and report training data. The employment data should reflect the work force on board during all or any part of the last payroll period preceding the end of July.

### III. NONSEGREGATED FACILITIES

This provision is applicable to all Federal-aid construction contracts and to all related construction subcontracts of more than \$10,000. 41 CFR 60-1.5.

As prescribed by 41 CFR 60-1.8, the contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location under the contractor's control where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

### IV. DAVIS-BACON AND RELATED ACT PROVISIONS

This section is applicable to all Federal-aid construction projects exceeding \$2,000 and to all related subcontracts and lower-tier subcontracts (regardless of subcontract size), in accordance with 29 CFR 5.5. The requirements apply to all projects located within the right-of-way of a roadway that is functionally classified as Federal-aid highway. 23 U.S.C. 113. This excludes roadways functionally classified as local roads or rural minor collectors, which are exempt. 23 U.S.C. 101. Where applicable law requires that projects be treated as a project on a Federal-aid highway, the provisions of this subpart will apply regardless of the location of the project. Examples include: Surface Transportation Block Grant Program projects funded under 23 U.S.C. 133 [excluding recreational trails projects], the Nationally Significant Freight and Highway

Projects funded under 23 U.S.C. 117, and National Highway Freight Program projects funded under 23 U.S.C. 167.

The following provisions are from the U.S. Department of Labor regulations in 29 CFR 5.5 "Contract provisions and related matters" with minor revisions to conform to the FHWA-1273 format and FHWA program requirements.

#### 1. Minimum wages (29 CFR 5.5)

a. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph 1.d. of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph 1.b. of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

b.(1) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(ii) The classification is utilized in the area by the construction industry; and

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(2) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(3) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(4) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs 1.b.(2) or 1.b.(3) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

c. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

d. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

## 2. Withholding (29 CFR 5.5)

The contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract, or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics,

including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting agency may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

## 3. Payrolls and basic records (29 CFR 5.5)

a. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

b.(1) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the contracting agency for transmission to the State DOT, the FHWA or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the contracting agency.

(2) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or

subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(i) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5(a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;

(ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR part 3;

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(3) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 3.b.(2) of this section.

(4) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under 18 U.S.C. 1001 and 31 U.S.C. 231.

c. The contractor or subcontractor shall make the records required under paragraph 3.a. of this section available for inspection, copying, or transcription by authorized representatives of the contracting agency, the State DOT, the FHWA, or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the FHWA may, after written notice to the contractor, the contracting agency or the State DOT, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### 4. Apprentices and trainees (29 CFR 5.5)

##### a. Apprentices (programs of the USDOL).

Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State

Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

##### b. Trainees (programs of the USDOL).

Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration.

The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration.

Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the

corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. **Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

d. **Apprentices and Trainees (programs of the U.S. DOT).**

Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. 29 CFR 230.111(e)(2). The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

**5. Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract as provided in 29 CFR 5.5.

**6. Subcontracts.** The contractor or subcontractor shall insert Form FHWA-1273 in any subcontracts and also require the subcontractors to include Form FHWA-1273 in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

**7. Contract termination: debarment.** A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

**8. Compliance with Davis-Bacon and Related Act requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract as provided in 29 CFR 5.5.

**9. Disputes concerning labor standards.** As provided in 29 CFR 5.5, disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor

set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

#### **10. Certification of eligibility (29 CFR 5.5)**

a. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

#### **V. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

Pursuant to 29 CFR 5.5(b), the following clauses apply to any Federal-aid construction contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by 29 CFR 5.5(a) or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

**1. Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek. 29 CFR 5.5.

**2. Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in paragraph 1 of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 of this section, in the sum currently provided in 29 CFR 5.5(b)(2)\* for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 of this section. 29 CFR 5.5.

\* \$27 as of January 23, 2019 (See 84 FR 213-01, 218) as may be adjusted annually by the Department of Labor; pursuant to the Federal Civil Penalties Inflation Adjustment Act of 1990).

### 3. Withholding for unpaid wages and liquidated damages.

The FHWA or the contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 of this section. 29 CFR 5.5.

**4. Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section. 29 CFR 5.5.

## VI. SUBLETTING OR ASSIGNING THE CONTRACT

This provision is applicable to all Federal-aid construction contracts on the National Highway System pursuant to 23 CFR 635.116.

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the contracting agency. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635.116).

a. The term "perform work with its own organization" in paragraph 1 of Section VI refers to workers employed or leased by the prime contractor, and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor or lower tier subcontractor, agents of the prime contractor, or any other assignees. The term may include payments for the costs of hiring leased employees from an employee leasing firm meeting all relevant Federal and State regulatory requirements. Leased employees may only be included in this term if the prime contractor meets all of the following conditions: (based on longstanding interpretation)

(1) the prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;

(2) the prime contractor remains responsible for the quality of the work of the leased employees;

(3) the prime contractor retains all power to accept or exclude individual employees from work on the project; and

(4) the prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or

equipment not ordinarily available in the type of contracting organizations qualified and expected to bid or propose on the contract as a whole and in general are to be limited to minor components of the overall contract. 23 CFR 635.102.

2. Pursuant to 23 CFR 635.116(a), the contract amount upon which the requirements set forth in paragraph (1) of Section VI is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. Pursuant to 23 CFR 635.116(c), the contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the contracting agency has assured that each subcontract is evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract. (based on longstanding interpretation of 23 CFR 635.116).

5. The 30-percent self-performance requirement of paragraph (1) is not applicable to design-build contracts; however, contracting agencies may establish their own self-performance requirements. 23 CFR 635.116(d).

## VII. SAFETY: ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR Part 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract. 23 CFR 635.108.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR Part 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704). 29 CFR 1926.10.

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance



with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704).

### **VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS**

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR Part 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 11, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."

### **IX. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT (42 U.S.C. 7606; 2 CFR 200.88; EO 11738)**

This provision is applicable to all Federal-aid construction contracts in excess of \$150,000 and to all related subcontracts. 48 CFR 2.101; 2 CFR 200.326.

By submission of this bid/proposal or the execution of this contract or subcontract, as appropriate, the bidder, proposer, Federal-aid construction contractor, subcontractor, supplier, or vendor agrees to comply with all applicable standards, orders

or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal Highway Administration and the Regional Office of the Environmental Protection Agency. 2 CFR Part 200, Appendix II.

The contractor agrees to include or cause to be included the requirements of this Section in every subcontract, and further agrees to take such action as the contracting agency may direct as a means of enforcing such requirements. 2 CFR 200.326.

### **X. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost \$25,000 or more — as defined in 2 CFR Parts 180 and 1200. 2 CFR 180.220 and 1200.220.

#### **1. Instructions for Certification – First Tier Participants:**

a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction. 2 CFR 180.320.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default. 2 CFR 180.325.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 2 CFR 180.345 and 180.350.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180, Subpart I, 180.900-180.1020, and 1200. "First Tier Covered Transactions" refers to any covered transaction between a recipient or subrecipient of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant

who has entered into a covered transaction with a recipient or subrecipient of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction. 2 CFR 180.330.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold. 2 CFR 180.220 and 180.300.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. 2 CFR 180.300; 180.320, and 180.325. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. 2 CFR 180.335. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the System for Award Management website (<https://www.sam.gov/>). 2 CFR 180.300, 180.320, and 180.325.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default. 2 CFR 180.325.

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## **2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:**

a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency, 2 CFR 180.335;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, 2 CFR 180.800;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification, 2 CFR 180.700 and 180.800; and

(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default. 2 CFR 180.335(d).

(5) Are not a corporation that has been convicted of a felony violation under any Federal law within the two-year period preceding this proposal (USDOT Order 4200.6 implementing appropriations act requirements); and

(6) Are not a corporation with any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability (USDOT Order 4200.6 implementing appropriations act requirements).

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant should attach an explanation to this proposal. 2 CFR 180.335 and 180.340.

## **3. Instructions for Certification - Lower Tier Participants:**

(Applicable to all subcontracts, purchase orders, and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200). 2 CFR 180.220 and 1200.220.

a. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances. 2 CFR 180.365.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180, Subpart I, 180.900 – 180.1020, and 1200. You may contact the person to which this proposal is

submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a recipient or subrecipient of Federal funds and a participant (such as the prime or general contractor). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a recipient or subrecipient of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers to any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. 2 CFR 1200.220 and 1200.332.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold. 2 CFR 180.220 and 1200.220.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the System for Award Management website (<https://www.sam.gov/>), which is compiled by the General Services Administration. 2 CFR 180.300, 180.320, 180.330, and 180.335.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. 2 CFR 180.325.

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**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency, 2 CFR 180.355;

(b) is a corporation that has been convicted of a felony violation under any Federal law within the two-year period preceding this proposal (USDOT Order 4200.6 implementing appropriations act requirements); and

(c) is a corporation with any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability. (USDOT Order 4200.6 implementing appropriations act requirements)

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant should attach an explanation to this proposal.

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**XI. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING**

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts which exceed \$100,000. 49 CFR Part 20, App. A.

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier

subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

#### USE OF UNITED STATES-FLAG VESSELS:

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, or any other covered transaction. 46 CFR Part 381.

This requirement applies to material or equipment that is acquired for a specific Federal-aid highway project. 46 CFR 381.7. It is not applicable to goods or materials that come into inventories independent of an FHWA funded-contract.

When oceanic shipments (or shipments across the Great Lakes) are necessary for materials or equipment acquired for a specific Federal-aid construction project, the bidder, proposer, contractor, subcontractor, or vendor agrees:

To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels. 46 CFR 381.7.

To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (b)(1) of this section to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Office of Cargo and Commercial Sealift (MAR-620), Maritime Administration, Washington, DC 20590. (MARAD requires copies of the ocean carrier's (master) bills of lading, certified onboard, dated, with rates and charges. These bills of lading may contain business sensitive information and therefore may be submitted directly to MARAD by the Ocean Transportation Intermediary on behalf of the contractor). 46 CFR 381.7.

ATTACHMENT A - EMPLOYMENT AND MATERIALS PREFERENCE FOR APPALACHIAN DEVELOPMENT HIGHWAY SYSTEM OR APPALACHIAN LOCAL ACCESS ROAD CONTRACTS (23 CFR 633, Subpart B, Appendix B) This provision is applicable to all Federal-aid projects funded under the Appalachian Regional Development Act of 1965.

During the performance of this contract, the contractor undertaking to do work which is, or reasonably may be, done as on-site work, shall give preference to qualified persons who regularly reside in the labor area as designated by the DOL wherein the contract work is situated, or the subregion, or the Appalachian counties of the State wherein the contract work is situated, except:

To the extent that qualified persons regularly residing in the area are not available.

For the reasonable needs of the contractor to employ supervisory or specially experienced personnel necessary to assure an efficient execution of the contract work.

For the obligation of the contractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that the number of nonresident persons employed under this subparagraph (1c) shall not exceed 20 percent of the total number of employees employed by the contractor on the contract work, except as provided in subparagraph (4) below.

The contractor shall place a job order with the State Employment Service indicating (a) the classifications of the laborers, mechanics and other employees required to perform the contract work, (b) the number of employees required in each classification, (c) the date on which the participant estimates such employees will be required, and (d) any other pertinent information required by the State Employment Service to complete the job order form. The job order may be placed with the State Employment Service in writing or by telephone. If during the course of the contract work, the information submitted by the contractor in the original job order is substantially modified, the participant shall promptly notify the State Employment Service.

The contractor shall give full consideration to all qualified job applicants referred to him by the State Employment Service. The contractor is not required to grant employment to any job applicants who, in his opinion, are not qualified to perform the classification of work required.

If, within one week following the placing of a job order by the contractor with the State Employment Service, the State Employment Service is unable to refer any qualified job applicants to the contractor, or less than the number requested, the State Employment Service will forward a certificate to the contractor indicating the unavailability of applicants. Such certificate shall be made a part of the contractor's permanent project records. Upon receipt of this certificate, the contractor may employ persons who do not normally reside in the labor area to fill positions covered by the certificate, notwithstanding the provisions of subparagraph (1c) above.

The provisions of 23 CFR 633.207(e) allow the contracting agency to provide a contractual preference for the use of mineral resource materials native to the Appalachian region. The contractor shall include the provisions of Sections 1 through 4 of this Attachment A in every subcontract for work which is, or reasonably may be, done as on-site work.

Schedule C-2  
**TITLE VI CONTRACTOR ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation FHWA, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**Schedule C-3**  
**EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION  
 REQUIREMENTS**

**1. General:**

a) Equal employment opportunity requirements not to discriminate and to take affirmative action to assure equal employment opportunity as required by Executive Order 11246, Executive Order 11375 are set forth in Required Contract Provisions (Form PR-1273 or 1316, as appropriate) and these Special Provisions which are imposed pursuant to Section 140 of Title 23 U.S.C., as established by Section 22 of the Federal-Aid Highway Act of 1968, 49 CFR Part 21, 4a-60a and 46a-68c to 46a-68f of the Connecticut General Statutes. The requirements set forth in these Special Provisions shall constitute the specific affirmative action requirements for project activities under this contract and supplement the equal employment opportunity requirements set forth in the Required Contract Provisions.

b) "Company" refers to any entity doing business with the Connecticut Department of Transportation and includes but is not limited to the following:

Contractors and Subcontractors  
 Consultants and Subconsultants  
 Suppliers of Materials and Vendors (where applicable)  
 Municipalities (where applicable)  
 Utilities (where applicable)

c) The Company will work with the Connecticut Department of Transportation (CTDOT) and the Federal Government in carrying out equal employment opportunity obligations and in their review of his/her activities under the contract.

d) The Company and all his/her subcontractors or subconsultants holding subcontracts not including material suppliers, of \$10,000 or more, will comply with the following minimum specific requirement activities of equal employment opportunity: (The equal employment opportunity requirements of Executive Order 11246, as set forth in volume 60, Chapter 4, Section 1, subsection 1 of the Federal-Aid Highway Program Manual, are applicable to material suppliers as well as contractors and subcontractors.) The company will include these requirements in every subcontract of \$10,000 or more with such modification of language as necessary to make them binding on the subcontractor or subconsultant.

e) CTDOT shall require each contractor with contracts of \$10,000 or more or who have fifty or more employees and are awarded a public works contract, to comply with all existing procedures of CTDOT's Contract Compliance Program.

**2. Equal Employment Opportunity Policy:**

a) Companies with contracts, agreements or purchase orders valued at \$10,000 or more or who have fifty or more employees are required to comply with the Affirmative Action Requirements attached as Schedule C-4. By signing a contract with CTDOT the contractor's commits to complying with federal and state requirements to provide equal employment opportunity to all persons without regard to their race, color, religion, creed, sex, gender identity or expression, marital status, age, national origin, ancestry, status as a veteran, intellectual disability, mental disability, learning disability or physical disability, including but not limited to blindness, unless

such disability prevents performance of the work involved and to promote the full realization of equal employment opportunity through a positive and continuous efforts.

**3. Project Workforce Utilization Goals:**

These goals are applicable to all construction projects performed in the covered area (whether the project is federal or state funded). If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for the geographical area where the work is actually performed.

a. **Appendix A** establishes the goals for minority and female utilization in all crafts statewide on all State funded construction projects.

b. **Appendix B** establishes the goals for minority and female utilization in all crafts statewide on Federally assisted or funded construction projects.

Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, each subcontract in excess of \$10,000 shall include the provisions of these specifications which contain the applicable goals for minority and female participation.

The goals for minority and female participation are expressed in percentage terms for the contractor's aggregate workforce in each trade on all construction work in the covered area, and are as follows:

<u>State Utilization Goals</u>	<u>Federal Utilization Goals</u>
See Appendix A	See Appendix B

**4. Executive Order 11246**

The Contractor's compliance with Executive Order 11246 and 41-CFR Part 60-4 shall be based on its implementation of the specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(A) and its efforts to meet the goals established for the geographical area where the contract is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from contractor to contractor or from project to project for the sole purpose of meeting the contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hour performed.

If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or subcontractors toward a goal in an



approved Plan does not excuse any covered Contractor's or subcontractor's failure to take good faith efforts to achieve the plan goals and timetables.

The Contractor shall implement the specific affirmative action standards provided in a through p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered Construction contractors performing construction work in geographical areas where they do not have a federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form and such notices may be obtained from any Office of Federal Contract Compliance Programs (OFCCP) Office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant hereto.

In order for the nonworking training hours of apprentices and trainees to be counted in meeting the workforce utilization goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

- a) Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites; and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
- b) Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
- c) Maintain a current file of the names, addresses and telephone numbers of each minority and female off the street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor

by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason thereafter; along with whatever additional actions the Contractor may have taken.

d) Provide immediate written notification to CTDOT when the Union or Unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or women sent by the Contractor, or when the Contractor has other information that the Union referral process has impeded the Contractor's efforts to meet its obligations.

e) Develop on-the-job training opportunities and/or participate in training programs that which expressly target minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under b above.

f) Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations.

g) Review at least annually, the company EEO Policy and affirmative action obligations with all employees having any responsibility for hiring, assignments, layoffs, terminations, or other employment decisions, prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h) Disseminate the Contractor's EEO Policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and subcontractors with whom the Contractor does or anticipates doing business.

i) Direct its recruitment efforts, both oral and written, to minority female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the contractor shall send written notification to organizations such as the above, describing the openings, screening procedures and tests to be used in the selection process.

j) Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the project worksite and in other areas of the Contractor's workforce.

k) Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l) Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for opportunities through appropriate training opportunities.

m) Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and

employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

- n) Ensure that all facilities and company activities are nonsegregated except that separate or single user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
- o) Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
- p) Conduct a review at least annually of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations:

Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (a through p). The efforts of a contractor association, joint contractor union, contractor community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under a through p of these specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female work-force participation, makes a good faith effort to meet with individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of Executive Order 11246 if a particular group is employed in a substantially disparate manner, (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is under-utilized).

The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps so as to achieve maximum results from its efforts to ensure equal employment opportunity.

The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status, (e.g. mechanic, apprentice, trainee, helper, or laborer) dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

Nothing herein provided shall be construed as a limitation upon the application of their laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

The Director of the Office of Federal Contract Compliance Programs, from time to time, shall issue goals and timetables for minority and female utilization which shall be based on appropriate work-force, demographic or other relevant data and which shall cover construction projects or construction contracts performed in specific geographical areas. The goals, which shall be applicable to each construction trade in a covered contractor's or timetables, shall be published as notices in the Federal Register, and shall be inserted by the Contracting officers and applicants, as applicable, in the Notice required by 41 CFR 60-4.2.

#### **5. Subcontracting:**

- a. The Company will use his/her best efforts to solicit bids from and to utilize minority group subcontractors or subcontractors with meaningful minority group and female representation among their employees. Companies shall obtain lists of minority-owned construction firms from the Office of Equity.
- b. The Company will use its best efforts to ensure subcontractor compliance with their equal employment opportunity obligations.

#### **6. Records and Reports:**

- a. The Company will keep such records as are necessary to determine compliance with equal employment opportunity obligations. The records kept by the Company will be designed to indicate:
  1. The number of minority and non-minority group members and women employed in each classification on the project.
  2. The progress and efforts being made in cooperation with unions to increase employment opportunities for minorities and women; (applicable only to contractors who rely in whole or in part on unions as a source of their work force),
  3. The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees; and
  4. The progress and efforts being made in securing the services of minority group subcontractors or subcontractors with meaningful minority and female representation among their employees.
  5. Records of internal and external communication and outreach to document its affirmative efforts.

b. All such records must be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of CTDOT and/or the United States Department of Transportation.

**c. For Federal Highway Administration funded projects only:**

The Company will submit an annual report to CTDOT each July or as otherwise directed, for the duration of the project, indicating the number of minorities, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form PR 1391. If on-the-job training is being required by "Training Special Provision", the Company will be required to furnish Form FHWA 1409 and 1415 as required by CTDOT.



**APPENDIX A**  
**STATE FUNDED PROJECTS (only)**  
**(Labor Market Goals)**

**LABOR MARKET AREA GOAL**

**Minority**

**Female**

<b>Bridgeport</b>	<b>22.7%</b>
<b>1.4%</b>	

Ansonia	Beacon Falls	Bridgeport	Derby
Easton	Fairfield	Milford	Monroe
Oxford	Seymour	Shelton	Stratford
Trumbull			

<b>Danbury</b>	<b>10.7%</b>
<b>3.8%</b>	

Bethel	Bridgewater	Brookfield	Danbury
Kent	New Fairfield	New Milford	Newtown
Redding	Ridgefield	Roxbury	Sherman
Washington			

<b>Danielson</b>	<b>4.3%</b>
<b>1.8%</b>	

Brooklyn	Eastford	Hampton	Killingly
Pomfret	Putnam	Scotland	Sterling
Thompson	Voluntown	Union	Woodstock

<b>Hartford</b>	<b>13.7%</b>
<b>2.1%</b>	

Andover	Ashford	Avon	Barkhamsted
Belin	Bloomfield	Bolton	Bristol
Burlington	Canton	Chaplin	Colchester
Columbia	Coventry	Cromwell	Durham
East Granby	East Haddam	East Hampton	East Hartford
East Windsor	Ellington	Enfield	Farmington
Glastonbury	Granby	Haddam	Hartford
Harwinton	Hebron	Lebanon	Manchester
Mansfield	Marlborough	Middlefield	Middletown
Newington	Plainville	Plymouth	Portland
Rocky Hill	Simsbury	Somers	South Windsor
Southington	Stafford	Suffield	Tolland
Vernon	West Hartford	Wethersfield	Willington
Winchester	Windham	Windsor	Windsor Locks

<b>Lower River</b>	<b>4.3%</b>
<b>1.8%</b>	

Chester	Deep River	Essex	Old Lyme
Westbrook			

**LABOR MARKET AREA GOAL****Minority****Female**

<b>New Haven</b>				<b>17.9%</b>
<b>3.1%</b>				
Bethany	Branford	Cheshire	Clinton	
East Haven	Guilford	Hamden	Killingworth	
Madison	Meriden	New Haven	North Branford	
North Haven	Orange	Wallingford	West Haven	
Woodbridge				
<b>New London</b>				<b>7.4%</b>
<b>3.1%</b>				
Bozrah	Canterbury	East Lyme	Franklin	
Griswold	Groton	Ledyard	Lisbon	
Montville	New London	North Stonington	Norwich	
Old Lyme	Old Saybrook	Plainfield	Preston	
Salem	Sprague	Stonington	Waterford	
Hopkinton	RI – Westerly Rhode Island			
<b>Stamford</b>				<b>33.2%</b>
<b>2.1%</b>				
Darien	Greenwich	New Canaan	Norwalk	
Stamford	Weston	Westport	Wilton	
<b>Torrington</b>				<b>4.3%</b>
<b>1.8%</b>				
Canaan	Colebrook	Cornwall	Goshen	
Hartland	Kent	Litchfield	Morris	
Norfolk	North Canaan	Salisbury	Sharon	
Torrington	Warren			
<b>Waterbury</b>				<b>12.4%</b>
<b>1.6%</b>				
Bethlehem	Middlebury	Naugatuck	Prospect	
Southbury	Thomaston	Waterbury	Watertown	
Wolcott	Woodbury			



**APPENDIX B**  
**FEDERALLY FUNDED OR ASSISTED PROJECTS**  
**(Labor Market Goals)**

**Standard Metropolitan Statistical Area (SMSA)**

**Female**

**Minority**

<b>Bridgeport – Stamford – Norwalk – Danbury</b>	<b>10.2%</b>
<b>6.9%</b>	

Bethel	Bridgeport	Brookfield	Danbury
Darien	Derby	Easton	Fairfield
Greenwich	Milford	Monroe	New Canaan
New Fairfield	Newton	Norwalk	Redding
Shelton	Stamford	Stratford	Trumbull
Weston	Westport	Wilton	

<b>Hartford – Bristol – New Britain</b>	<b>6.9%</b>
<b>6.9%</b>	

Andover	Avon	Berlin	Bloomfield
Bolton	Bristol	Burlington	Canton
Colchester	Columbia	Coventry	Cromwell
East Granby	East Hampton	East Hartford	East Windsor
Ellington	Enfield	Farmington	Glastonbury
Granby	Hartford	Hebron	Manchester
Marlborough	New Britain	New Hartford	Newington
Plainville	Plymouth	Portland	Rocky Hill
Simsbury	South Windsor	Southington	Stafford
Suffield	Tolland	Vernon	West Hartford
Wethersfield	Willington	Windsor	Windsor Locks

<b>New Haven – Waterbury – Meriden</b>	<b>9.0%</b>
<b>6.9%</b>	

Beacon Falls	Bethany	Branford	Cheshire
Clinton	East Haven	Guilford	Hamden
Madison	Meriden	Middlebury	Naugatuck
New Haven	North Branford	North Haven	Orange
Prospect	Southbury	Thomaston	Wallingford
Waterbury	Watertown	West Haven	Wolcott
Woodbridge	Woodbury		

<b>New London – Norwich</b>	<b>4.5%</b>
<b>6.9%</b>	

Bozrah	East Lyme	Griswold	Groton
Ledyard	Lisbon	Montville	New London
Norwich	Old Lyme	Old Saybrook	Preston
Sprague	Stonington	Waterford	

**Non SMSA**

FemaleMinority

**Litchfield – Windham**  
**6.9%**

**5.9%**

Abington	Ashford	Ballouville	Bantam
Barkhamsted	Bethlehem	Bridgewater	Brooklyn
Canaan	Canterbury	Central Village	Cahplin
Colebrook	Cornwall	Cornwall Bridge	Danielson
Dayville	East Canaan	East Killingly	East Woodstock
Eastford	Falls Village	Gaylordsville	Goshen
Grosvenor Dale	Hampton	Harwinton	Kent
Killiglny	Lakeside	Litchfield	Moosup
Morris	New Milford	New Preston	New Preston Marble Dale
Norfolk	North Canaan	No. Grosvenordale	North Windham
Oneco	Pequabuck	Pine Meadow	Plainfield
Pleasant Valley	Pomfret	Pomfret Center	Putnam
Quinebaug	Riverton	Rogers	Roxbury
Salisbury	Scotland	Sharon	South Kent
South Woodstock	Sterling	Taconic	Terryville
Thompson	Torrington	Warren	Warrenville
Washington	Washington Depot	Wauregan	West Cornwall
Willimantic	Winchester	Winchester Center	Windham
Winsted	Woodstock	Woodstock Valley	

Schedule C-4  
**AFFIRMATIVE ACTION REQUIREMENTS**

It is the policy of this firm to assure that applicants are employed, and that employees are treated during employment, without regard to an individual's race, color, religion, creed, sex, gender identity or expression, marital status, national origin, age, ancestry, status as a veteran, intellectual disability, mental disability, learning disability or physical disability, including but not limited to blindness, unless such disability prevents performance of the work involved and to promote the full realization of equal employment opportunity through positive and continuous affirmative efforts. Such action shall include employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or terminations, rates of pay or other forms of compensation, selection for training/apprenticeship, pre-apprenticeship opportunities, and on-the-job training opportunities.

This firm will implement, monitor, enforce and achieve full compliance with this Affirmative Action Policy Statement in conjunction with the applicable Federal and State laws, regulations, executive orders, and contract provisions, including but not limited to those listed below:

Dissemination of Policy:

All members of the firm who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, this firm's Equal Employment Opportunity (EEO) policy and contractual responsibilities to provide EEO in each grade and classification of employment. These actions shall include:

1. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the firm's EEO policy and its implementation will be reviewed and explained. These meetings will be conducted by the EEO officer.
2. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.
3. All personnel who are engaged in direct recruitment for the firm will be instructed by the EEO Officer of the contractor's procedures for locating and hiring minority group employees.
4. Notices and posters setting forth the firm's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.
5. The firm's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.
6. Sexual Harassment Prevention Resources including training and remedies must be available to all employees. See Connecticut General Assembly Public Acts 19-16 and 19-93.

Recruitment:

When advertising for employees, the firm will include in all advertisements the notation; "An Affirmative Action/Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minority groups in the area where the workforce would normally be derived.

1. The firm will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified

- minority and female applicants. To meet this requirement, the firm will identify referral sources and establish procedures for recruitment to obtain the referral of minority and female applicants.
2. In the event the firm has a valid bargaining agreement providing for exclusive hiring referrals, he/she is expected to observe the provisions of that agreement to the extent that the system permits the contractor's compliance with EEO contract provisions. (The United States Department of Labor has held that where implementation of such agreements has had the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Executive Order 11246, as amended.)
  3. The firm will encourage his/her present employees to refer minority group applicants for employment. Information and procedures with regard to referring minority group applicants will be discussed with employees.

#### Personnel Actions:

Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to an individual's race, color, religion, creed, sex, gender identity or expression, marital status, national origin, age, ancestry, status as a veteran, intellectual disability, mental disability, learning disability or physical disability, including but not limited to blindness, unless such disability prevents performance of the work involved. The following procedures shall be followed:

1. The firm will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of personnel.
2. The firm will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take correction action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.
3. The firm shall periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.
4. The firm will promptly investigate all complaints of alleged discrimination made to the firm and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of his avenues of appeal.

#### Training and Promotion:

The firm will assist in locating, qualifying, and increasing the skills of minorities and women. The firm will utilize the following tools to identify training and promotional opportunities in the firm:

1. The firm will advise employees and applicants for employment of available training programs and the entrance requirements.
2. The firm will periodically review the training and promotion of minority group and female employees and will encourage eligible employees to apply for such training and promotion.

#### Unions:

If the firm relies in whole or in part upon unions as a source of employees, the contractor will use his/her best efforts to obtain the cooperation of such unions to increase opportunities for minority groups and women within the unions, and to effect referrals by such unions of minority and female employees. Actions by the firm either directly or through a contractor's association acting as agent will include the procedures set forth below:

1. The firm will use best efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minority group members and women for membership in the unions and increasing the skills of minority group employees and women so that they may qualify for higher paying employment.
2. The firm will use best efforts to incorporate an EEO clause into each union agreement to the extent that such union will be contractually bound to refer applicants without regard to their to an individual's race, color, religion, creed, sex, gender identity or expression, marital status, national origin, age, ancestry, status as a veteran, intellectual disability, mental disability, learning disability or physical disability, including but not limited to blindness, unless such disability prevents performance of the work involved.
3. The firm is to obtain information as to the referral practices and policies of the labor union except that to the extent that such information is within the exclusive possession of the labor union and such labor union refuses to furnish the information to the contractor, the contractor shall notify the Connecticut Department of Transportation (CTDOT) of the efforts made to obtain the information.
4. In the event the union is unable to provide the firm with a reasonable flow of minority and women referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies. (The United States Department of Labor has held that it shall be no excuse that the union with which the contractor has a collective bargaining agreement providing for exclusive referral failed to refer minority employees.) In the event the union referral practice prevents the contractor from meeting the obligations under Executive Order 11246 as amended, and in compliance with 23 CFR Part 230, the firm will notify CTDOT.

#### Selection of Subcontractors:

The firm will not discriminate on the grounds race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, age, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, or status as a veteran in the selection and retention of subcontractors, including procurement of materials and leases of equipment.

1. The firm shall use his/her best efforts to ensure subcontractor/subconsultant compliance with Federal and State Equal Opportunity (EO) and EEO requirements.

#### Records and Reports:

The Contractor shall keep records as necessary to document compliance with EO/EEO requirements. Such reports shall be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of CTDOT and/or the United States Department of Transportation. The following records should be maintained:

6. The number of minority and non-minority group members and women employed in each work classification;
7. The progress and efforts being made in cooperation with unions, when applicable to increase the employment opportunities for minorities and women;
8. The documentation showing progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees; and
9. Complaints of Discrimination.

In implementing this policy and ensuring that affirmative action is being provided, each time a hiring opportunity occurs this firm will contact and request referrals from minority and female

organizations, referral sources, and media sources. All advertising will emphasize that the firm is "An Affirmative Action/Equal Opportunity Employer."

In order to substantiate this firm's efforts and affirmative actions to provide equal opportunity, the firm will maintain and submit, as requested, documentation such as referral request correspondence, copies of advertisements utilized and follow-up documentation to substantiate that efforts were made in good faith. This firm will maintain the necessary internal audit procedures and record keeping systems to report the firm's affirmative action efforts.

It is understood by Owner/CEO/President of the firm and the firm's Equal Employment Opportunity Officer and supervisory and managerial personnel that failure to effectively implement, monitor and enforce this firm's affirmative action program and/or failure to adequately document and submit as required, the affirmative actions taken and efforts made to recruit and hire minority and female applicants in accordance with our affirmative action program in each instance of hire, will result in this firm being required to recommit itself to a modified and more stringent affirmative action program as a condition of approval. It is recognized that this policy is a contractual requirement and is a prerequisite for performing services for the contracting agency. This policy in addition to CTDOT's EO/EEO contract provisions and requirements, shall constitute the CTDOT Affirmative Program requirements.

The ultimate responsibility for the full implementation of this firm's Affirmative Action Program rests with the Chief Executive Officer of this firm.

Schedule C-5

(Federal wage rate package will be inserted at the end after State wages for the final executed contract only. Refer to NTC – Federal Wage Determinations)





**Schedule C-6****State Wages and Other Related Information**

Please refer to the Department of Labor website for the latest updates, annual adjusted wage rate increases, certified payroll forms and applicable statutes.

<http://www.ctdol.state.ct.us/wgwksfnd/prevailwage.htm>

**Prevailing Wage Law Poster Language**

**THIS IS A PUBLIC WORKS PROJECT Covered by the  
PREVAILING WAGE LAW CT General Statutes Section 31-53**

**If you have QUESTIONS regarding your wages CALL (860) 263-6790**

**Section 31-55 of the CT State Statutes requires every contractor or subcontractor performing work for the state to post in a prominent place the prevailing wages as determined by the Labor Commissioner.**

**Informational Bulletin**

**THE 10-HOUR OSHA CONSTRUCTION SAFETY AND HEALTH COURSE** (applicable to public building contracts entered into on or after July 1, 2007, where the total cost of all work to be performed is at least \$100,000)

- (1) This requirement was created by Public Act No. 06-175, which is codified in Section 31-53b of the Connecticut General Statutes (pertaining to the prevailing wage statutes);
- (2) The course is required for public building construction contracts (projects funded in whole or in part by the state or any political subdivision of the state) entered into on or after July 1, 2007;
- (3) It is required of private employees (not state or municipal employees) and apprentices who perform manual labor for a general contractor or subcontractor on a public building project where the total cost of all work to be performed is at least \$100,000;
- (4) The ten-hour construction course pertains to the ten-hour Outreach Course conducted in accordance with federal OSHA Training Institute standards, and, for telecommunications workers, a ten-hour training course conducted in accordance with federal OSHA standard, 29 CFR 1910.268;
- (5) The internet website for the federal OSHA Training Institute is [http://www.osha.gov/fso/ote/training/edcenters/fact\\_sheet.html](http://www.osha.gov/fso/ote/training/edcenters/fact_sheet.html);
- (6) The statutory language leaves it to the contractor and its employees to determine who pays for the cost of the ten-hour Outreach Course;

- (7) Within 30 days of receiving a contract award, a general contractor must furnish proof to the Labor Commissioner that all employees and apprentices performing manual labor on the project will have completed such a course;
- (8) Proof of completion may be demonstrated through either: (a) the presentation of a bona fide student course completion card issued by the federal OSHA Training Institute; or (2) the presentation of documentation provided to an employee by a trainer certified by the Institute pending the actual issuance of the completion card;
- (9) Any card with an issuance date more than 5 years prior to the commencement date of the construction project shall not constitute proof of compliance;
- (10) Each employer shall affix a copy of the construction safety course completion card to the certified payroll submitted to the contracting agency in accordance with Conn. Gen. Stat. § 31-53(f) on which such employee's name first appears;
- (11) Any employee found to be in non-compliance shall be subject to removal from the worksite if such employee does not provide satisfactory proof of course completion to the Labor Commissioner by the fifteenth day after the date the employee is determined to be in noncompliance;
- (12) Any such employee who is determined to be in noncompliance may continue to work on a public building construction project for a maximum of fourteen consecutive calendar days while bringing his or her status into compliance;
- (13) The Labor Commissioner may make complaint to the prosecuting authorities regarding any employer or agent of the employer, or officer or agent of the corporation who files a false certified payroll with respect to the status of an employee who is performing manual labor on a public building construction project;
- (14) The statute provides the minimum standards required for the completion of a safety course by manual laborers on public construction contracts; any contractor can exceed these minimum requirements; and
- (15) Regulations clarifying the statute are currently in the regulatory process, and shall be posted on the CTDOL website as soon as they are adopted in final form.
- (16) Any questions regarding this statute may be directed to the Wage and Workplace Standards Division of the Connecticut Labor Department via the internet website of <http://www.ctdol.state.ct.us/wgwkstnd/wgmenu.htm>; or by telephone at (860)263-6790.

**THE ABOVE INFORMATION IS PROVIDED EXCLUSIVELY AS AN EDUCATIONAL RESOURCE, AND IS NOT INTENDED AS A SUBSTITUTE FOR LEGAL INTERPRETATIONS WHICH MAY ULTIMATELY ARISE CONCERNING THE CONSTRUCTION OF THE STATUTE OR THE REGULATIONS.**

November 29, 2006

2024 APR 9 PM 4:54

## Notice

### **To All Mason Contractors and Interested Parties Regarding Construction Pursuant to Section 31-53 of the Connecticut General Statutes (Prevailing Wage)**

The Connecticut Labor Department Wage and Workplace Standards Division is empowered to enforce the prevailing wage rates on projects covered by the above referenced statute. Over the past few years the Division has withheld enforcement of the rate in effect for workers who operate a forklift on a prevailing wage rate project due to a potential jurisdictional dispute. The rate listed in the schedules and in our Occupational Bulletin (see enclosed) has been as follows:

#### **Forklift Operator:**

- **Laborers (Group 4) Mason Tenders** - operates forklift solely to assist a mason to a maximum height of nine feet only.

- **Power Equipment Operator (Group 9)** - operates forklift to assist any trade and to assist a mason to a height over nine feet.

The U.S. Labor Department conducted a survey of rates in Connecticut but it has not been published and the rate in effect remains as outlined in the above Occupational Bulletin.

**Since this is a classification matter and not one of jurisdiction, effective January 1, 2007 the Connecticut Labor Department will enforce the rate on each schedule in accordance with our statutory authority.**

Your cooperation in filing appropriate and accurate certified payrolls is appreciated.

CONNECTICUT DEPARTMENT OF LABOR  
WAGE AND WORKPLACE STANDARDS DIVISION

CONTRACTORS WAGE CERTIFICATION FORM  
Construction Manager at Risk/General Contractor/Prime Contractor

I, \_\_\_\_\_ of \_\_\_\_\_  
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

and all of its subcontractors will pay all workers on the

\_\_\_\_\_  
Project Name and Number

\_\_\_\_\_  
Street and City

the wages as listed in the schedule of prevailing rates required for such project (a copy of which is attached hereto).

\_\_\_\_\_  
Signed

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

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

Return to: Connecticut Department of Labor  
Wage & Workplace Standards Division  
200 Folly Brook Blvd.  
Wethersfield, CT 06109

Rate Schedule Issued (Date): \_\_\_\_\_

## Information Bulletin Occupational Classifications

The Connecticut Department of Labor has the responsibility to properly determine "job classification" on prevailing wage projects covered under C.G.S. Section 31-53(d).

*Note: This information is intended to provide a sample of some occupational classifications for guidance purposes only. It is not an all-inclusive list of each occupation's duties. This list is being provided only to highlight some areas where a contractor may be unclear regarding the proper classification. If unsure, the employer should seek guidelines for CTDOL.*

**Below are additional clarifications of specific job duties performed for certain classifications:**

□ **ASBESTOS WORKERS**

Applies all insulating materials, protective coverings, coatings and finishes to all types of mechanical systems.

□ **ASBESTOS INSULATOR**

Handle, install apply, fabricate, distribute, prepare, alter, repair, dismantle, heat and frost insulation, including penetration and fire stopping work on all penetration fire stop systems.

□ **BOILERMAKERS**

Erects hydro plants, incomplete vessels, steel stacks, storage tanks for water, fuel, etc. Builds incomplete boilers, repairs heat exchanges and steam generators.

□ **BRICKLAYERS, CEMENT MASONS, CEMENT FINISHERS, MARBLE MASONS, PLASTERERS, STONE MASONS, PLASTERERS. STONE MASONS, TERRAZZO WORKERS, TILE SETTERS**

Lays building materials such as brick, structural tile and concrete cinder, glass, gypsum, terra cotta block. Cuts, tools and sets marble, sets stone, finishes concrete, applies decorative steel, aluminum and plastic tile, applies cements, sand, pigment and marble chips to floors, stairways, etc.

□ **CARPENTERS, MILLWRIGHTS, PILEDRIVERMEN. LATHERS. RESILEINT FLOOR LAYERS, DOCK BUILDERS, DIKERS, DIVER TENDERS**

Constructs, erects, installs and repairs structures and fixtures of wood, plywood and wallboard. Installs, assembles, dismantles, moves industrial machinery. Drives piling into ground to provide foundations for structures such as buildings and bridges, retaining walls for earth embankments, such as cofferdams. Fastens wooden, metal or rockboard lath to walls, ceilings and partitions of buildings, acoustical tile layer, concrete form builder. Applies firestopping materials on fire resistive joint systems only. Installation of curtain/window walls only where attached to wood or metal studs. Installation of insulated material of all types whether blown, nailed or attached in other ways to walls, ceilings and floors of buildings. Assembly and installation of modular furniture/furniture systems. Free-standing furniture is not covered. This includes free standing:

student chairs, study top desks, book box desks, computer furniture, dictionary stand, atlas stand, wood shelving, two-position information access station, file cabinets, storage cabinets, tables, etc.

#### ☐ **LABORER, CLEANING**

- The clean up of any construction debris and the general (heavy/light) cleaning, including sweeping, wash down, mopping, wiping of the construction facility and its furniture, washing, polishing, and dusting.

#### ☐ **DELIVERY PERSONNEL**

- If delivery of supplies/building materials is to one common point and stockpiled there, prevailing wages are not required. If the delivery personnel are involved in the distribution of the material to multiple locations within the construction site then they would have to be paid prevailing wages for the type of work performed: laborer, equipment operator, electrician, ironworker, plumber, etc.

• An example of this would be where delivery of drywall is made to a building and the delivery personnel distribute the drywall from one "stockpile" location to further sub-locations on each floor. Distribution of material around a construction site is the job of a laborer or tradesman, and not a delivery personnel.

#### ☐ **ELECTRICIANS**

Install, erect, maintenance, alteration or repair of any wire, cable, conduit, etc., which generates, transforms, transmits or uses electrical energy for light, heat, power or other purposes, including the Installation or maintenance of telecommunication, LAN wiring or computer equipment, and low voltage wiring. \*License required per Connecticut General Statutes: E-1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9.

#### ☐ **ELEVATOR CONSTRUCTORS**

Install, erect, maintenance and repair of all types of elevators, escalators, dumb waiters and moving walks. \*License required by Connecticut General Statutes: R-1, 2, 5, 6.

#### ☐ **FORK LIFT OPERATOR**

Laborers Group 4) Mason Tenders - operates forklift solely to assist a mason to a maximum height of nine (9) feet only.

Power Equipment Operator Group 9 - operates forklift to assist any trade, and to assist a mason to a height over nine (9) feet.

#### ☐ **GLAZIERS**

Glazing wood and metal sash, doors, partitions, and 2 story aluminum storefronts. Installs glass windows, skylights, store fronts and display cases or surfaces such as building fronts, interior walls, ceilings and table tops and metal store fronts. Installation of aluminum window walls and curtain walls is the "joint" work of glaziers and ironworkers, which require equal composite workforce.

## ☐ IRONWORKERS

Erection, installation and placement of structural steel, precast concrete, miscellaneous iron, ornamental iron, metal curtain wall, rigging and reinforcing steel. Handling, sorting, and installation of reinforcing steel (rebar). Metal bridge rail (traffic), metal bridge handrail, and decorative security fence installation. Installation of aluminum window walls and curtain walls is the "joint" work of glaziers and ironworkers which require equal composite workforce.

## ☐ INSULATOR

- Installing fire stopping systems/materials for "Penetration Firestop Systems": transit to cables, electrical conduits, insulated pipes, sprinkler pipe penetrations, ductwork behind radiation, electrical cable trays, fire rated pipe penetrations, natural polypropylene, HVAC ducts, plumbing bare metal, telephone and communication wires, and boiler room ceilings.

## ☐ LABORERS

Acetylene burners, asphalt rakers, chain saw operators, concrete and power buggy operator, concrete saw operator, fence and guard rail erector (except metal bridge rail (traffic), decorative security fence (non-metal).

installation.), hand operated concrete vibrator operator, mason tenders, pipelayers (installation of storm drainage or sewage lines on the street only), pneumatic drill operator, pneumatic gas and electric drill operator, powermen and wagon drill operator, air track operator, block paver, curb setters, blasters, concrete spreaders.

## ☐ PAINTERS

Maintenance, preparation, cleaning, blasting (water and sand, etc.), painting or application of any protective coatings of every description on all bridges and appurtenances of highways, roadways, and railroads. Painting, decorating, hardwood finishing, paper hanging, sign writing, scenic art work and drywall hhg for any and all types of building and residential work.

## ☐ LEAD PAINT REMOVAL

- Painter's Rate 1. Removal of lead paint from bridges. 2. Removal of lead paint as preparation of any surface to be repainted. 3. Where removal is on a Demolition project prior to reconstruction. • Laborer's Rate 1. Removal of lead paint from any surface NOT to be repainted. 2. Where removal is on a TOTAL Demolition project only.

## ☐ PLUMBERS AND PIPEFITTERS

Installation, repair, replacement, alteration or maintenance of all plumbing, heating, cooling and piping. \*License required per Connecticut General Statutes: P-1,2,6,7,8,9 J1,2,3,4 SP-1,2 S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4.

## ☐ POWER EQUIPMENT OPERATORS

Operates several types of power construction equipment such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers or motor graders, etc. Repairs and maintains equipment. \*License required, crane operators only, per Connecticut General Statutes.

## ☐ **ROOFERS**

Covers roofs with composition shingles or sheets; wood shingles, slate or asphalt and gravel to waterproof roofs, including preparation of surface. (demolition or removal of any type of roofing and or clean-up of any and all areas where a roof is to be relaid.)

## ☐ **SHEETMETAL WORKERS**

Fabricate, assembles, installs and repairs sheetmetal products and equipment in such areas as ventilation, air-conditioning, warm air heating, restaurant equipment, architectural sheet metal work, sheetmetal roofing, and aluminum gutters. Fabrication, handling, assembling, erecting, altering, repairing, etc. of coated metal material panels and composite metal material panels when used on building exteriors and interiors as soffits, fascia, louvers, partitions, canopies, cornice, column covers, awnings, beam covers, cladding, sun shades, lighting troughs, spires, ornamental roofing, metal ceilings, mansards, copings, ornamental and ventilation hoods, vertical and horizontal siding panels, trim, etc. The sheet metal classification also applies to the vast variety of coated metal material panels and composite metal material panels that have evolved over the years as an alternative to conventional ferrous and non-ferrous metals like steel, iron, tin, copper, brass, bronze, aluminum, etc. Fabrication, handling, assembling, erecting, altering, repairing, etc. of architectural metal roof, standing seam roof, composite metal roof, metal and composite bathroom/toilet partitions, aluminum gutters, metal and composite lockers and shelving, kitchen equipment, and walk-in coolers. To include testing and air –balancing ancillary to installation and construction.

## ☐ **SPRINKLER FITTERS**

Installation, alteration, maintenance and repair of fire protection sprinkler systems. **\*License required per Connecticut General Statutes: F-1, 2, 3, 4.**

## ☐ **TILE MARBLE AND TERRAZZO FINISHERS**

Assists and tends the tile setter, marble mason and terrazzo worker in the performance of their duties.

## ☐ **TRUCK DRIVERS**

~How to pay truck drivers delivering asphalt is under REVISION~

Truck Drivers are requires to be paid prevailing wage for time spent "working" directly on the site. These drivers remain covered by the prevailing wage for any time spent transporting between the actual construction location and facilities (such as fabrication, plants, mobile factories, batch plant, borrow pits, job headquarters, tool yards, etc.) dedicated exclusively, or nearly so, to performance of the contract or project, which are so located in proximity to the actual construction location that it is reasonable to include them. **\*License required, drivers only, per Connecticut General Statutes.**

**For example:**

- Material men and deliverymen are not covered under prevailing wage as long as they are not directly involved in the construction process. If, they unload the material, they would then be



covered by prevailing wage for the classification they are performing work in: laborer, equipment operator, etc.

- Hauling material off site is not covered provided they are not dumping it at a location outlined above.
- Driving a truck on site and moving equipment or materials on site would be considered covered work, as this is part of the construction process.

☐ Any questions regarding the proper classification should be directed to:

**Public Contract Compliance Unit  
Wage and Workplace Standards Division  
Connecticut Department of Labor  
200 Folly Brook Blvd, Wethersfield, CT 06109  
(860) 263-6543.**

**Connecticut Department of Labor  
Wage and Workplace Standards Division  
FOOTNOTES**

☐ Please Note: If the "Benefits" listed on the schedule for the following occupations includes a letter(s) (+ a or + a+b for instance), refer to the information below.

Benefits to be paid at the appropriate prevailing wage rate for the listed occupation.

If the "Benefits" section for the occupation lists only a dollar amount, disregard the information below.

**Bricklayers, Cement Masons, Cement Finishers, Concrete Finishers, Stone Masons**  
(Building Construction) and (Residential- Hartford, Middlesex, New Haven, New London and Tolland Counties)

a. Paid Holiday: Employees shall receive 4 hours for Christmas Eve holiday provided the employee works the regularly scheduled day before and after the holiday. Employers may schedule work on Christmas Eve and employees shall receive pay for actual hours worked in addition to holiday pay.

**Elevator Constructors: Mechanics**

a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day, plus the Friday after Thanksgiving.

b. Vacation: Employer contributes 8% of basic hourly rate for 5 years or more of service or 6% of basic hourly rate for 6 months to 5 years of service as vacation pay credit.

### **Glaziers**

a. Paid Holidays: Labor Day and Christmas Day.

### **Power Equipment Operators**

(Heavy and Highway Construction & Building Construction)

a. Paid Holidays: New Year's Day, Good Friday, Memorial day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, provided the employee works 3 days during the week in which the holiday falls, if scheduled, and if scheduled, the working day before and the working day after the holiday. Holidays falling on Saturday may be observed on Saturday, or if the employer so elects, on the preceding Friday.

### **Ironworkers**

a. Paid Holiday: Labor Day provided employee has been on the payroll for the 5 consecutive work days prior to Labor Day.

### **Laborers (Tunnel Construction)**

a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. No employee shall be eligible for holiday pay when he fails, without cause, to work the regular work day preceding the holiday or the regular work day following the holiday.

### **Roofers**

a. Paid Holidays: July 4th, Labor Day, and Christmas Day provided the employee is employed 15 days prior to the holiday.

### **Sprinkler Fitters**

a. Paid Holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day, provided the employee has been in the employment of a contractor 20 working days prior to any such paid holiday.

### **Truck Drivers**

(Heavy and Highway Construction & Building Construction)

a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas day, and Good Friday, provided the employee has at least 31 calendar days of service and works the last scheduled day before and the first scheduled day after the holiday, unless excused.

SEE BELOW FOR STATE WAGE RATES

INSERT STATE WAGES HERE



**Schedule D****Disadvantaged Business Enterprise ("DBE") Special Provision**

Rev. 2023

**I. ABBREVIATIONS AND DEFINITIONS**

A. *CTDOT* means the Connecticut Department of Transportation.

B. *USDOT* means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration ("FHWA"), the Federal Transit Administration ("FTA"), and the Federal Aviation Administration ("FAA").

C. *Broker* means a party acting as an agent for others in negotiating Contracts, Agreements, purchases, sales, etc., in return for a fee or commission.

D. *Contract, Agreement or Subcontract* means a legally binding relationship obligating a seller to furnish supplies or services (including but not limited to, construction and professional services) and the buyer to pay for them. For the purposes of this provision, a lease for equipment or products is also considered to be a Contract.

E. *Contractor* means a consultant, second party or any other entity under Contract to do business with CTDOT or, as the context may require, with another Contractor.

F. *Disadvantaged Business Enterprise ("DBE")* means a for profit small business concern:

1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and
3. Certified by CTDOT under Title 49 of the Code of Federal Regulations, Part 26, (Title 49 CFR Part 23 of the Code of Federal Regulations for Participation of Disadvantaged Business Enterprise in Airport Concessions)

G. *USDOT-assisted Contract* means any Contract between CTDOT and a Contractor (at any tier) funded in whole or in part with USDOT financial assistance.

H. *Good Faith Efforts ("GFE")* means all necessary and reasonable steps to achieve a DBE goal or other requirement which by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement.

I. *Small Business Concern* means, with respect to firms seeking to participate as DBEs in USDOT-assisted Contracts, a small business concern as defined pursuant to Section 3 of the Small Business Act and Small Business Administration ("SBA") regulations implementing it (13 CFR Part 121) that also does not exceed the cap on average annual gross receipts in 49 CFR Part 26, Section 26.65(b).

J. *Socially and Economically Disadvantaged Individual* means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is:

1. Any individual who CTDOT finds, on a case-by-case basis, to be a socially and economically disadvantaged individual.

2. Any individuals in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:

- “Black Americans”, which includes persons having origins in any of the Black racial groups of Africa;
- “Hispanic Americans”, which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
- “Native Americans”, which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians.
- “Asian-Pacific Americans”, which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, or Federated States of Micronesia;
- “Subcontinent Asian Americans”, which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
- Women;
- Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

K. *Commercially Useful Function* (“CUF”) means the DBE is responsible for the execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved with its own forces and equipment. The DBE must be responsible for procuring, determining quantity, negotiating price, determining quality and paying for all materials (where applicable) associated with their work. The DBE must also perform at least 30% of the total cost of its contract with its own workforce.

## II. ADMINISTRATIVE REQUIREMENTS

### A. General Requirements

A DBE goal percentage equaling \_\_\_\_\_ percent (%) of the Contract value has been established for this Contract. This DBE goal percentage will be applied to the final Contract value to ultimately determine the required DBE goal. If additional work is required, DBE firms should be provided the appropriate opportunities to achieve the required DBE goal.

In order to receive credit toward the Contract DBE goal, the firms utilized as DBE subcontractors or suppliers must be certified as DBEs in the type of work to be counted for credit by CTDOT’s Office of Contract Compliance prior to the date of the execution of the subcontract. Neither CTDOT nor the State of Connecticut’s Unified Certification Program (UCP) makes any representation as to any DBE’s technical or financial ability to perform the work. Prime contractors are solely responsible for performing due diligence in hiring DBE subcontractors.

All DBEs shall perform a CUF for the work that is assigned to them. The Contractor shall monitor and ensure that the DBE is in compliance with this requirement. The Connecticut DBE UPC Directory of certified firms can be found on the CTDOT website <http://www.ct.gov/dot>. The directory lists certified DBE firms with a description of services that they are certified to perform. Only work identified in this listing may be counted towards the project’s DBE goal. A DBE firm may request to have services added at any time by contacting CTDOT’s Office of Contract Compliance. No credit shall be counted for any DBE-firm found not to be performing a CUF.

Once a Contract is awarded, all DBEs that were listed on the pre-award DBE commitment document must be utilized. The Contractor is obligated to provide the value and items of the work originally established in the pre-award documentation to the DBE firms listed in the pre-award documentation. Any modifications to the pre-award commitment must follow the procedure established in Section II-C.

The Contractor shall designate a liaison officer who will administer the Contractor's DBE program. Upon execution of this Contract, the name of the liaison officer shall be furnished in writing to CTDOT's unit administering the Contract, CTDOT's Office of Contract Compliance and CTDOT's Office of Construction ("OOC"). Contact information for the designated liaison officer shall be furnished no later than the scheduled date for the pre-construction meeting.

**The Contractor shall submit a bi-monthly report to the appropriate CTDOT unit administering the Contract. This report shall indicate what work has been performed to date, with the dollars paid and percentage of DBE goal completed.**

**Verified payments made to DBEs shall be included in this bi-monthly report. A sample form is included on the CTDOT website.**

In addition, the report shall include:

1. A projected time frame of when the remaining work is to be completed for each DBE.
2. A statement by the Contractor either confirming that the approved DBEs are on schedule to meet the Contract goal, or that the Contractor is actively pursuing a GFE.
3. If retainage is specified in the Contract specifications, then a statement of certification that the subcontractors' retainage is being released in accordance with 1.08.01 (Revised or supplemented).

Failure by the Contractor to provide the required reports may result in CTDOT withholding an amount equal to one percent (1%) of the monthly estimate until the required documentation is received.

The Contractor shall receive DBE credit when a DBE, or any combination of DBEs, perform work under the Contract in accordance with this specification.

Only work actually performed by and/or services provided by DBEs which are certified for such work and/or services, as verified by CTDOT, can be counted toward the DBE goal. Supplies and equipment a DBE purchases or leases from the Contractor or its affiliate cannot be counted toward the goal.

Monitoring of the CUF will occur by CTDOT throughout the life of the project. If it is unclear that the DBE is performing the work specified in its subcontract with the prime Contractor, further review may be required. If it is determined that the DBE is not performing a CUF, then the work performed by that DBE will not be counted towards the DBE goal percentage.

## **B. Subcontract Requirements**

The Contractor shall submit to CTDOT's OOC all requests for subcontractor approvals on the standard CLA-12 forms provided by CTDOT. The dollar amount and items of work identified on the CLA-12 form must, at minimum, equal the dollar value submitted in the pre-award commitment. CLA-12 forms can be found at <http://www.ct.gov/dot/construction> under the "Subcontractor Approval" section. All DBE subcontractors must be identified on the CLA-12 form, regardless of whether they are being utilized to meet a Contract goal percentage. A copy of the legal Contract between the Contractor and the DBE subcontractor/supplier, a copy of the Title VI Contractor Assurances and a copy of the Required Contract Provision for Federal Aid Construction Contracts (Form FHWA-1273) (Federal Highway Administration projects only) must be submitted along with a request for subcontractor approval. These attachments cannot be substituted by reference.

If retainage is specified in the Contract specifications, then the subcontract agreement must contain a prompt payment mechanism that acts in accordance with Article 1.08.01 (Revised or supplemented).

If the Contract specifications do not contain a retainage clause, the Contractor shall not include a retainage clause in any subcontract agreement, and in this case, if a Contractor does include a retainage clause, it shall be deemed unenforceable.

In addition, the following documents are to be included with the CLA-12, if applicable:

- An explanation indicating who will purchase material.
- A statement explaining any method or arrangement for utilization of the Contractor's equipment.

The subcontract must show items of work to be performed, unit prices and, if a partial item, the work involved by all parties. If the subcontract items of work or unit prices are modified, the procedure established in Section II-C must be followed.

Should a DBE subcontractor further sublet items of work assigned to it, only lower tier subcontractors who are certified as a DBE firm will be counted toward the DBE goal. If the lower tier subcontractor is a non-DBE firm, the value of the work performed by that firm will not be counted as credit toward the DBE goal.

The use of joint checks between a DBE firm and the Contractor is acceptable, provided that written approval is received from the OOC prior to the issuance of any joint check. Should it become necessary to issue a joint check between the DBE firm and the Contractor to purchase materials, the DBE firm must be responsible for negotiating the cost, determining the quality and quantity, ordering the material and installing (where applicable), and administering the payment to the supplier. The Contractor should not make payment directly to suppliers.

Each subcontract the Contractor signs with a subcontractor must contain the following assurance:

"The subcontractor/supplier/manufacture shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor/subcontractor/supplier/manufacture to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate."

### **C. Modification to Pre-Award Commitment**

Contractors may not terminate for convenience any DBE subcontractor or supplier that was listed on the pre-award DBE commitment without prior written approval of the OOC. This includes, but is not limited to, instances in which a Contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm. Prior to approval, the Contractor must demonstrate to the satisfaction of the OOC, that it has good cause, as found in 49CFR Part 26.53 (f)(3), for termination of the DBE firm.

Before transmitting its request for approval to terminate pre-award DBE firms to the OOC, the Contractor must give written notice to the DBE subcontractor and include a copy to the OOC of its notice to terminate and/or substitute, and the reason for the notice.

The Contractor must provide five (5) days for the affected DBE firm to respond. This affords the DBE firm the opportunity to advise the OOC and the Contractor of any reasons why it objects to the termination of its subcontract and why the OOC should not approve the Contractor's action.

Once the Contract is awarded, should there be any amendments or modifications of the approved pre-award DBE submission other than termination of a DBE firm, the Contractor shall follow the procedure below that best meets the criteria associated with the reason for modification:

1. If the change is due to a scope of work revision or non-routine quantity revision by CTDOT, the Contractor must notify CTDOT's OOC in writing or via electronic mail that their DBE participation on



the project may be impacted as soon as they are aware of the change. In this case, a release of work from the DBE firm may not be required; however the Contractor must concurrently notify the DBE firm in writing, and copy the OOC for inclusion in the project DBE file. This does not relieve the Contractor of its obligation to meet the Contract specified DBE goal, or of any other responsibility found in this specification.

2. If the change is due to a factor other than a CTDOT directive, a request for approval in writing or via electronic mail of the modification from the OOC must be submitted, along with an explanation of the change(s), prior to the commencement of work. The Contractor must also obtain a letter of release from the originally named DBE indicating their concurrence with the change, and the reason(s) for their inability to perform the work. In the event a release cannot be obtained, the Contractor must document all efforts made to obtain it.
3. In the event a DBE firm that was listed in the pre-award documents is **unable** or **unwilling** to perform the work assigned, the Contractor shall:
  - Notify the OOC Division Chief immediately and make efforts to obtain a release of work from the firm.
  - Submit documentation that will provide a basis for the change to the OOC for review and approval prior to the implementation of the change.
  - Use the DBE Directory to identify and contact firms certified to perform the type of work that was assigned to the unable or unwilling DBE firm. The Contractor should also contact CTDOT's Office of Contract Compliance for assistance in locating additional DBE firms to the extent needed to meet the contract goal.

Should a DBE subcontractor be terminated or fail to complete work on the Contract for any reason, the Contractor must make a GFE to find another DBE subcontractor to substitute for the original DBE. The DBE replacement shall be given every opportunity to perform at least the same amount of work under the Contract as the original DBE subcontractor.

If the Contractor is unable to find a DBE replacement:

- The Contractor should identify other contracting opportunities and solicit DBE firms in an effort to meet the Contract DBE goal requirement, if necessary, and provide documentation to support a GFE. (Refer to GFE in Section III.)
- The Contractor must demonstrate that the originally named DBE, who is unable or unwilling to perform the work assigned, is in default of its subcontract, or identify other issues that affected the DBE firm's ability to perform the assigned work. The Contractor's ability to negotiate a more advantageous agreement with another subcontractor is not a valid basis for change.

### **III. GOOD FAITH EFFORTS**

The DBE goal is **NOT** reduced or waived for projects where the Contractor receives a Pre-Award GFE determination from the Office of Contract Compliance prior to the award of the Contract. It remains the responsibility of the Contractor to make a continuing GFE to achieve the specified Contract DBE goal. The Contractor shall pursue every available opportunity to obtain additional DBE firms and document all efforts made in such attempts.

At the completion of all Contract work, the Contractor shall submit a final report to CTDOT's unit administering the Contract indicating the work done by and the dollars paid to DBEs. Only verified payments made to DBEs performing a CUF will be counted towards the Contract goal.

Goal attainment is based on the total Contract value, which includes all construction orders created during the Contract. If the Contractor does not achieve the specified Contract goal for DBE participation or has not provided the value of work to the DBE firms originally committed to in the pre-award submission, the Contractor shall submit documentation to CTDOT's unit administering the Contract detailing the GFE made during the performance of the Contract to satisfy the goal.

A GFE should consist of the following, where applicable (CTDOT reserves the right to request additional information):

1. A detailed statement of the efforts made to replace an unable or unwilling DBE firm, and a description of any additional subcontracting opportunities that were identified and offered to DBE firms in order to increase the likelihood of achieving the stated goal.
2. A detailed statement, including documentation of the efforts made to contact and solicit bids from certified DBEs, including the names, addresses, and telephone numbers of each DBE firm contacted; the date of contact and a description of the information provided to each DBE regarding the scope of services and anticipated time schedule of work items proposed to be subcontracted and the response from firms contacted.
3. Provide a detailed explanation for each DBE that submitted a subcontract proposal which the Contractor considered to be unacceptable stating the reason(s) for this conclusion.
4. Provide documentation, if any, to support contacts made with CTDOT requesting assistance in satisfying the specified Contract goal.
5. Provide documentation of all other efforts undertaken by the Contractor to meet the defined goal. Additional documentation of efforts made to obtain DBE firms may include but will not be limited to:
  - Negotiations held in good faith with interested DBE firms, not rejecting them without sound reasons.
  - Written notice provided to a reasonable number of specific DBE firms in sufficient time to allow effective participation.
  - Those portions of work that could be performed by readily available DBE firms.

**In instances where the Contractor can adequately document or substantiate its GFE and compliance with other DBE Program requirements, the Contractor will have satisfied the DBE requirement and no administrative remedies will be imposed.**

#### **IV. PROJECT COMPLETION**

At the completion of all Contract work, the Contractor shall:

1. Submit a final report to CTDOT's unit administering the Contract indicating the work done by, and the dollars paid to DBEs.
2. Submit verified payments made to all DBE subcontractors for the work that was completed.
3. Submit documentation detailing any changes to the DBE pre-award subcontractors that have not met the original DBE pre-award commitment, including copies of the Department's approvals of those changes.
4. Retain all records for a period of three (3) years following acceptance by CTDOT of the Contract and those records shall be available at reasonable times and places for inspection by authorized representatives of CTDOT and Federal agencies. If any litigation, claim, or audit is started before the expiration of the

three (3) year period, the records shall be retained until all litigation, claims, or audit findings involving the records are resolved.

If the Contractor does not achieve the specified Contract goal for DBE participation in addition to meeting the dollar value committed to the DBE subcontractors identified in the pre-award commitment, the Contractor shall submit documentation to CTDOT's unit administering the Contract detailing the GFE made during the performance of the Contract to satisfy the goal.

## V. SHORTFALLS

### A. **Failure to meet DBE goals**

**As specified in (II-A) above, attainment of the Contract DBE goal is based on the final Contract value.** The Contractor is expected to achieve the amount of DBE participation originally committed to at the time of award; however, additional efforts must be made to provide opportunities to DBE firms in the event a Contract's original value is increased during the life of the Contract.

The Contractor is expected to utilize the DBE subcontractors originally committed in the DBE pre-award documentation for the work and dollar value that was originally assigned.

If a DBE is terminated or is unable or unwilling to complete its work on a Contract, the Contractor shall make a GFE to replace that DBE with another certified DBE to meet the Contract goal.

The Contractor shall immediately notify the OOC of the DBE's inability or unwillingness to perform, and provide reasonable documentation and make efforts to obtain a release of work from the firm.

If the Contractor is unable to find a DBE replacement, then the Contractor should identify other contracting opportunities and solicit DBE firms in an effort to meet the Contract DBE goal requirement, if necessary, and provide documentation to support a GFE.

When a DBE is unable or unwilling to perform, or is terminated for just cause, the Contractor shall make a GFE to find other DBE opportunities to increase DBE participation to the extent necessary to at least satisfy the Contract goal.

For any DBE pre-award subcontractor that has been released appropriately from the project, no remedy will be assessed, provided that the Contractor has met the criteria described in Section II-C.

### B. **Administrative Remedies for Non-Compliance:**

In cases where the Contractor has failed to meet the Contract specified DBE goal or the DBE pre-award commitment, and where no GFE has been demonstrated, then one or more of the following administrative remedies will be applied:

1. A reduction in Contract payments to the Contractor as determined by CTDOT, not to exceed the shortfall amount of the **DBE goal**. The maximum shortfall will be calculated by multiplying the Contract DBE goal (adjusted by any applicable GFE) by the final Contract value, and subtracting any verified final payments made to DBE firms by the Contractor.
2. A reduction in Contract payments to the Contractor determined by CTDOT, not to exceed the shortfall amount of the **pre-award commitment**. The maximum shortfall will be calculated by subtracting any verified final payments made by the Contractor to each DBE subcontractor from the amount originally committed to that subcontractor in the pre-award commitment.

3. A reduction in Contract payments to the Contractor determined by CTDOT for any pre-award DBE subcontractor who has not obtained the dollar value of work identified in the DBE pre-award commitment and has not followed the requirements of Section II-C or for any DBE firm submitted for DBE credit that has not performed a CUF.
4. The Contractor being required to submit a written DBE Program Corrective Action Plan to CTDOT for review and approval, which is aimed at ensuring compliance on future projects.
5. The Contractor being required to attend a Non-Responsibility Meeting on the next contract where it is the apparent low bidder.
6. The Contractor being suspended from bidding on contracts for a period not to exceed six (6) months.

## **VI. CLASSIFICATIONS OTHER THAN SUBCONTRACTORS**

### **A. Material Manufacturers**

Credit for DBE manufacturers is 100% of the value of the manufactured product. A manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the Contractor.

If the Contractor elects to utilize a DBE manufacturer to satisfy a portion of, or the entire specified DBE goal, the Contractor must provide the OOC with:

- Subcontractor Approval Form (CLA-12) indicating the firm designation,
- An executed "Affidavit for the Utilization of Material Suppliers or Manufacturers" (sample attached), and
- Substantiation of payments made to the supplier or manufacturer for materials used on the project.

### **B. Material Suppliers (Dealers)**

Credit for DBE dealers/suppliers is limited to 60% of the value of the material to be supplied, provided such material is obtained from an approved DBE dealer/supplier.

In order for a firm to be considered a regular dealer, the firm must own, operate, or maintain a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. At least one of the following criteria must apply:

- To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.
- A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating or maintaining a place of business if the person both owns and operates distribution equipment for the products. Any supplementing of the regular dealers' own distribution equipment shall be by long term lease agreement, and not on an ad hoc or contract to contract basis.
- Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers within the meaning of this paragraph.

If the Contractor elects to utilize a DBE supplier to satisfy a portion or the entire specified DBE goal, the Contractor must provide the OOC with:

- Subcontractor Approval Form (CLA-12) indicating the firm designation,
- An executed "Affidavit for the Utilization of Material Suppliers or Manufacturers" (sample attached), and
- Substantiation of payments made to the supplier or manufacturer for materials used on the project.

**C. Brokering**

- Brokering of work for DBE firms who have been listed by the Department as certified brokers is allowed. Credit for those firms shall be applied following the procedures in Section VI-D.
- Brokering of work by DBEs who have been approved to perform subcontract work with their own workforce and equipment is not allowed, and is a Contract violation.
- Firms involved in the brokering of work, whether they are DBEs and/or majority firms who engage in willful falsification, distortion or misrepresentation with respect to any facts related to the project shall be referred to the U.S. DOT, Office of the Inspector General for prosecution under Title 18, U.S. Code, Part I, Chapter 47, Section 1020.

**D. Non-Manufacturing or Non-Supplier DBE Credit**

Contractors may count towards their DBE goals the following expenditures with DBEs that are not manufacturers or suppliers:

- Reasonable fees or commissions charged for providing a bona fide service such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment materials or supplies necessary for the performance of the Contract, provided that the fee or commission is determined by the OOC to be reasonable and consistent with fees customarily allowed for similar services.
- The fees charged only for delivery of materials and supplies required on a job site when the hauler, trucker, or delivery service is a DBE, and not the manufacturer, or regular dealer of the materials and supplies, and provided that the fees are determined by the OOC to be reasonable and not excessive as compared with fees customarily allowed for similar services.
- The fees or commissions charged for providing bonds or insurance specifically required for the performance of the Contract, provided that the fees or commissions are determined by CTDOT to be reasonable and not excessive as compared with fees customarily allowed for similar services.

**E. Trucking**

While technically still considered a subcontractor, the rules for counting credit for DBE trucking firms are as follows:

- The DBE must own and operate at least one fully licensed, insured, and operational truck used on the Contract.
- The DBE receives credit for the total value of the transportation services it provides on the Contract using trucks it owns, insures and operates using drivers it employs.
- The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the Contract.
- The DBE may lease trucks from a non-DBE firm; however the DBE may only receive credit for any fees or commissions received for arranging transportation services provided by the non-DBE firms. Additionally, the DBE firm must demonstrate that they are in full control of the trucking operation for which they are seeking credit.

**VII. Suspected DBE Fraud**

In appropriate cases, CTDOT will bring to the attention of the USDOT any appearance of false, fraudulent, or dishonest conduct in connection with the DBE program, so that USDOT can take the steps, e.g. referral to the Department of Justice for criminal prosecution, referral to USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules provided in 49 CFR Part 31.

**CONNECTICUT DEPARTMENT OF TRANSPORTATION  
(OFFICE OF CONSTRUCTION)  
BUREAU OF ENGINEERING AND CONSTRUCTION**

This affidavit must be completed by the State Contractor's DBE notarized and attached to the contractor's request to utilize a DBE supplier or manufacturer as a credit towards its DBE contract requirements; failure to do so will result in not receiving credit towards the contract DBE requirement.

State Contract No.

Federal Aid Project No.

Description of Project

I, \_\_\_\_\_, acting in behalf of \_\_\_\_\_,  
(Name of person signing Affidavit) (DBE person, firm, association or corporation)  
of which I am the \_\_\_\_\_ certify and affirm that \_\_\_\_\_  
(Title of Person) (DBE person, firm, association or corporation)  
is a certified Connecticut Department of Transportation DBE. I further certify and affirm that I have read and understand 49 CFR, Sec. 26.55(e)(2), as the same may be revised.

I further certify and affirm that \_\_\_\_\_ will assume the actual and  
(DBE person, firm, association or Corporation)  
for the provision of the materials and/or supplies sought by \_\_\_\_\_.

If a manufacturer, I operate or maintain a factory or establishment that produces, on the premises, the materials, supplies, articles or equipment required under the contract and of the general character described by the specifications.

If a supplier, I perform a commercially useful function in the supply process. As a regular dealer, I, at a minimum, own and operate the distribution equipment for bulk items. Any supplementing of my distribution equipment shall be by long-term lease agreement, and not on an ad hoc or contract-by-contract basis.

I understand that false statements made herein are punishable by Law (Sec. 53a-157), CGS, as revised).

(Name of Corporation or Firm)

(Signature & Title of Official making the Affidavit)

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

Notary Public (Commissioner of the Superior Court)

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

**CERTIFICATE OF CORPORATION**

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
(Name) (Title)

of the Corporation named in the foregoing instrument; that I have been duly authorized to affix the seal of the Corporation to such papers as require the seal; that \_\_\_\_\_, who signed said instrument on behalf of the Corporation, was then \_\_\_\_\_ of said corporation; that said instrument was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its corporation powers.

\_\_\_\_\_  
(Signature of Person Certifying)

\_\_\_\_\_  
(Date)





**Schedule E**  
**Small Business Enterprise ("SBE") Special Provision**  
 Rev. 2023

**I. GENERAL**

- A. The Contractor shall cooperate with the Connecticut Department of Transportation (CTDOT) in implementing the required contract obligations concerning "Small Contractor" and "Minority Business Enterprise" use on this Contract in accordance with Section 4a-60g of the Connecticut General Statutes as revised. "Small Contractor" and "Minority Business Enterprise" are defined in subsection (a) of Section 4a-60g, and hereinafter throughout this Special Provision each shall be referred to as a "Small Contractor." The Contractor shall also cooperate with CTDOT in reviewing the Contractor's activities relating to this provision. This Special Provision is in addition to all other equal opportunity employment requirements of this Contract.
- B. For the purpose of this Special Provision, the Small Contractor(s) and Minority Business Enterprise(s) named to satisfy the set-aside requirement must be certified by the Department of Administrative Services, Business Connections/ Set-Aside Unit [(860) 713-5236 Small Minority Business Center (ct.gov)]. A Small Contractor is subject to approval by CTDOT to do the work for which it is nominated pursuant to the criteria set forth in Section IIC-3.
- C. Contractors who allow work which they have designated for Small Contractor participation in the pre-award submission required under Section IIC to be performed by other than the approved Small Contractor organization and prior to concurrence by CTDOT, will not be paid for the value of the work performed by organizations other than the Small Contractor designated.
- D. If the Contractor is unable to achieve the specified contract goals for Small Contractor participation, the Contractor shall submit written documentation to CTDOT's Manager of Construction Operations indicating his/her attempts to satisfy goal requirements. Documentation is to include but not be limited to the following:
1. A detailed statement of the efforts made to select additional subcontract opportunities for work to be performed by each Small Contractor in order to increase the likelihood of achieving the stated goal.
  2. A detailed statement, including documentation of the efforts made to contact and solicit contracts with each Small Contractor, including the names, addresses, dates and telephone numbers of each Small Contractor contacted, and a description of the information provided to each Small Contractor regarding the scope of services and anticipated time schedule of items proposed to be subcontracted and the nature of response from firms contacted.
  3. For each Small Contractor that placed a subcontract quotation which the Contractor considered not to be acceptable, provide a detailed statement of the reasons for this conclusion.
  4. Documents to support contacts made with CTDOT requesting assistance in satisfying the contract specified or adjusted Small Contractor dollar requirements.
  5. Document other special efforts undertaken by the Contractor to meet the defined goal.
- E. Failure of the Contractor to have at least the specified dollar amount of this contract performed by Small Contractor as required in Section IIA of this Special Provision will result in the reduction in contract payment to the Contractor by an amount equivalent to that determined by subtracting from the specific dollar amount required in Section IIA, the dollar payments for the work actually performed by each Small Contractor. The deficiency in Small Contractor

achievement, will therefore, be deducted from the final contract payment. However, in instances where the Contractor can adequately document or substantiate its good faith efforts made to meet the specified or adjusted dollar amount to the satisfaction of CTDOT, no reduction in payments will be imposed.

- F. All records must be retained for a period of three (3) years following completion of the contract and shall be available at reasonable times and places for inspection by authorized representatives of CTDOT.
- G. Nothing contained herein, is intended to relieve any contractor or subcontractor or material supplier or manufacturer from compliance with all applicable Federal and State legislation or provisions concerning equal employment opportunity, affirmative action, nondiscrimination and related subjects during the term of this Contract.

## II. SPECIFIC REQUIREMENTS

In order to increase the participation of Small Contractors, CTDOT requires the following:

- A. Not less than \_\_\_\_\_ percent ( \_\_\_\_ %) of the **final** value of this Contract shall be subcontracted to and performed by, and/or supplied by, manufactured by and paid to Small Contractors.
- B. The Contractor shall assure that each Small Contractor will have an equitable opportunity to compete under this Special Provision, particularly by arranging solicitations, time for the preparation of Quotes, Scope of Work, and Delivery Schedules so as to facilitate the participation of each Small Contractor.
- C. The Contractor shall provide to CTDOT's Manager of Contracts within Five (5) days after the bid opening the following items:
  1. A certification of work to be subcontracted (Exhibit 2) signed by both the Contractor and the Small Contractor listing the work items and the dollar value of the items that the nominated Small Contractor is to perform on the project to achieve the minimum percentage indicated in Section IIA above.
  2. A certification of past experience (Exhibit 3) indicating the scope of work the nominated Small Contractor has performed on all projects, public and private, for the past five (5) years.
  3. In instances where a change from the originally approved named Small Contractor (see Section IB) is proposed, the Contractor is required to submit, in a reasonable and expeditious manner, a revised submission, comprised of the documentation required in Section IIC, Paragraphs 1, 2 and 3 and Section E together with documentation to substantiate and justify the change, (i.e., documentation to provide a basis for the change) to CTDOT's Manager of Construction Operations for its review and approval prior to the implementation of the change. The Contractor must demonstrate that the originally named Small Contractor is unable to perform in conformity to specifications, or unwilling to perform, or is in default of its contract, or is overextended on other jobs. The Contractor's ability to negotiate a more advantageous contract with another Small Contractor is not a valid basis for change. Documentation shall include a letter of release from the originally named Small Contractor indicating the reason(s) for the release.

D. After the Contractor signs the Contract, the Contractor will be required to meet with CTDOT's Manager of Construction Operations or his/her designee to review the following:

1. What is expected with respect to the Small Contractor set aside requirements.
2. Failure to comply with and meet the requirement can and will result in monetary deductions from payment.
3. Each quarter after the start of the Small Contractor the Contractor shall submit a report to CTDOT's Manager of Construction Operations indicating the work done by, and the dollars paid to each Small Contractor to date.
4. What is required when a request to sublet to a Small Contractor is submitted.

E. The Contractor shall submit to CTDOT's Manager of Construction Operations all requests for subcontractor approvals on standard forms provided by the Department.

If the request for approval is for a Small Contractor subcontractor for the purpose of meeting the contract required Small Contractor percentage stipulated in Section IIA, a copy of the legal contract between the Contractor and the Small Contractor subcontractor must also be submitted at the same time. Any subsequent amendments or modifications of the contract between the Contractor and the Small Contractor subcontractor must also be submitted to CTDOT's Manager of Construction Operations with an explanation of the change(s). The contract must show items of work to be performed, unit prices and, if a partial item, the work involved by both parties.

In addition, the following documents are to be attached:

1. A statement explaining any method or arrangement for renting equipment. If rental is from a Contractor, a copy of Rental Agreement must be submitted.
2. A statement addressing any special arrangements for manpower.
3. A statement addressing who will purchase material.

F. Contractors subcontracting with a Small Contractor to perform work or services as required by this Special Provision shall not terminate such firms without advising CTDOT, in writing, and providing adequate documentation to substantiate the reasons for termination if the designated Small Contractor firm has not started or completed the work or the services for which it has been contracted to perform.

G. Material Suppliers or Manufacturers

If the Contractor elects to utilize a Small Contractor supplier or manufacturer to satisfy a portion or all of the specified dollar requirements, the Contractor must provide the Department with:

1. An executed Affidavit Small Contractor (Set-Aside) Connecticut Department of Transportation Affidavit Supplier or Manufacturer (sample attached), and
2. Substantiation of payments made to the supplier or manufacturer for materials used on the project.

Brokers and packagers shall not be regarded as material Suppliers or manufacturer.

H. Non-Manufacturing or Non-Supplier Small Contractor Credit

Contractors may count towards its Small Contractor goals the following expenditures with Small Contractor firms that are not manufacturers or suppliers:

1. Reasonable fees or commissions charged for providing a bona fide service such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, material or supplies necessary for the performance of the contract provided that the fee or commission is determined by the Department of Transportation to be reasonable and consistent with fees customarily allowed for similar services.
2. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fee is determined by the Department of Transportation to be reasonable and not excessive as compared with fees customarily allowed for similar services.
3. The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the Contract, provided that the fee or commission is determined by the Department of Transportation to be reasonable and not excessive as compared with fees customarily allowed for similar services.

III. BROKERING

For the purpose of this Special Provision, a "Broker" is one who acts as an agent for others in negotiating contracts, purchases, sales, etc., in return for a fee or commission. Brokering of work by a Small Contractor is not allowed and is a contract violation.

IV. PRE-AWARD WAIVERS:

If the Contractor's submission of the Small Contractor listing, as required by Section IIC indicates that it is unable, by subcontracting to obtain commitments which at least equal the amount required by Section IIA, it may request, in writing, a waiver of up to 50% of the amount required by Section IIA. To obtain such a waiver, the Contractor must submit a completed "Application for Waiver of Small Contractor Minority Business Enterprise Goals" to CTDOT's Manager of Contracts which must also contain the following documentation:

1. Information described in Section ID.
2. For each Small Contractor contacted but unavailable, a statement from each Small Contractor confirming its unavailability.

Upon receipt of the submission requesting a waiver, the CTDOT's Manager of Contracts shall submit the documentation to the Director of the Office of Contract Compliance who shall review it for completeness. After completion of the Director of Contract Compliance's review, she/he should write a narrative of his/her findings of the application for a waiver, which is to include his/her recommendation. The Director of Contract Compliance shall submit the written narrative to the Chairperson of

the DBE Screening Committee at least five (5) working days before the scheduled meeting. The Contractor shall be invited to attend the meeting and present his/her position. The DBE Screening Committee shall render a decision on the waiver request within five (5) working days after the meeting. The DBE Screening Committee's decision shall be final. Waiver applications are available from the CTDOT Manager of Contracts.

Exhibit 1. Reserved  
Exhibit 2

Exhibit 2  
Rev 7/2015

**CONNECTICUT DEPARTMENT OF TRANSPORTATION (CTDOT)**  
**PRE-AWARD SBE COMMITMENT APPROVAL REQUEST**  
**TO BE SUBMITTED WITHIN THE TIME FRAME INDICATED IN THE OUTREACH LETTER**

Only certified SBE firms will be approved. The SBE directory is available on the Department of Administrative Service's web site. [http://www.ct.gov/das/programs/contracting/sbe/sbe\\_directory.asp](http://www.ct.gov/das/programs/contracting/sbe/sbe_directory.asp)

CTDOT Project Number (s): \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

Town(s) of: \_\_\_\_\_

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

Original Bid (\$): \_\_\_\_\_

Dollar amount subcontracted to this SBE firm (\$): \_\_\_\_\_

SBE Subcontractor: \_\_\_\_\_

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

Item Number & Description	Is This Item Partial Yes/No	Firm Type Code *	Units	Quantity bid by the Prime	Contract Unit Price	Quantity Subcontracted	Subcontract Unit Price **	Total Item price subcontracted
	N <input checked="" type="checkbox"/>							0.00
	N <input checked="" type="checkbox"/>							0.00
	N <input checked="" type="checkbox"/>							0.00
	N <input checked="" type="checkbox"/>							0.00
	N <input checked="" type="checkbox"/>							0.00
	N <input checked="" type="checkbox"/>							0.00
	N <input checked="" type="checkbox"/>							0.00

Many of the items above are checked **Yes** as to **Partial** please provide or use an attachment to offer an explanation of the work involved. Also please identify who is responsible for the remainder of the part of items.

\* Firm Type Code: S (subcontractor), M (manufacturer), P (supplier), T (tracking), V (services)

\*\* In instances where the Prime is paying the Subcontractor a higher unit price than the bid, by submitting this form the Prime agrees to the higher subcontracted price without additional costs to the Department.

Signature of Prime Contractor, Title \_\_\_\_\_ Date \_\_\_\_\_

Signature of Subcontractor, Title \_\_\_\_\_ Date \_\_\_\_\_

After this submittal is approved by the Department, any proposed changes to it must be submitted to the Department for approval.

Exhibit 3



**Schedule F**  
**Small Business Participation Pilot Program ("SBPPP") Special Provision**  
 Rev. 2023

**I. ABBREVIATIONS AND DEFINITIONS AS USED IN THIS SPECIAL PROVISION**

- A. "ConnDOT" means the Connecticut Department of Transportation.
- B. "DOT" means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration ("FHWA"), the Federal Transit Administration ("FTA"), and the Federal Aviation Administration ("FAA").
- C. "Broker" means a party acting as an agent for others in negotiating Contracts, Agreements, purchases, sales, etc., in return for a fee or commission.
- D. "Contract," "Agreement" or "Subcontract" means a legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction and professional services) and the buyer to pay for them. For the purposes of this provision, a lease for equipment or products is also considered to be a Contract.
- E. "Contractor," means a consultant, second party or any other entity doing business with the Municipality or, as the context may require, with another Contractor.
- F. "Disadvantaged Business Enterprise" ("DBE") means a small business concern:
1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock of which is owned by one or more such individuals; and
  2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- G. "DOT-assisted Contract" means any Contract between the recipient (the Municipality) and a Contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees.
- H. "Good Faith Efforts" means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. Refer to Appendix A of 49 Code of Federal Regulation ("CFR") Part 26 – "Guidance Concerning Good Faith Efforts," a copy of which is attached to this provision, for guidance as to what constitutes good faith efforts.
- I. "Small Business Concern" means, with respect to firms seeking to participate as DBEs in DOT-assisted Contracts, a small business concern as defined pursuant to Section 3 of the Small Business Act and Small Business Administration ("SBA") regulations implementing it (13 CFR Part 121) that also does not exceed the cap on average annual gross receipts specified in 49 CFR Part 26, Section 26.65(b).
- J. "Small Business Participation Pilot Program" ("SBPPP") means small businesses certified as a Disadvantaged Business Enterprise (DBE) firm by ConnDOT; or firms certified as a Small Business Enterprise or Minority Business Enterprise by the Connecticut Department of Administrative Services; or firms certified by the United States Small Business Administration (USSBA) as an 8(a) or SDB or HUBZone firm; or firms that are a current active recipient of a United States Small Business Administration Loan (loan must be documented).

K. "Socially and Economically Disadvantaged Individuals" means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is—

1. Any individual who ConnDOT finds on a case-by-case basis to be a socially and economically disadvantaged individual.
2. Any individuals in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
  - i. "Black Americans," which includes persons having origins in any of the black racial groups of Africa;
  - ii. "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
  - iii. "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
  - iv. "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
  - v. "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
  - vi. Women;
  - vii. Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

## II. GENERAL REQUIREMENTS

A. The Contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy, as the Municipality and ConnDOT deem appropriate.

B. The Contractor shall cooperate with the Municipality, ConnDOT and DOT in implementing the requirements concerning SBPPP utilization on this Contract. The Contractor shall also cooperate with the Municipality, ConnDOT and DOT in reviewing the Contractor's activities relating to this Special Provision. This Special Provision is in addition to all other equal opportunity employment requirements of this Contract.

C. The Contractor shall designate a liaison officer who will administer the Contractor's SBPPP program. Upon execution of this Contract, the name of the liaison officer shall be furnished in writing to the Municipality.

D. For the purpose of this Special Provision, the SBPPP contractor(s) named to satisfy the requirements must meet one of the following criteria;

1. Certified as a Disadvantaged Business Enterprise (DBE) firm by ConnDOT;
2. Certified as a Small Business Enterprise or Minority Business Enterprise by the Connecticut



Department of Administrative Services;

3. Certified by the USSBA as an 8(a) or SDB firm;
4. Certified by the USSBA as a HUBZone firm; or
5. A current active recipient of a United States Small Business Administration Loan (loan documentation required).

E. If the Contractor allows work designated for SBPPP participation required under the terms of this Contract and required under III-B to be performed by other than the named SBPPP firm without concurrence from the Municipality, the Municipality will not pay the Contractor for the value of the work performed by firms other than the designated SBPPP.

F. In the event a SBPPP firm that was listed in the award documents is unable or unwilling to perform the work assigned; the Contractor shall notify the Municipality immediately and make efforts to obtain a release of work from the firm. If the Contractor is unable to find a SBPPP replacement, then the Contractor should identify other contracting opportunities and solicit SBPPP firms in an effort to meet the contract SBPPP goal requirement.

G. At the completion of all Contract work, the Contractor shall submit a final report to the Municipality indicating the work done by, and the dollars paid to SBPPPs. If the Contractor does not achieve the specified Contract goals for SBPPP participation, the Contractor shall also submit written documentation to the Municipality detailing its good faith efforts to satisfy the goal throughout the performance of the Contract. Documentation is to include, but not be limited to the following:

1. A detailed statement of the efforts made to select additional subcontracting opportunities to be performed by SBPPPs in order to increase the likelihood of achieving the stated goal.
2. A detailed statement, including documentation of the efforts made to contact and solicit bids with SBPPPs, including the names, addresses, dates and telephone numbers of each SBPPP contacted, and a description of the information provided to each SBPPP regarding the scope of services and anticipated time schedule of work items proposed to be subcontracted and nature of response from firms contacted.
3. Provide a detailed statement for each SBPPP that submitted a subcontract proposal, which the Contractor considered not to be acceptable stating the reasons for this conclusion.
4. Provide documents to support contacts made with ConnDOT requesting assistance in satisfying the Contract specified goal.
5. Provide documentation of all other efforts undertaken by the Contractor to meet the defined goal.

H. Failure of the Contractor, at the completion of all Contract work, to have at least the specified percentage of this Contract performed by SBPPPs as required in III-B will result in the reduction in Contract payments to the Contractor by an amount determined by multiplying the total Contract value by the specified percentage required in III-B and subtracting from that result, the dollar payments for the work actually performed by SBPPPs. However, in instances where the Contractor can adequately document or substantiate its good faith efforts made to meet the specified percentage to the satisfaction of the Municipality and ConnDOT, no reduction in payments will be imposed.

I. All records must be retained for a period of three (3) years following acceptance by the Municipality of the Contract and shall be available at reasonable times and places for inspection by authorized representatives of the Municipality, ConnDOT and or Federal agencies. If any litigation, claim, or audit is started before the expiration of the three (3) year period, the records shall be retained until all litigation, claims, or audits findings involving the records are resolved.

J. Nothing contained herein, is intended to relieve any Contractor or subcontractor or material supplier or manufacturer from compliance with all applicable Federal and State legislation or provisions concerning equal employment opportunity, affirmative action, nondiscrimination and related subjects during the term of this Contract.

### III. SPECIFIC REQUIREMENTS:

In order to increase the participation of SBPPPs, the Municipality requires the following:

A. The Contractor shall assure that certified SBPPPs will have an opportunity to compete for subcontract work on this Contract, particularly by arranging solicitations and time for the preparation of proposals for services to be provided so as to facilitate the participation of SBPPPs regardless if a Contract goal is specified or not.

B. The SBPPP goal percentage will be provided as part of the Project Authorization Letter. The goal shall be based upon the total contract value. Compliance with this provision may be fulfilled when a SBPPP or any combination of SBPPPs perform work. Only work actually performed by and/or services provided by SBPPPs which are certified for such work and/or services can be counted toward the SBPPP goal. Supplies and equipment a SBPPP purchases or leases from the prime Contractor or its affiliate cannot be counted toward the goal.

If the Contractor does not document commitments, by subcontracting and/or procurement of material and/or services that at least equal the goal, it must document the good faith efforts that outline the steps it took to meet the goal in accordance with VII.

C. Within seven (7) days after the bid opening, the low bidder shall indicate in writing to the Municipality, on the forms provided, the SBPPPs it will use to achieve the goal indicated in III-B. The submission shall include the name and address of each SBPPP that will participate in this Contract, a description of the work each will perform, the dollar amount of participation, and the percentage this is of the bid amount. This information shall be signed by the named SBPPP and the low bidder.

D. The Prime Contractor shall submit to the Municipality all requests for subcontractor approvals on the standard forms provided by the Municipality.

If the request for approval is for a SBPPP subcontractor for the purpose of meeting the Contract SBPPP goal, a copy of the legal contract between the prime and the SBPPP subcontractor must be submitted along with the request for subcontractor approval. Any subsequent amendments or modifications of the contract between the prime and the SBPPP subcontractor must also be submitted to the Municipality with an explanation of the change(s). The contract must show items of work to be performed, unit prices and, if a partial item, the work involved by all parties.

In addition, the following documents are to be attached:

1. An explanation indicating who will purchase material.
2. A statement explaining any method or arrangement for renting equipment. If rental is from a prime, a copy of the rental agreement must be submitted.
3. A statement addressing any special arrangements for manpower.
4. Requests for approval to issue joint checks.

E. The Contractor is required, should there be a change in a SBPPP they submitted in III-C, to submit documentation to the Municipality which will substantiate and justify the change (i.e., documentation to

provide a basis for the change for review and approval by the Municipality) prior to the implementation of the change. The Contractor must demonstrate that the originally named SBPPP is unable to perform in conformity to the scope of service or is unwilling to perform, or is in default of its contract, or is overextended on other jobs. The Contractor's ability to negotiate a more advantageous contract with another subcontractor is not a valid basis for change. Documentation shall include a letter of release from the originally named SBPPP indicating the reason(s) for the release.

F. Contractors subcontracting with SBPPPs to perform work or services as required by this Special Provision shall not terminate such firms without advising the Municipality in writing, and providing adequate documentation to substantiate the reasons for termination if the SBPPP has not started or completed the work or the services for which it has been contracted to perform.

G. When a SBPPP is unable or unwilling to perform, or is terminated for just cause, the Contractor shall make good faith efforts to find other SBPPP opportunities to increase SBPPP participation to the extent necessary to at least satisfy the goal required by III-B.

H. In instances where an alternate SBPPP is proposed, a revised submission to the Municipality together with the documentation required in III-C, III-D, and III-E, must be made for its review and approval.

I. Each quarter after execution of the Contract, the Contractor shall submit a report to the Municipality indicating the work done by, and the dollars paid to, the SBPPP for the current quarter and to date.

J. Each contract that the Municipality signs with a Contractor and each Subcontract the Contractor signs with a subcontractor must include the following assurance: *The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.*

#### IV. MATERIAL SUPPLIERS OR MANUFACTURERS

A. If the Contractor elects to utilize a SBPPP supplier or manufacturer to satisfy a portion or all of the specified SBPPP goal, the Contractor must provide the Municipality with substantiation of payments made to the supplier or manufacturer for materials used on the project.

B. Credit for SBPPP suppliers is limited to 60% of the value of the material to be supplied, provided such material is obtained from a regular SBPPP dealer. A "regular dealer" is a firm that owns, operates, or maintains a store, warehouse or other establishment in which the materials or supplies required for the performance of the Contract are bought, kept in stock and regularly sold or leased to the public in the usual course of business. To be a regular dealer, the firm must engage in, as its principal business, and in its own name, the purchase and sale of the products in question. A regular dealer in such bulk items as steel, cement, gravel, stone and petroleum products, need not keep such products in stock if it owns or operates distribution equipment. Brokers and packagers shall not be regarded as material suppliers or manufacturers.

C. Credit for SBPPP manufacturers is 100% of the value of the manufactured product. A "manufacturer" is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the Municipality, ConnDOT or Contractor.

#### V. NON-MANUFACTURING OR NON-SUPPLIER SBPPP CREDIT:

A. Contractors may count towards their SBPPP goals the following expenditures with SBPPPs that are not manufacturers or suppliers:

1. Reasonable fees or commissions charged for providing a bona fide service such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies necessary for the performance of the Contract, provided that the fee or commission is determined by the Municipality to be reasonable and consistent with fees customarily allowed for similar services.
2. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is a SBPPP but is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fees are determined by the Municipality to be reasonable and not excessive as compared with fees customarily allowed for similar services.
3. The fees or commissions charged for providing bonds or insurance specifically required for the performance of the Contract, provided that the fees or commissions are determined by the Municipality to be reasonable and not excessive as compared with fees customarily allowed for similar services.

#### VI. BROKERING

A. Brokering of work by SBPPPs who have been approved to perform Subcontract work with their own workforce and equipment is not allowed, and is a Contract violation.

B. SBPPPs involved in the brokering of Subcontract work that they were approved to perform may be decertified.

C. Firms involved in the brokering of work, whether they are SBPPPs and/or majority firms who engage in willful falsification, distortion or misrepresentation with respect to any facts related to the project shall be referred to the U.S. Department of Transportation's Office of the Inspector General for prosecution under Title 18, U.S. Code, Section 10.20.

#### VII. REVIEW OF PRE-AWARD GOOD FAITH EFFORTS

A. If the Contractor does not document pre-award commitments by subcontracting and/or procurement of material and/or services that at least equal the goal stipulated in III-B, the Contractor must document the good faith efforts that outline the specific steps it took to meet the goal. The Contract will be awarded to the Contractor if its good faith efforts are deemed satisfactory and approved by ConnDOT. To obtain such an exception, the Contractor must submit an application to the Municipality, which documents the specific good faith efforts that were made to meet the SBPPP goal. An application form entitled "Review of Pre-Award Good Faith Efforts" is attached hereto.

The application must include the following documentation:

1. A statement setting forth in detail which parts, if any, of the Contract were reserved by the Contractor and not available for bid by subcontractors;
2. A statement setting forth all parts of the Contract that are likely to be sublet;
3. A statement setting forth in detail the efforts made to select subcontracting work in order to likely achieve the stated goal;
4. Copies of all letters sent to SBPPPs;
5. A statement listing the dates and SBPPPs that were contacted by telephone and the result of each contact;
6. A statement listing the dates and SBPPPs that were contacted by means other than telephone and the

result of each contact;

7. Copies of letters received from SBPPPs in which they declined to bid;
8. A statement setting forth the facts with respect to each SBPPP bid received and the reason(s) any such bid was declined;
9. A statement setting forth the dates that calls were made to ConnDOT's Division of Contract Compliance seeking SBPPP referrals and the result of each such call; and
10. Any information of a similar nature relevant to the application.

The review of the Contractor's good faith efforts may require an extension of time for award of the Contract. In such a circumstance, and in the absence of other reasons not to grant the extension or make the award, the Municipality will agree to the needed extension(s) of time for the award of the Contract, provided the Contractor and the surety also agree to such extension(s).

B. Upon receipt of the submission of an application for review of pre-award good faith efforts, the Municipality shall submit the documentation to ConnDOT's initiating unit for submission to the ConnDOT Division of Contract Compliance. The ConnDOT Division of Contract Compliance will review the documents and determine if the package is complete, accurate and adequately documents the Contractor's good faith efforts. Within fourteen (14) days of receipt of the documentation, the ConnDOT Division of Contract Compliance shall notify the Contractor by certified mail of the approval or denial of its good faith efforts.

C. If the Contractor's application is denied, the Contractor shall have seven (7) days upon receipt of written notification of denial to request administrative reconsideration. The Contractor's request for administrative reconsideration should be sent in writing to the Municipality. The Municipality will forward the Contractor's reconsideration request to the ConnDOT initiating unit for submission to the Screening Committee. The Screening Committee will schedule a meeting within fourteen (14) days of receipt of the Contractor's request for administrative reconsideration and advise the Contractor of the date, time and location of the meeting. At this meeting, the Contractor will be provided with the opportunity to present written documentation and/or argument concerning the issue of whether it made adequate good faith efforts to meet the goal. Within seven (7) days following the reconsideration meeting, the chairperson of the Screening Committee will send the Contractor, via certified mail, a written determination on its reconsideration request, explaining the basis of finding either for or against the request. The Screening Committee's determination is final. If the reconsideration is denied, the Contractor shall indicate in writing to the Municipality within fourteen (14) days of receipt of the written notification of denial, the SBPPPs it will use to achieve the goal indicated in III-B.

D. Approval of pre-award good faith efforts does not relieve the Contractor from its obligation to make additional good faith efforts to achieve the SBPPP goal should contracting opportunities arise during actual performance of the Contract work.



**Schedule G**  
**On-the-Job Training Program Special Provision**  
Rev. 2023

This On-The-Job Training Program Special Provision is in implementation of Title 23 U.S.C., Section 140(a) as established by Section 22 of the Federal-Aid Highway Act of 1968.

As part of the contractor's equal employment opportunity affirmative action program, on-the-job training shall be provided as follows:

The contractor shall provide on-the-job training aimed at developing and retaining full journeypersons in the type of trade involved. The number of trainees or apprentices to be trained under this contract is determined by dividing the original quantity of hours assigned in the proposal form by 1,000 hours, or the number of hours required under a particular apprenticeship program schedule. In the event the contractor subcontracts a portion of the contract work, it shall determine how many, if any, of the trainees are to be trained by the subcontractor, provided however, that the contractor shall retain the primary responsibility for meeting the training requirements imposed by this provision. The contractor shall also include the requirements of this Special Provision in each such subcontract.

The contractor shall submit for approval to the Connecticut Department of Transportation (ConnDOT), a training outline for each trainee or apprentice that will be trained on this project. The training outline shall include the trade, the training categories, the number of training hours that will be provided, and if there will be any off-site training. If the contractor is participating in a bona fide apprenticeship program approved by the Connecticut State Labor Department (CDOL) Apprentice Training Division, identification of such apprentice program shall also be submitted to ConnDOT.

No more than twenty percent (20%) of the trainees or apprentices proposed shall be in the laborer classification (applicable only when five (5) or more trainees or apprentices are required).

Training, upgrading and retaining minority group workers and women in the various construction trades is a primary objective of this Special Provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

Accordingly, a contractor choosing to utilize a non-apprenticeship program shall make use of the supportive services consultant and/or make every effort to enroll minority and women trainees or apprentices by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees to the extent such persons are available within a reasonable area of recruitment. The contractor will be given an opportunity and will be responsible for demonstrating the steps that he has taken in pursuance thereof; prior to a determination as to whether the contractor is in compliance with this Special Provision.

No employee shall be employed as a trainee or apprentice in any classification in which he/she has successfully completed a training course leading to journeyperson status or in which he/she has been employed as a journeyperson. Trainees, or apprentices, may be employed and trained in the advancement of their training or apprenticeship program.

After award of the contract, and prior to the order to start date of the physical construction of the project, the contractor shall, in conjunction with the required schedule of progress or time chart, submit and obtain approval for, the number of trainees, or apprentices, for each classification selected, the

training outline for each classification and an explanation of the start time of each trainee as it relates to the schedule of progress or time chart.

The minimum length and type of training for each classification will be as established in the training program selected by the contractor and approved by ConnDOT and the Federal Highway Administration (FHWA). ConnDOT and the FHWA shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee or apprentice for journeyman status in the classification concerned by the end of the training period. Furthermore, programs approved by the U.S. Department of Labor (USDOL) or CDOL, including apprenticeship programs, shall be considered acceptable under this Special Provision, except in those cases where the Secretary of Transportation, the Federal Highway Administrator, or ConnDOT, has determined that the program is not administered in a manner consistent with the equal employment obligations of federal-aid highway construction contracts.

The contractor shall furnish each trainee or apprentice with a copy of the program that will be followed in providing the training. The contractor shall provide each trainee or apprentice with a certification showing the type and length of training satisfactorily completed.

The contractor shall provide for the maintenance of records and furnish monthly and final reports documenting his performance under this Special Provision to the Engineer. The monthly updates and final report shall be made on forms provided by ConnDOT or by providing signed copies of the "Apprentice Handbook and Progress Record" provided by the Connecticut Department of Labor.

In the event that the contractor intends to transfer a trainee or apprentice to another ConnDOT, (FHWA funded) project, the contractor shall provide ConnDOT with a minimum of a 14-day advance notice.

Except as otherwise noted below, the contractor will be reimbursed at \$0.80 per hour of training given an employee in accordance with an approved training or apprenticeship program. As approved by ConnDOT, reimbursement will be made for training hours in excess of the number specified. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other source does not specifically prohibit the contractor from receiving other reimbursement.

Payment for training is made upon completion of the training program on this contract and not on a monthly basis.

No payment shall be made to the contractor if either the failure to provide the required training, or the failure to hire the trainee as a journeyman, is caused by the contractor. It is normally expected that a trainee or apprentice will remain on the project as long as training opportunities exist in his work classification or until he has completed his training program. It is not required that all trainees or apprentices be on board for the entire length of the contract. A contractor will have fulfilled his responsibilities, under this Special Provision, if he has provided acceptable training for the number of hours specified.

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by CDOL in connection with the existing program shall apply to all trainees or apprentices being trained for



the same classification who are covered by this Special Provision.

The number of hours shown on the proposal form for Item #2999998A On-The-Job Training Program is not to be altered in any manner by the bidder. Should the bidder alter the amount shown; the altered figures will be disregarded and the original quantity will be used to determine the amount bid for the contract.

<u>Pay Item</u>	<u>Pay Unit</u>
On-The-Job Training Program	Hour

Schedule H

DOT Policy Statement No. E.X.O-33 (June 25, 2015) follows on next page



8.3

City Of Derby

Reimbursement Request re: construction or repair of sidewalk

In accordance with Section 172-8, Derby Code of Ordinances

Please print all Information below

Permit Date 12-26-23

Completion Inspection Date 1-4-24

Name of Property Owner: CAROL Senfield

Phone Number 203-734-0784

Address of Property Owner: 238 Hawthorne Ave

Location of Sidewalk: Front City Walk

Sidewalk dimensions by Square Feet: 100 X 8 = 800 SF

Sidewalk Material and thickness: Concrete X thickness 5" Asphalt \_\_\_\_\_ thickness \_\_\_\_\_

Contractors Name: DiAiovanni & Sons Const Phone Number 203-410-5480

Contractors Address: 38 Commerce St Derby License Number 603599

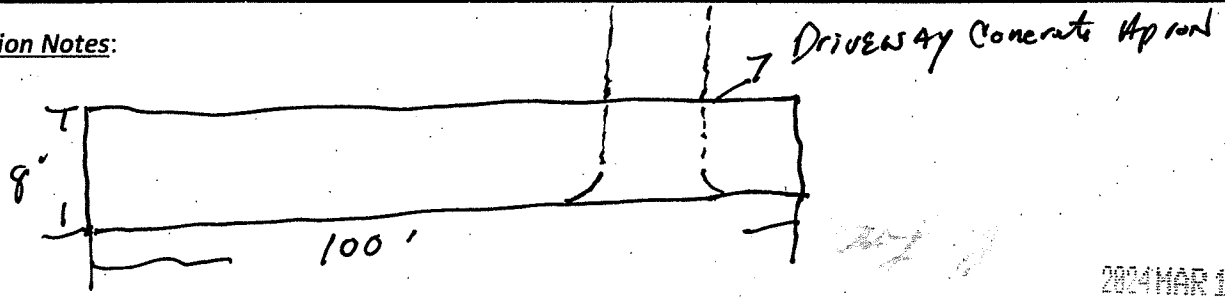
Sidewalk Cost \$ 11,800

Total Job Cost: \$ 11,800

Property owner Signature: X Carol Senfield

Please attach copy of Permit to construct or repair sidewalks

Inspection Notes:



2024 MAR 15 AM 11:00

Do not write below this line

Reimbursement Information:

Sidewalk Total Square Feet: 800

Sec. 172-8 Reimbursement Total \$ 800.00

**sidewalk material cost reimbursement**

I attest that all figures and dimensions are accurate. Signature Street Commissioner: [Signature]

2024 APR 4 AM 10:10

Signature City Clerk: \_\_\_\_\_

Approved By Board of Aldermen \_\_\_\_\_

Date approved: \_\_\_\_\_



# The City of Derby Revaluation - Overview

- The City of Derby's Reassessment was last done in 2020 and is expected to be done again in 2024 (supposed to be every 5 years, but OPM realigned the Revaluation schedule)
- Derby's current CAMA software (Computer-Assisted Mass Appraisal) vendor is Tyler Technology, and we are on their software called UNIVERS. Only 4 towns in CT are still operating on this system as everyone else has upgraded to their new system Enterprise Assessments.
- As such, the Assessor's office determined that the scope of work for the 2024 Revaluation should include:
  - Conversion away from the existing CAMA software (UNIVERS)
  - Conversion of data into the new software for utilization of the 2024 Grand List
  - Conduct 2024 Revaluation

8.4

## Reassessment Software Change - History

- Derby's current CAMA software vendor (Tyler Technologies) provided a quote to convert to their new CAMA software (Enterprise Assessments) and conduct the 2024 Revaluation on their new software
  - \$25,000 one-time set up for data conversion costs at a cost
  - \$153,000 for the 2024 Revaluation
  - \$28,000 annual ongoing software subscription fee (Currently \$11,255 annually)
- In 2023, an RFP process was performed for the tax collection and administrative software change which ultimately resulted in the selection of Quality Data Service, Inc (QDS) as the City's new provider
- **eQuality Valuation Services** is a company that specializes in providing property inventory and valuation solutions for the Assessor community and **is owned by QDS**.
- As part of the tax collection and administrative software change RFP, there was a verbal agreement that if Derby selected QDS that they could convert to eQuality's CAMA software and eQuality would conduct the 2024 Reassessment at a significantly reduced rate compared to the market value
  - Waive the prorated annual fee and online property records for 2023-2024
  - \$100,000 for the complete reappraisal and revaluation of all real property located in the city and the conversion from Tyler to eQuality CAMA software
  - \$7,500 annual ongoing software subscription fee

Derby selected QDS as their tax collection and administrative software provider and the assessor's office moved forward with a conversion to eQuality's CAMA software and revaluation services as it provided significant savings compared to the current vendor (Tyler Technologies) and included decision making based on the following slide.

## eQuality Vendor Selection

- eQuality evaluation process included agreement to the following scope items:
  - Digital Image taken of every improved parcel
  - Data Mailers sent to all improved Residential and Condominium parcels
  - All parcel changes based upon the Data Mailers will be input and processed by eQuality
  - All Improved Commercial properties inspected.
  - 400 improved Residential improved properties inspected
  - Additional 310 properties to be inspected
  - 200 Building Permits inspected
  - The last two years of Income & Expense information of income producing properties entered into the CAMA database by eQuality
- Other considerations included:
  - No bridging required between eQuality and QDS administrative software. Seamless data transfer between programs.
  - Naugatuck Valley clients of eQuality:
    - Ansonia
    - Bethany
    - Naugatuck
    - Oxford
    - Seymour
    - Shelton
    - Waterbury
    - Watertown
    - Woodbridge
    - Woodbury



## Revaluation Timelines

Key Milestones	Due
<b>Project Startup</b>	<b>April 1, 2025</b>
eQuality Software Conversion completed.	01/02/2024
Data Mailers Sent with a return date of 05/01/2024	04/15/2024
Assessor to Identify Properties to Inspect	05/12/2024
Data Collection Complete	08/29/2024
I&E Entry and Analysis	08/29/2024
Residential Data Valuation (except final permits)	09/05/2024
Commercial, Industrial, Public Util and Exempt Valuation	09/05/2024
Land Study and Values	09/05/2024
Complete Valuation Cost Tables for final analysis	09/05/2024
Complete Building Cost Manuals	10/01/2024
Market Rent, Expense and CAP Analysis	10/17/2024
Pricing, Review & Final Valuation	11/07/2024
Assessment Notices	11/21/2024
Informal Hearings Start	12/01/2024
Informal Hearings End	12/15/2024
Hearing Result Notices	12/29/2024
Project Completion (excluding BAA)	01/16/2025

- The software conversion needed to be completed by January of 2024 to convert the data into the software and meet the timelines
- Income and Expense Statements to Business went out on April 1, 2024, due June 1, 2024
- Data Mailers to residents have not been sent out yet and the timelines for the Reevaluation are at risk if delayed for an RFP process
- If the timeline needs to be delayed for a 45-day RFP process, Derby may have to request permission from the state to delay their Reevaluation to 2025

## RFP Bid Waiver Request

- The tax assessor's office is requesting an RFP Bid waiver so they can continue to work with eQuality to complete the Revaluation in 2024
- Conducting an RFP is unlikely to produce a better bid than what eQuality provided and may delay the Revaluation to 2025 resulting in additional costs
  - Derby will need to compensate eQuality for the work they have already performed to convert to their CAMA software (\$11,600) and pay for 1 year of service (\$7,100)
  - Unlikely that a new vendor would use eQuality's CAMA software resulting in the need to convert to another software in 2025. eQuality started the conversion to their software in July 2023 and completed in January of 2024 (6 months)

Connecticut Certified Revaluation Companies Active as of June 15, 2023

Company Name	Expiration	Certified Type	Certified Number	Address	City	State	Zip Code	Website
Appraisal Resource Group, Inc.	2024	R&P	49	133 Wall Street	Coventry	CT	06238	
Baron Appraisal Services, LLC	2024	R&P	105	1278 Cheshire Street	Cheshire	CT	06410	baronappraisal.com
Benebury Analytics, LLC	2024	R	108	214 Main Street	Hartington	CT	06032	
Michael Beckett D/B/A Assessment Services	2024	R&P	73	84 Hope Street	Norwalk	CT	06857	
Tyler Technologies, Inc.	2024	R&P	20	554 Liberty Highway Unit 9	Durham	CT	06820	www.tyler-tech.com
Connecticut Revaluation Services	2025	R&P	99	451 Prospect Hill Rd	Colechester	CT	06415	
J.F. Ryan Associates, Inc.	2025	R&P	46	19789 462-0036	Newbury	MA	01951-1746	
Lawrence Revaluation Services	2025	R	105	66 Willington Avenue	Southford Springs	CT	06276	
Northeast Revaluation Group LLC	2026	R	106	205 Haines Road, #213	Warwick	RI	02886	www.nereval.com
Charles B. Feldman and Associates, LLC	2026	P	61	Post Office Box 1236	Madison	CT	06443	
eQuality Valuation Services, LLC	2026	R	92	121 Montmark Heights Road	Waterbury	CT	06705	www.equalitycama.com
Enn City Advisors, LLC	2027	R&P	113	2264 Sias Deane Highway	Roxbury Hill	CT	06067	
Safeground Analytics, Inc.	2027	R	112	1413 387-3428	Norfolk	MA	01060	
G & K Associates	2028	P	51	PO Box 1027	Manchester	CT	06245	
Lawrence G. Labaree	2028	R	71	45 Maple Street	Wilbraham	MA	01095-1730	
Municipal Valuation Services LLC	2028	R	97	23 Sherman Street, Suite 201	Fairfield	CT	06824	www.mvsl.com
Vision Government Solutions, Inc.	2028	R&P	50	1 Cabot Road, Suite 100	Hudson	MA	01749	www.vgsi.com

\*Certificate Type R=Real Property P=Personal Property

## Conclusion

- Conducting an RFP now will increase the costs for the city and may delay the 2024 Revaluation to 2025
- Given the small number of certified Revaluation companies that could perform this task, the likely hood a software conversion would need to take place if a new vendor was selected, and the sunk costs already incurred for eQuality, it makes it highly unlikely that conducting this RFP process would be financially beneficial for Derby
- **Please grant an RFP Bid Waiver for the selection of eQuality as the new CAMA software provider and 2024 Revaluation vendor**

## CITY OF DERBY, CONNECTICUT

## CONTRACT

**REAPPRAISAL AND REVALUATION OF TAXABLE AND TAX-EXEMPT REAL PROPERTY  
LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF DERBY, CONNECTICUT EFFECTIVE  
OCTOBER 1, 2024**

This Contract is made as of the \_\_\_\_ day of September 2023 (the "Effective Date"), by and between the **CITY OF DERBY, Connecticut**, a municipal corporation organized and existing under the laws of the State of Connecticut (the "City"), and **eQuality Valuation Services, LLC** (the "Contracting Party").

**WITNESSETH THAT:**

**WHEREAS**, the **CITY** through its **ASSESSOR**, plans to undertake a complete reappraisal and revaluation of all property located within the corporate limits of the **CITY**, and

**WHEREAS**, the **CONTRACTOR** is to assist the **ASSESSOR** in making such reappraisal and revaluation and represents that it is experienced and qualified to carry on such work and is familiar with the recognized appraisal practices and with the standards required for determining ad valorem values for assessment purposes.

**NOW**, therefore the **CITY** and the **CONTRACTOR**, under the conditions and the consideration hereinafter set forth, hereby agree to following:

**1. ENGAGEMENT OF CONTRACTOR**

The **CITY** hereby engages the **CONTRACTOR**, and the **CONTRACTOR** hereby agrees to make a complete reappraisal and revaluation of all real property located within the corporate limits of the **CITY** and to perform all the services and furnish all the records, materials, forms, and supplies required by and in complete accordance with the **CONTRACT SPECIFICATIONS**. A copy is attached hereto and made a part hereof (Appendix A) all such labor, records, materials, forms and supplies to comply with the requirements of the pertinent Connecticut General Statutes and Special Acts, pertinent Regulations of Connecticut State Agencies, pertinent rulings of the Secretary of Office of Policy and Management, pertinent ordinances and agreements of the **CITY**, and pertinent decisions of several courts.

**2. COMMENCEMENT AND COMPLETION DATES**

- a. The **CONTRACTOR** agrees to commence all work on or before April 1, 2024.
- b. The **CONTRACTOR** agrees to complete the work through the informal public hearings on or before January 10, 2025.
- c. The **CONTRACTOR** agrees to adhere to the time schedule for the revaluation project as set forth in the **CONTRACT**.

**3. COMPENSATION**

The **CITY** agrees to pay the **CONTRACTOR** the total sum of \$100,000 as compensation for the services to be performed, including the conversion of the Assessor's prior Tyler CLT CAMA software to eQuality Software. The operating systems, the database records, materials, forms and supplies shall be furnished by the **CONTRACTOR**. The **CONTRACTOR** and the **CITY** agree that the methods of billing and payments shall be set forth in the **CONTRACT SPECIFICATIONS**.

**4. TRANSFER, ASSIGNMENT AND SUBLETTING OF CONTRACT**

The **CONTRACTOR** agrees that it shall not transfer, assign or sublet the **CONTRACT**, or any part therein, or any interest therein without first receiving prior written approval from the **CITY** and the bonding company. The **CONTRACTOR** further agrees that any such assignment or transfer without prior written approval by the **CITY** and bonding company shall not release the **CONTRACTOR** from any responsibility or liability as set forth in this **CONTRACT** and specifications.

## 5. INDEMNIFICATION AND CONDITIONS

- a. The **CONTRACTOR** is an independent **CONTRACTOR** and shall not be construed to be an agent or employee of the **CITY OF DERBY**. The **CONTRACTOR** further agrees to indemnify, hold harmless and defend the **CITY** at the **CONTRACTOR'S** expense from any and all liability for loss, damage or expense for which it may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under the **CONTRACT**. Costs and expenses for or on account of any patented or copyrighted equipment, materials, articles or processes used in the performance of this **CONTRACT** shall be the responsibility of the **CONTRACTOR**.
- b. Upon execution of this **CONTRACT**, and thereafter, no less than fifteen (15) days prior to the expiration date of any insurance policy delivered pursuant to this **CONTRACT**, the **CONTRACTOR** shall deliver to the **CITY** a certificate(s) of insurance to show compliance with the specifications.
- c. Financially responsible insurers duly licensed to do business in the State of Connecticut shall issue each policy of insurance. The insurers shall be reasonable and acceptable to the **CITY** and shall have an A.M. Best Company rating of "A/VII" or better.
- d. Each policy of insurance shall include a waiver or subrogation in favor of the **CITY** and shall provide no less than thirty (30) day notice to the **CITY** in the event of a cancellation or change in conditions or amount of coverage.
- e. The **CONTRACTOR** will promptly notify the **CITY** of any claim or case formally brought against the **CONTRACTOR**.

## 6. MISREPRESENTATION OR DEFAULT

The **CITY** may void this agreement if the **CONTRACTOR** has materially misrepresented any offering or defaults on any contract with a Connecticut municipality.

## 7. CANCELLATION


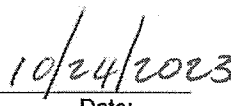
The **CITY** shall have the right at its option and without prejudice to terminate the **CONTRACT** and withhold any payments due if the **CONTRACTOR** does not pay its debts as they become due. If a receiver is appointed for its business or its assets and not voided within sixty (60) days, the **CONTRACTOR** shall make an assignment for the benefit of its creditors or interest herein shall be sold under execution of, it shall be adjudicated insolvent or bankrupt then and forthwith thereafter.

If the **CONTRACTOR** fails to perform the **CONTRACT** in accordance with its terms or if the **CITY** reasonably doubts that the **CONTRACTOR'S** work is progressing in such a manner as to ensure compliance with the schedule of completion dates set forth in the **CONTRACT SPECIFICATIONS** and any addendum thereto, the **CITY** shall have the right, upon seven (7) days written notice to the **CONTRACTOR** and its surety bonding company to declare the contract in default and thereby terminated. The **CITY** shall then have the right to award the **PROJECT** or the remaining work thereof to another **CONTRACTOR**. If this termination clause is invoked, the **CONTRACTOR'S** agents and employees shall, at the **ASSESSOR'S** direction, vacate in an orderly fashion the office space provided by the **CITY** (if applicable), leaving behind all properly filed and indexed records, as well as any and all property of the **CITY**. Any funds held by the **CITY** under the **CONTRACT** shall become the property of the **CITY** to the extent necessary to reimburse the **CITY** for its cost in obtaining another **CONTRACTOR** and supervising the transition.

Termination of the **CONTRACT** and retention of funds by the **CITY** shall not preclude the **CITY** from bringing an action against the **CONTRACTOR** for damages or exercising any other legal, equitable or contractual rights the **CITY** may possess in the event of the **CONTRACTOR'S** failure to perform.

IN WITNESS HEREOF OF THE CITY OF DERBY, CONNECTICUT AND IN THE PRESENCE OF:

_____ Witness	_____ Date	_____ CITY OF DERBY, CONNECTICUT	_____ Date:
		BY:	

_____ Witness	_____ Date	 eQuality Valuation Services, LLC.	 Date:
		BY: Vincent Crudele, President	

Have executed this **CONTRACT** on the date first mentioned above.



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**CONTRACT SPECIFICATIONS  
FOR SOFTWARE CONVERSION AND REVALUATION UPDATE SERVICES**

**DEFINITIONS:**

**Assessor:** The word "Assessor" shall mean the duly appointed Assessor of the **CITY OF DERBY**.

**Project:** The word "project" shall mean Reappraisal and Revaluation of all Real Property in the **CITY OF DERBY** for tax assessment purposes.

**CITY:** The word "CITY" shall hereinafter mean the **CITY OF DERBY**, Connecticut.

**CONTRACTOR:** The word Contractor shall hereinafter mean the **eQuality Valuation Services, LLC**.

Contact Information:

**Vincent Crudele**

President

121 Mattatuck Heights Road

Waterbury, CT 06705

Phone: 203-755-9031

Fax: 203-574-4360

**vincent@qds.biz**

**Vicki Powell-Crudele**

Director of Product Development

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Waterbury, CT 06705

Phone: 203-346-1000 x236

Fax: 203-574-4360

**vicki@qds.biz**

I. SCOPE OF THIS PROPOSAL

This proposal is for:

- The conversion of the exiting Tyler Software to eQuality software.
- The City will file their 2023 Grand List from their current software.
- eQuality will convert the data with costing tables by January 2024.
- eQuality will be installed in the City in January of 2024 replacing Tyler for the 2024 Grand List.
- eQuality will perform the 2024 Revaluation as stated in the CONTRACT.

This proposal is for the complete reappraisal and revaluation of all real property located within the corporate limits of the **CITY** and to perform all the services and furnish all the records, materials, forms, and supplies required by and in complete accordance with the **CONTRACT SPECIFICATIONS**.

## II. eQUALITY SOFTWARE and DATA CONVERSION

### A. INTRODUCTION

Our CAMA software is a powerful, flexible, and comprehensive property inventory and valuation solution for the Assessor community. eQuality provides the functionality to maintain, value and track properties and associated revenue. It is built on the Microsoft Platform, using the most up to date .net and web technologies. What makes eQuality stand out above the competition?

- eQuality provides a seamless auto bridge with the QDS Assessor and Tax Collector applications, reducing dual input across the applications and departments.
- The software runs on the same platform as QDS reducing any additional system software costs.
- There are no per seat license fees.
- There are no additional charges for the Counter / Public Machines.
- The software provides Tablet functionality at no additional charge.
- Our customer service is outstanding. We provide unlimited telephone, email and remote access support.

eQuality has also successfully converted the Tyler CLT system on numerous occasions. We are familiar with the data, sketches, and valuation modules.

---

## B. CONVERSION REQUIREMENTS

- 1) All data required to convert.
- 2) Cost Tables, Lookup, and other control tables.
- 3) All Images and other Documents that need converted.

Once the data is received by eQuality, the mapping and conversion of the Tyler CLT data will begin. From this point on ALL changes to the Tyler CLT database by the **CITY** must be saved for re-entry. It is the responsibility of the **CITY** to re-enter this data in the converted eQuality CAMA database

## C. COST TABLES

Cost tables will be calibrated to represent the values generated by the Tyler CLT Software. The two CAMA Systems are different and there are some differences in the model calculations, however these differences are slight and can be managed through small adjustments. These adjustments will be removed during the Revaluation and should not affect the day-to-day work in the Assessor's office.

Properties valued by Income and values that were overridden in Tyler CLT will have hard overrides in eQuality that will all be removed at the next Revaluation.

Cost tables are to be provided by the **CITY**

## D. LOADING FIELD CARDS and OTHER DOCUMENTS OPTION

PDFs can be linked in batch identified with the PARCEL IDENTIFIER/Unique Id in the File Name. Documents stored in a file system with the PARCEL IDENTIFIER/Unique Id in the File Name can also be linked in batch.

## E. TRAINING

Successful implementation of the eQuality software requires proper training of the City staff. Not only training on the new software is needed but also training on the differences and conversion ideology used. This approach makes the end users' day to day work and transition to new software easier.

The training is comprised of multiple modules, which are delivered in three sessions. Each training module corresponds to a chapter in the training manual. It

consists of classroom lectures as well as hands-on exercises based on real-life scenarios. Training is provided at the Waterbury Training Center at 121 Mattatuck Heights Road in Waterbury. The Waterbury Training Center offers the ideal environment for users to gain hands-on training in a classroom setting. The center includes three user workstations where students will perform lab exercises in a test environment. This offsite location allows students to focus on learning eQuality's software system away from the hectic office and without interruptions from day-to-day job responsibilities.

Additional initial training is provided for the Assessor and selected staff to provide them with the ability to navigate through the database for inquiry purposes throughout the duration of the project.

Training at our Waterbury Facility is included as part of the Conversion. There is a per day per Student charge for Offsite Training which will be provided in a separate quote upon request.

#### F. SOFTWARE MAINTENANCE and SUPPORT

eQuality provides unlimited access to our CAMA software for our clients. We do not charge a fee per workstation. Counter / Public machines are also included in our overall price.

State mandated administrative changes and programming enhancements are included in the software updates.

Our exceptional client support is also part of the overall package. We will work with the **CITY** on any issues or questions, providing telephone or remote access support. No additional charges occur for such things as specific reports, assistance with sketching or other questions and assistance.

#### A. SOFTWARE PRICING STRUCTURE

The Software fees will be prorated from the date of installation and billed annually in July.

The first billing cycle will be July 2024 for the 2024-2025 yearly support.

eQuality will waive the prorated annual fee and online property cards for 2023-2024 billing cycle.

Annual Fee	6,000
Online Property Record Cards	1,500

### III. REVALUATION GENERAL CONDITIONS

#### A. CONTRACTOR

Each company, corporation, partnership, or individual hereinafter termed **CONTRACTOR** must hold from the time of submission of the proposal through the completion of all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section 12-1c of the Connecticut General Statutes.

#### B. PERSONNEL

The **CONTRACTOR** shall provide experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provision of Federal and State governments. Prior to the commencement of the **PROJECT** the **CONTRACTOR** will provide the qualifications for all personnel proposed for the **PROJECT**. Personnel are subject to the approval of the **ASSESSOR**. The **CITY** and may be removed for cause from this **PROJECT** by the **CONTRACTOR** upon written notification from the **ASSESSOR**.

### IV. PROTECTION OF THE CITY

#### A. BONDING

To secure faithful performance by the **CONTRACTOR**, of the terms of this agreement, shall furnish to the **CITY** a Performance Surety Bond the amount of this **CONTRACT**, which bond shall be issued by an admitted bonding company licensed to do such business in the State of Connecticut with a minimum A.M. Best Company rating of at least "A-/VIII". Said bond shall be delivered to the **CITY** prior to the commencement of the actual work and shall be in a form satisfactory to the **CITY** Attorney. This bond shall include the appeal requirements of these **SPECIFICATIONS**. It is understood and agreed that upon completion and delivery of the revaluation to the **CITY**, the performance bond shall be reduced to ten (10%) of the value of the contract to cover the defense of all appeals. This reduced bond amount shall become effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the October 1, 2024 Grand List. The **CITY** reserves the right to waive any insurance requirement if it is in the best interest of the **CITY**.

B. INSURANCE

The **CONTRACTOR** shall, at its own expense, provide and keep in force:

1. Workers' Compensation insurance in the required amount and employers' liability insurance in the

following amount:

Bodily injury by accident - \$100,000 each accident

Bodily injury by disease - \$500,000 each accident, and

Bodily injury by disease - \$100,000 each employee

The policy must provide coverage for benefits payable under the Connecticut Workers Compensation Act and include the Voluntary Compensation endorsement.

2. Appraiser's professional liability insurance providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim subject to \$2,000,000 aggregate. Any deductible applicable to a claim must be noted on the Certificate of Insurance. If the policy is written on a claim made policy form, the insurance must be maintained by the **CONTRACTOR** for a period of two (2) years from the completion of the contract.

3. During the term of the **CONTRACT**, the **CONTRACTOR** shall provide general liability insurance for bodily injury and property damage. The public liability insurance shall be written on a Comprehensive form and include without limitation, coverage for premises and operations, completed operations, independent contractors, broad form property damage, and blanket contractual personal injury. The required limits of liability are:

\$2,000,000 - General Aggregate

\$2,000,000 - Product Completed Operations Aggregate

\$1,000,000 - Personal and Advertising Injury

\$ 50,000 - Fire Damage/Fire

\$ 5,000 - Medical Expense/Person

The **CITY** must be named as an Additional Insured on the policy.

4. Automobile liability insurance shall be written with a Comprehensive Form and include coverage for hired, owned and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.

The **CITY** must be named as an Additional Insured on the policy.

### C. LIQUIDATED DAMAGES

Liquidated damages shall be deducted from the **CONTRACT** price and will represent a fair and equitable estimate of damages the **CITY** will suffer if the **CONTRACTOR'S** work is not completed by January 16, 2025. The **CITY** shall have the right to use the funds withheld from each periodic payment to the **CONTRACTOR**, to satisfy in whole or in part, this liquidated damages clause. Delays occasioned by war, strike, explosion, acts of God or an order of court or other public authority are accepted.

Failure by the **CONTRACTOR** to complete all work prior to the date specified herein, January 16, 2026, shall be cause for a penalty payment by the **CONTRACTOR** upon request of the **ASSESSOR** in the amount of **TWO HUNDRED FIFTY DOLLARS (\$250.00)** per day beyond the specified date of completion. The **CONTRACTOR** agrees that this is fair value and that it reasonably approximates the cost to the **CITY** for any delays beyond the mandatory completion date of January 16, 2025. For the purpose of this penalty only, completion of all work not later than January 16, 2025, is defined as follows:

1. Completed **CAMA** database, integration of **CAMA** software with administrative software, property record cards with all measurements, listing, sketches, photographic images, pricing, review, and final valuation.
2. Assessment change/data mailer notices mailed to comply with requirements of Connecticut State Statutes.
3. Completion of the Informal Hearings and Hearing Result Notices sent.

## V. CHANGES TO THE CONTRACT

### A. CHANGES

Changes in these specifications to the **CONTRACT** will be permitted only upon written mutual agreement of the **CONTRACTOR** and the **CITY** or the **ASSESSOR**.

### B. COMPLETION DATE AND TIME SCHEDULE

The revaluation work may be started at the convenience of the **CONTRACTOR**, but not later 14 days after contract signing and must continue in a diligent manner so as to ensure completion within schedule of completion dates as set forth below: The following phases of revaluation must be completed in accordance with the following schedule:



Key Milestones	Due
<b>Project Startup</b>	<b>April 1, 2025</b>
eQuality Software Conversion completed.	01/02/2024
Data Mailers Sent with a return date of 05/01/2024	04/15/2024
Assessor to Identify Properties to Inspect	05/12/2024
Data Collection Complete	08/29/2024
I&E Entry and Analysis	08/29/2024
Residential Data Valuation (except final permits)	09/05/2024
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Complete Building Cost Manuals	10/01/2024
Market Rent, Expense and CAP Analysis	10/17/2024
Pricing, Review & Final Valuation	11/07/2024
Assessment Notices	11/21/2024
Informal Hearings Start	12/01/2024
Informal Hearings End	12/15/2024
Hearing Result Notices	12/29/2024
Project Completion (excluding BAA)	01/16/2025

## C. PAYMENT SCHEDULE

Derby			
Phase		Amount	
Bonding, Project Startup, Project Management, Project Support	10%	10,000	
Mailers, Collection, Images and Entry	40%	40,000	
Valuation Analysis and Review	37%	37,000	
Print and Mail Notices	4%	4,000	
Informal Hearings Completed and Final Adjustments Made	5%	5,000	
BAA and Final Work Products	4%	4,000	
Sub Total		100%	100,000
Conversion & 6 months of Annual Costs:			11,600
Conversion Rebate			11,600
Total		100%	100,000

## 1. PERIODIC PAYMENTS

Payments shall be made in the following manner:

Thirty (30) days after the execution date of this **CONTRACT** and at the end of each thirty (30) day period thereafter for the term of this contract, the **CONTRACTOR** will certify in writing to the **ASSESSOR** the percentage of the total work completed under the **CONTRACT** which the **CONTRACTOR** has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of the work performed by volume, street category or in any manner as required by the **ASSESSOR**. The itemization shall be categorized by each of the "Stages of Completion" listed on the schedule below.

The **CITY** upon approval of the **ASSESSOR** will pay the **CONTRACTOR** the percentage of the total compensation under the contract equal to the percentage of the work certified as having been completed during said period as outlined in the "Stages of Completion". The **CITY** will retain ten percent (10%) from the **CONTRACTOR** for payment until such time that he or she has fully and satisfactorily performed ALL its obligations, requirements, and litigations under the **CONTRACT**.

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## 2. FISCAL YEAR LIMITATIONS

The contract cost shall be paid in the 2023/2024 and 2024/2025 CITY fiscal years according to the provisions of this section and subject to the appropriation of necessary funds by the **CITY'S** fiscal authority. **CONTRACTOR** shall incur no cost in any fiscal year in excess of that year's annual appropriation plus the balance of prior years' unexpended appropriations.

## VI. RESPONSIBILITIES OF THE CONTRACTOR

### A. GOOD FAITH

The **CONTRACTOR** shall in good faith use its best efforts to assist the **ASSESSOR** in determining accurate and proper fair market valuations and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities under Section V. (H)

### B. PUBLIC RELATIONS

The parties of this revaluation **PROJECT** recognize that a good public relations program is required in order that the public of the **CITY** may be informed as to the purpose, benefits, and procedures of the revaluation.

The **CONTRACTOR** shall provide reasonable assistance to the **ASSESSOR** in conducting a program of public information through the press and other media. This will include but not be limited to meetings with citizens, clubs, associations and property groups as a means of establishing understanding and support for the revaluation.

### C. CONDUCT OF COMPANY EMPLOYEES

As a condition of this **CONTRACT** the **CONTRACTOR'S** employees shall at all times treat the residents, employees and taxpayers of the **CITY** with respect and courtesy. The **CONTRACTOR** shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

### D. RECORDS

#### 1. GENERAL PROVISIONS

The **CONTRACTOR** shall provide all property record cards, computer supplies, other supplies, equipment, forms, literature and papers to be used in this

project at no additional cost to the **CITY**. All forms shall be subject to approval by the **ASSESSOR** as to format, design, content, shape, size, color, quality and quantity and shall be further subject to the approval of the Secretary of the Office of Policy and Management as may be required by Connecticut General Statutes.

## 2. CAMA REQUIREMENTS

The **CITY** is currently licensed to utilize the **EQUALITY CAMA** Software. **CONTRACTORS** are required to use this software to perform this revaluation project.

## 3. RECORDS ARE CITY PROPERTY

The original or a copy of all records and computations including machine readable databases made by the **CONTRACTOR** in connection with any appraisal of property in the **CITY** shall, at all times, be the property of the **CITY** and upon completion of the **PROJECT** or termination of this **CONTRACT** by the **CITY** shall be left in good order in the custody of the **ASSESSOR**. Such records and computations shall include not be limited to: **ASSESSOR'S** maps, land value maps, cost investigations and schedules, data collection forms, listing cards, property record cards with property valuations and sketches, capitalization rate effective date, sales data, depreciation tables, computations of land and/or building values, all letters of memoranda to individuals or groups explaining methods used in appraisals, operating statements of income properties, duplicate notices of valuation changes and database of all property records, **CAMA** systems, and integration with administrative system.

## 4. ASSESSOR'S RECORDS

The **CONTRACTOR** shall use a system approved by the **ASSESSOR** for the accurate accounting of all records and maps, which may be taken from the **ASSESSOR'S** office in conjunction with this **PROJECT**. All such records and maps shall be returned immediately following their use. None of the **ASSESSOR'S** records shall be taken outside of the corporate limits of the **CITY** without prior permission of the **ASSESSOR**.

## 5. PROPERTY RECORD CARDS

The **CONTRACTOR** shall complete **Property Record Cards**, commonly referred to as "**Street Cards**" and file in alphabetical street order. These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of records, source of title, size, shape and physical characteristics of land, with the breakdown in acreage, along with the unit of value applicable to

each public utility, public improvements and zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details. Quality of construction, age, condition, replacement values, and percent of physical, functional, and economic depreciation, depreciated values, fair market value and assessment value will be shown. A computer generated sketch of all buildings with the appropriate scale of such sketch along with an accompanying photograph shall also be shown on these cards.

#### 6. COLLECTION AND DATA MAILERS

The **CONTRACTOR** will link the returned data mailers and the collection cards to its parcel in the database.

#### E. ASSESSMENT NOTICES

Prior to the mailing of the assessment notice/data mailers, the **PROJECT** manager will review the final values with the **ASSESSOR**. If deemed by the **ASSESSOR** to be unacceptable the values will be corrected or revised by the **CONTRACTOR**. The final judgment on all values will be with the **ASSESSOR**.

At the close of the revaluation a notice shall be sent, at the **CONTRACTOR'S** expense, by first class mail to each property owner of record setting forth the value that has been placed upon the property identified in the notice, prepared in duplicate and in conformity with the Connecticut General Statutes. The **CONTRACTOR** will provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informational public hearings. Such notices shall be subject to approval by the **ASSESSOR**.

#### F. INFORMAL PUBLIC HEARINGS

At a time, mutually agreeable to the **ASSESSOR** and **CONTRACTOR**, following completion of all review work by the **ASSESSOR** and the **CONTRACTOR**, the **CONTRACTOR** shall hold public hearings so that property owners or their legal representatives may appear, or be heard, at specified times to discuss with qualified members of the **CONTRACTOR'S** staff, the valuations of their property. The **CONTRACTOR'S** personnel shall explain the manner and methods used to arrive at the new value. All Informal Hearings will be conducted via telephone.

The **CONTRACTOR**, in conjunction with the **ASSESSOR**, shall schedule a sufficient number of hearings and provide sufficient personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer, or their legal representative, shall be given consideration and adjustments shall be made where warranted.

The **CONTRACTOR** shall keep records on a form approved by the **ASSESSOR** of all those owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the **ASSESSOR**.

The **CONTRACTOR** shall be responsible for sending notices, by First Class mail at the **CONTRACTOR'S** expense, to each taxpayer or his or her legal representative who appears at these hearings seeking a review of valuation. Such notice shall include the original valuation determined by the **CONTRACTOR** and any adjusted valuation as deemed appropriate based on any information received at such hearing.

#### G. BOARD OF ASSESSMENT APPEALS

The **CONTRACTOR** shall have the project supervisor available for two (2) hours of training sessions with the Board of Assessment Appeals prior to the Board's hearings relative to the October 1, 2024 Grand List. After the completion of the duties of the Board of Assessment Appeals, such availability and attendance shall not be required to assist in the settlement of complaints and/or to explain the valuation changes. The **CONTRACTOR** shall enter all changes made by the Board of Assessment Appeals to the valuation file and generate new street cards and summary reports for the **ASSESSOR**.

#### H. LITIGATION

In the event of appeal to the courts, eQuality shall furnish a competent witness or witnesses, from eQuality, approved by the **ASSESSOR** to defend the valuation of the properties appraised. It is understood that eQuality shall furnish said witness or witnesses on any court action instituted on the October 1, 2024 Grand List assessments up to 3 days, anything over 3 days eQuality shall be compensated at a per Diem rate of **\$ 1,000**. eQuality shall not be held responsible for any assessment changed from the original valuation figure by parties other than eQuality. The **CITY** is responsible for the cost of any third-party consultant outside of eQuality.

#### I. INFORMATION

##### 1. INFORMATION TO THE CITY

The **CONTRACTOR** shall give to the **ASSESSOR** any and all information requested pertaining to the **PROJECT** for a period of two (2) years after completion of the duties of the Board of Assessment Appeals on the October 1, 2024 Grand List without any additional cost to the **CITY**.

## 2. WORK SCHEDULE

Throughout the appraisal process the **CONTRACTOR** shall satisfy all requests made by the **CITY** for information as to the **CONTRACTOR'S** planned work schedule for the **PROJECT**, personnel employed on the **PROJECT**, appraisal methods and procedures utilized, and the status of the work. Written monthly status reports are required to be filed with the **ASSESSOR** throughout the duration of the **PROJECT**. Samples are provided at the end of this document.

## VII. VALUATION SPECIFICATIONS

### Methodologies Used for Appraising

In estimating the market values of the properties, the three usual approaches to value will be considered, i.e., the sales comparison approach, the income capitalization approach and the cost approach. Each property will be appraised utilizing the methods appropriate for that specific property, summarized as follows:

- Vacant Land – Comparable Sales Approach (and Land Residual Analysis)
- Improved Residential – Cost / Comparable Sales Approach
- Improved Commercial – Cost / Comparable Sales / Income Approach
- Improved Industrial – Cost / Comparable Sales / Income Approach
- Condominium - Comparable Sales Approach
- Special Purpose and Exempt Property – Cost / Comparable Sales Approach

**Cost Approach** - In developing the cost approach, land values will be arrived at utilizing comparable land sales or via the land residual analysis. Additional land sales from outside the **CITY** will be developed if sufficient comparable sales within the **CITY** do not exist (i.e., large parcels of land). Replacement cost estimates for the buildings and site improvements are developed using Marshall Valuation Service, or a comparable cost service employed by the **CITY** as a guide. Trended historic costs will also be considered for recently constructed properties. Deductions for accrued depreciation, and/or additions for developer's profit will be applied based on our physical inspection of the property and market factors.

**Sales Comparison Approach** – This approach involves a study of recent transfers of properties similarly improved to the subject. These properties are compared and adjusted to the subject property, with consideration given to such value-influencing variables as time, location, physical characteristics of the site and improvements, financing, conditions of sale, etc. Sales of comparable properties will be verified and fully developed.

Accurate sales data serves as the foundation of the valuation process. Terms of the sale, purchase price, financing, special conditions, etc. will be explored and verified to judge the validity of the sales.

**Income Approach** - The income capitalization approach will be developed via direct capitalization through the application of an overall capitalization rate. Gross rent multiplier analysis will be developed for small multi-family properties. Market income, vacancy and expenses will be arrived at by examining confidential income and expense forms submitted by property owners, as well as gathering comparable data from outside the City for regional properties as needed. Capitalization rates will be developed utilizing comparable sales data, the band-of-investment technique, debt-coverage formula, and investor surveys.

Income and expense data gathered by the **CITY** shall be utilized by the **CONTRACTOR** for income producing, and, where appropriate, owner-occupied properties. Any income and expense data including OPM form number M-58 with accompanying summary reports and rent schedules shall become property of the **CITY**. All information filed and furnished with the M-58 report shall not be a public record and is not subject to the provisions of Connecticut General Statutes Section 1-210 (formerly 1-19) Access to Public Records, Exempt Records of the Freedom of Information Act. From these returns and other data sources, such as field investigations and interviews, the **CONTRACTOR** will establish market or economic rent and expenses for income producing properties. The **CONTRACTOR** shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors, and appraisers to ensure their accuracy. When the rates and methods have been approved by the **ASSESSOR**, the **CONTRACTOR** shall perform the income approach using both actual and economic income and expenses. The **CONTRACTOR** shall be responsible for entering all income data into the system for the Income and Expense forms returned in the spring of 2023 and 2024.

#### VIII. LAND VALUATION

Land shall be valued on the basis of an analysis of all sales data occurring during the two-year period prior to October 1, 2024 or such other reasonable period of time deemed necessary by the **ASSESSOR**. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the **ASSESSOR**. All factors affecting the final value of land shall be considered such as location, topographical constraints, zoning, utilities, size, vacancy, easements, rights-of-way, form of ownership, non-conforming uses and zoning variances.

The **CONTRACTOR** shall appraise all the following land classifications within the **CITY**: residential, commercial, industrial, agricultural, special use, public utility, vacant and unimproved.

After consideration of the environmental, economic and social characteristics of the **CITY**, the **CONTRACTOR** shall, with the cooperation and approval of the **ASSESSOR**



delineate "neighborhood or specific market area" units within the **CITY**. Each unit will, in the **CONTRACTOR'S** opinion, exhibit homogeneous characteristics. Each unit shall be assigned a separate identification code, which will be used for valuation. These neighborhood/market codes shall be recorded and maintained on all property record cards and the computer database.

PA490 Rates provided by the State will be updated upon the approval of the **ASSESSOR**.

For the Land Value analysis, include comparable commercial land sales within the **CITY of DERBY** or in an area where the property competes, particularly those with frontage on state roads.

The **CONTRACTOR** shall supply and leave for the **CITY** no less than three (3) copies of all of the above required building cost and depreciation schedules and land tables for the **CITY'S** usage. One (1) copy of which shall be turned over to the **ASSESSOR** upon approval of the schedules.

## IX. THE REVALUATION

### **Remote Access to Live Revaluation Data**

During the Revaluation project, the Assessor has access to the data as we are collecting and to the values as we are calibrating the tables. Unlike other revaluation companies, at eQuality the Assessor and their staff have full access to the revaluation database – Real Time. This provides them with the ability to monitor the progress of the project from start to end. They can review the data collection, data entry and the valuation at any time throughout the project

### **Synchronization of the Live and Revaluation Databases**

To minimize the dual entry and ensure that the databases are in sync, eQuality has a process to programmatically manage change. During the Revaluation project, the CITY will continue its normal day-to-day work. It is the responsibility of the Assessor to ensure that sales and permits are kept up to date throughout the project.

eQuality will run our **Reval Merge** process to combine selected data from the **CITY** into the Reval Database. Manual review of specific data and data which is in conflict is done by eQuality to ensure the data integrity. This is proprietary software used exclusively by eQuality.

During a Revaluation, the data in the buildings as well as the land neighborhoods are updated by both the **CITY** and the **CONTRACTOR** which may result in conflicting information. The Building and Land information is not brought directly over to the Revaluation database. This data is manually reviewed. It is the

responsibility of the Assessor to print the field card and highlight these changes to provide to eQuality.

## X. COLLECTION SPECIFICATIONS

### Data Mailers

To ensure public confidence taxpayers must play an active and important role in monitoring the quality of the data to be used as the basis of this revaluation. The **CONTRACTOR**, as a quality check of the existing CAMA database, shall at their own expense prepare and send out a mailer to every owner of each parcel of property within the **CITY**. Included with these data mailers will be a cover letter that explains the purpose and content of the mailer. If owners find any information about the property to be incorrect, they will be instructed to return the data mailer with the corrected information at an informal hearing scheduled by the

**CONTRACTOR**. The **CONTRACTOR** will review with the **ASSESSOR** the returned data mailers and decide on appropriate action.

Inspections will be done based upon Data Mailers, Permits and Sales as needed. The parcels to be inspected will be comprised of:

All Commercial properties will be collected.

eQuality will inspect up to **400** Residential and Condominium properties of comprised of:

Up to **200** Permits, including those with less than 100% completion, selected by the Assessor

Inspections required as a result of data mailer responses.

Inspections required from the Conversion to clarify data that was not correct.

Sales between October 1, 2023, and October 1, 2024. Online data and photos from current listings will be used for sales if appropriate; otherwise, a field inspection will be utilized.

The total inspections are not to exceed **715**. Any additional inspection requested by the **ASSESSOR** will be charged at an additional **\$35/parcel**.

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## COLLECTION PROCESS

### Overview

This needs to be communicated to the public so that when we are out there and only going to certain houses, the homeowners are not concerned that they are included or excluded from the process.

### Inspections Residential and Condominiums

eQuality will perform an exterior inspection as identified in section X. COLLECTION SPECIFICATIONS. The inspection will consist of a walk-around of the property. At the time of this visit, the data collector will shoot a photo of the building which will be integrated into eQuality CAMA. A tape will not be used unless deemed necessary. The Inspector will observe and make notation of the Condition of the structures. During the exterior inspection, the collector will first knock on the door to announce their presence.

If entry is refused, and the Assessor allows for information to be taken at the door, the homeowner can review the collection card and make any changes and the inspection will be tracked as such.

If there is no one home, then there are no additional call backs. A notice will be sent which includes a data mailer. There will be a return envelope addressed to our Waterbury office. The mailer provides multiple options for the homeowner to take:

- 1) Indicate NO Change
- 2) Make indicated changes to the property, no inspection requested.
- 3) Request a phone call from eQuality to answer questions, and
- 4) Request a call from eQuality to make an appointment for a Virtual interior inspection.

### Virtual Inspections

Virtual inspections, an efficient alternative to in-person inspections, enable prompt service, productive follow-ups, and more specific scheduling. Virtual inspections are conducted between the homeowner and the data collector by using a video call on a smart phone. To start the inspection, the homeowner clicks on the link sent in a text message. There is no APP to load to their phone.

The data collectors use virtual inspection software to perform the inspection. The video and the images taken during the inspection are saved to the eQuality vendor's cloud. They are not automatically attached to the CITYs database.

### Inspections - Commercial

The eQuality pricing model requires that all Commercial Properties be inspected, specifically to verify their uses.

### I. IMAGING

An Image of all Buildings with Living area are included as part of this proposal.

### II. FIELD REVIEW

The grading of each dwelling is the process of assigning a construction quality rating to a set of construction specifications. The specification for each class or grade identifies and describes the specific characteristics of building materials and workmanship that distinguishes that class from the others. Even though a building is modern, attractive and well designed, the presence of inferior building material, equipment, or poor workmanship will adversely affect the value of the property.

The construction quality is a composite characteristic. It describes the cumulative effects of workmanship, the cost of material and, and the individuality of design.

Quality-class ratings are assigned without regard to the condition of the building. The class is assigned as if the building was just built.

The Class and Grading guidelines are initially set based on the current data. The Supervisor working with the Assessor establishes the guidelines for grading the Municipality at the beginning of the Revaluation project.

eQuality will not perform a drive-by field review. eQuality has a proprietary program used strictly for the desk top Field Review Process. This tool utilizes technology to provide the supervisor with the ability to immediately see the cause and effect of grade and condition changes. It provides the supervisor with summary information on one screen necessary to make the field review changes. Based on the Assessors Input and Statistical Analysis, there are pockets of the Municipality that will need to be driven.

### III. DATA MAILER QUALITY CONTROL PLAN

eQuality has the skills and tools to successfully implement the use of Data Mailers for the Revaluation Project. The Data Mailers are a one-page document, printed double sided. eQuality has the ability to print any data field in the CAMA database on the mailers as well as the Image and sketch if requested. The format, data and text are customized to meet the needs of the Municipality. Our Data Mailer format

has been designed to gather as much information from the homeowners in a format that is easy to understand. Mailers are prepared for each residential building and condominium.

eQuality has a robust tracking application to track each data mailer through the revaluation process. This tracking tool is scalable to meet the specific needs of the municipality. It provides the ability to track multiple mailings, responses to the mailings and additional notifications. On each Data Mailer there are multiple barcodes used for tracking purposes.

As the data mailers are received, they are scanned as to what information has been returned on the mailer. These barcodes have embedded codes used by our propriety program which updates our tracking based on information in the scan line.

eQuality works with the Municipality to review the mailers to determine the appropriate action to be taken.

All mailers will have a return envelope addressed to our Post Office Box in Waterbury. Unreturned mailers are also identified to determine the action required.

#### **RETURN POSTAGE IS NOT INCLUDED**

#### IV. RESPONSIBILITIES OF THE CITY

##### A. NATURE OF SERVICE

It is clearly understood and agreed that the services rendered by the **CONTRACTOR** are in the nature of assistance to the **ASSESSOR** and all decisions as to proper valuation shall rest with the **ASSESSOR**.

##### B. COOPERATION

The **ASSESSOR, CITY** and its employees will cooperate with and render all reasonable assistance to the **CONTRACTOR** and its employees.

##### C. ITEMS FURNISHED BY THE CITY

The **CITY** shall furnish the following:

###### 1. MAPS

The **CITY** shall furnish one (1) set of the most up to date **ASSESSOR** maps that are currently available showing streets, property lines and boundaries.

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## 2. LAND DIMENSIONS

The **CITY** will make available to the **CONTRACTOR** the total acreage of all pieces of property as found on the property record cards.

## 3. EXISTING PROPERTY RECORD CARDS

The **CITY** will make available the present property record cards and present databases for use by the **CONTRACTOR**. The **CONTRACTOR**, at its own expense, will make copies of the existing street cards.

## 4. PROPERTY TRANSFERS

The **CITY** will provide the **CONTRACTOR** with copies of Sales and Transfers on a timely basis to adhere to the schedule. The **CITY** shall notify the **CONTRACTOR** on a regular basis of property splits and transfers occurring after the initial creation of the revaluation database by the **CONTRACTOR**. The **CONTRACTOR** shall update the revaluation database as necessary, regular basis to adhere to the schedule.

## 5. BUILDING PERMITS

The **CITY** shall provide the **CONTRACTOR** with copies of building permits for the duration of the **PROJECT**. The **ASSESSOR** will provide the permits on a timely basis to adhere to the schedule. Before the **PROJECT** begins, the **ASSESSOR** will have all permits prior to the contractual dates updated in regards, to Status, estimated completion dates and fieldwork collected and entered. The **CONTRACTOR** is not responsible for Permits outside of the specified time frames.

## 6. INCOME AND EXPENSE FORMS

The **CITY** shall make available all copies of the Income and Expense information (Form M-58) received by the **CITY** for the prior 2-year filing periods. All information filed and furnished with the M-58 report shall not be a public record and is not subject to the provisions of Section I-210 (Freedom of Information) of the Connecticut General Statutes.

## 7. SIGNING OF COMMUNICATIONS

The **ASSESSOR** shall sign all communications to be mailed by the **CONTRACTOR** at their own expense for the purpose of contacting a property owner for an inspection of the property.

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#### 8. MAILING ADDRESSES

The **CITY** shall make available through the **ASSESSOR'S** Office the current mailing address and other relative data that exists on the **CAMA** program for all property owners.

### V. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

#### A. RECORDS

Appraisals shall be delivered and turned over for review in accordance with a schedule agreeable to the **ASSESSOR**. All appraisals of buildings either complete or under construction shall be finalized as of November 5, 2024. Final inspections and review shall take into consideration any known or apparent change in the individual property since it was first inspected. All properties shall be appraised as of October 1, 2024. All completed and/or corrected records shall be turned over to the **ASSESSOR** no later than January 24, 2025.

Information and records shall not be made public until after the informal hearings, except to the extent public access may be compulsory under the provisions of applicable law.

It is understood and agreed that the reappraisal of properties covered by this agreement shall conform to the procedures and technical requirements of the **ASSESSOR**

#### B. PERFORMANCE BASED REVALUATION CERTIFICATION

The **CONTRACTOR** shall perform the required statistical analyses and complete the Performance Based Revaluation Certification Form as prescribed by the Secretary of Office of Policy and Management. If the revaluation is not in compliance with the required statistical analyses the **CONTRACTOR** shall make such adjustments to the appraisal of the properties to ensure compliance with said requirements.