

CONNECTICUT SCIENCE CENTER, INC.
REQUEST FOR PROPOSAL, EXHIBIT OVERHEAD LIGHTING

DECD PROJECT #2007064005
IN COOPERATION WITH THE
STATE OF CONNECTICUT
M. JODI RELLE – GOVERNOR
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOAN MCDONALD – COMMISSIONER



REQUEST FOR PROPOSAL

CONNECTICUT SCIENCE CENTER

EXHIBIT OVERHEAD LIGHTING

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Request for Proposal

Project Name: *Exhibition Overhead Lighting*

PROJECT DESCRIPTION

The Connecticut Science Center, Inc. (the "Owner" or the "CSC") invites you to submit a proposal for the provision and installation of exhibition lighting for the new Connecticut Science Center to open in Spring 2009.

This request for proposal includes the following galleries and spaces: *KidSpace, Sight & Sound Experience, Forces in Motion, Invention Dimension, Exploring Space, The River of Life, Planet Earth, Smart Energy, Health & Sports, Traveling Exhibits Hall and Science Alley*. Lighting for these galleries and spaces has been designed by Available Light, Salem, Massachusetts. The work, as defined in the bidding documents listed below, includes all labor, equipment, and materials to fabricate, produce, deliver, and install exhibit lighting in their entirety as a fixed price contract. Installation is to be completed by January 23, 2009 and aiming/programming completed by April 1, 2009

In preparing the proposal, the Proposer shall comply with the attached *Instructions to Bidders* document. The proposal will be evaluated on three principal factors: cost, merit of the proposal, and demonstrated track record.

WHO WE ARE

The Connecticut Science Center is a new science center being developed in Hartford, CT with generous support from the State of Connecticut and private corporations. The center's mission is to support science education throughout the state by working closely with the education community and with Connecticut's many smaller education and visitor centers.

The Connecticut Science Center building, designed by Pelli Clarke Pelli Architects, Inc., will be a regional landmark and a centerpiece in the revitalization of the riverfront area in downtown Hartford.

SUBMISSION DEADLINE

The due date for proposals is 5:00 PM on Wednesday, August 27, 2008. Proposals must be received in the required packaging and with the required labeling at the offices of the CSC, not later than the deadline. Late submissions will not be accepted.

No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of proposals may be required by the Owner at the Proposer's sole cost and expense.

OFFICIAL OWNER CONTACT

The Official Owner Contact for the purposes of this RFP:

Fitzgerald Heslop
Connecticut Science Center
50 Columbus Blvd., Suite 500
Hartford, CT 06106
Tel: 860-727-0457 x100
Fax: 860-727-0850
Email: fheslop@ctsciencecenter.org

OWNER'S WEBSITE

All materials related to this rfp will be posted at the Owner's website:

<http://www.ctsciencecenter.org/rfp.php>

PROPOSER'S AUTHORIZED REPRESENTATIVE

Proposers must designate an authorized representative and one (1) alternate. Provide the name, title, address, telephone and facsimile numbers, e-mail address, and normal working hours for each representative. This information must be submitted to the Official Owner Contact with the RFP submission.

COMMUNICATION'S NOTICE

All communications with the Owner or any person representing the Owner concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by Proposers or their representatives may result in disqualification or other sanctions, or both.

LETTER OF INTENT

Proposers intending to respond to this RFP must submit a letter of intent (see attached) by mail or facsimile to the Official Owner Contact by 5:00 PM on Friday, July 18, 2008. Because the signature of the Proposer is required, a letter of intent may not be sent by e-mail. Submission of a letter of intent assures that all Proposers will receive an electronic version of these documents on CD-ROM and will enable the Owner to send interested Proposers new information concerning this RFP in a timely manner. Submission of a letter of intent does not obligate a Proposer to submit a proposal.

PROPOSERS' CONFERENCE

A Proposers' telephone conference will be held at a time and date to be determined, during the week of August 4, 2008. The time and date of the conference and the telephone call in arrangements will be posted on the Owner's website, and forwarded to all Proposers who have submitted a letter of intent as described above. Neither advance registration nor attendance is required.

Questions submitted to the Owner before Friday, August 1, 2008 will be answered at the conference. Additional questions, directed to the Official Owner Contact, will be accepted at the Proposers' conference. Written responses to all questions received at the Proposers' conference will be posted to the Owner's website and, if applicable, forwarded to all Proposers who have submitted a letter of intent as described above within one week of the teleconference date.

INQUIRY PROCEDURES

All questions regarding this RFP and submission requirements must be directed, in writing, to the Official Owner Contact by 5:00 PM on August 1, 2008. Proposers are required to limit their contact regarding this RFP to the person(s) named herein.

Please submit all questions in writing. Questions may be hand delivered, sent using a postal carrier, or sent via email. It is the Proposer's responsibility to insure that questions have been received. Email is the preferred method for submitting questions. Questions will not be accepted over the telephone. Anonymous questions will not be answered.

Please reference all questions and submissions with the Project name.

The CSC reserves the right to provide a combined answer to similar questions. The CSC will distribute official answers to questions, in the form of a written amendment, not later than seven (7) days after such questions are received, to all Proposers who submitted a letter of intent. Any Proposer who has not received the amendment within two business days following the distribution date may contact the Official Owner Contact by telephone to request a copy. The final written addendum will be released on or before Friday, August 8, 2008. Any and all amendments to this RFP will be posted on the Owner's website.

Proposers are encouraged to submit questions regarding exceptions, deviations, assumptions, potential problems and/or substitutions, as described in this Section 4, during the bid period.

CONFIDENTIAL INFORMATION

Proposers are advised not to include in their proposals any proprietary information. The Connecticut Freedom of Information Act generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a "trade secret," as defined by statute (C.G.S. § 1-19(b)(5)). If the information is not readily available to the public from other sources and the Proposer submitting the information requests confidentiality, then the information generally is considered to be "given in confidence." Confidential information must be isolated from other material in the proposal and labeled CONFIDENTIAL.

AFFIDAVIT CONCERNING GIFTS AND CAMPAIGN CONTRIBUTIONS

Pursuant to Public Act 04-245, all Proposers must provide a signed affidavit attesting to whether or not gifts were provided to certain public officials or State employees during the two-year period preceding the submission of a proposal. In addition, pursuant to paragraph 8 of Governor M. Jodi Rell's Executive Order No. 1, persons who file affidavits pursuant to Public Act 04-245 shall

disclose in those affidavits all contributions made to campaigns of candidates for state-wide public office or the General Assembly. Further, any contractor who is awarded a large State contract shall update the affidavit on an annual basis. For the most current information about the affidavits, go to: http://www.opm.state.ct.us/policies.htm#Office_Secretary.

CONTRACT COMPLIANCE REQUIREMENTS.

The CSC is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment or business practices. The CSC is committed to complying with the American with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities.

The Proposer shall make a good faith effort, but not be required, to employ minority/women business enterprises as subcontractors and suppliers of materials on State-funded projects in compliance with Connecticut General Statute Section 4a-60.

Proposers shall complete the attached Notification to Bidders & Contract Compliance forms (EEO-1) and shall include them with their bid.

Further, the awarding contractor will be required to make a good faith effort to complete the attached Contractor's Minority Business Enterprises Utilization and Affidavit forms and provide them at the time of contract signing or within a time frame established in the contract.

STYLE REQUIREMENTS

Proposals must conform to the following requirements: (1) be word processed or typewritten, (2) be printed on not less than 20 lb white paper, letter-sized, (3) Use a type size of not less than 10 point, (4) display the Proposer's name and the Project Reference on the header of each page, and (5) display page numbers at the bottom of each page.

CD-ROMs included with proposals shall be clearly labeled with a list of the contents, the Proposer's name and the Project Reference.

PACKAGING AND LABELING REQUIREMENTS

All proposals must be submitted in sealed envelopes or packages. All proposals must be addressed to the Official Owner Contact. The name and address of the Proposer must appear in the upper left hand corner of the envelope or package. An original (clearly identified as such) and four (4) copies of the proposal must be submitted. The proposal must be signed by the Proposer. Unsigned proposals will be rejected. Proposals transmitted by facsimile may not be accepted or reviewed.

The required mailing address/external marking for offers delivered to the Owner is as follows:

Connecticut Science Center, Inc.
50 Columbus Blvd., Suite 500
Hartford, CT 06106
Attn: Fitzgerald Heslop
Ref: Exhibition Overhead Lighting
PROPOSAL – DELIVER UNOPENED

The official hours of operations of the CSC are 9:00 AM to 5:00 PM, Monday through Friday, except government holidays. The designated receiving office for hand-delivered offers to the Owner is:

Connecticut Science Center, Inc.
50 Columbus Blvd., Suite 500
Hartford, CT 06106
Attn: Fitzgerald Heslop

PROPOSALS DUE

You are requested to submit one (1) original and four (4) copies of your complete proposal. In addition, submit an electronic version of the Cost Proposal Worksheet compatible with Microsoft Excel on CD-ROM. Proposals are to be delivered to the offices of the Owner on or before 5:00 PM EST, Monday, August 25, 2008.

MINIMUM SUBMISSION REQUIREMENTS

At a minimum proposals must be (1) submitted before the deadline, (2) satisfy the packaging and labeling requirements, (3) follow the required format, (4) be complete, (5) include all required forms, and (6) be duly executed. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

POST SUBMISSION PROCESS

The Owner may ask questions of any Proposer, orally or in writing, at any time before or after submission of its proposal, and may request that any Proposer be interviewed in person at the Owner's offices after the proposals are submitted. The Owner also reserves the right to seek to negotiate changes in any proposal.

It is the intent of the Owner to award a contract based on several factors including, without limitation, the lowest cost by a qualified Proposer, the merit of the proposal, and the Proposer's technical ability as demonstrated on past projects, provided that the contract cost does not exceed the funds available. In all events, the Owner shall have the right to accept the proposal which, in the Owner's sole judgment, is in the Owner's best interests. The Owner also expressly reserves the right to reject any or all proposals. Bids shall be good for 180 days.

CONTRACTOR SELECTION

It is the CSC's intention to notify the successful Proposer by Wednesday, September 10, 2008 and to initiate this engagement as soon as possible thereafter. The conditions of this contract assume that a payment schedule, mutually agreed to by the Owner and successful Proposer, shall be prepared and incorporated into the contract.

TAX-EXEMPT STATUS

The Owner is a tax-exempt institution. The Owner's tax-exemption shall be used to avoid paying sales or use tax on the purchase of materials used in the work whenever legally permissible. The Owner shall provide the successful Proposer with its Federal Employer Identification Number and with a copy of its tax exemption determination letter from the internal Revenue Service.

TIMELINE

The following timeline, up to and including the deadline for submitting proposals, shall be changed only by an amendment to the RFP and ultimately determined by the CSC.

Submission Deadlines

RFP Release Date	July 23, 2008
Letter of Intent due	August 1, 2008
Last day to submit questions	August 1, 2008
Final addendum distributed	August 8, 2008
Proposals due	August 25, 2008
Contract award determined	September 10, 2008
Start of Contract Negotiations	September 11, 2008
Start of Contract	September 24, 2008

Project Milestones

Project start-up meeting	September 25, 2008
Start of Install	January 5, 2009
Complete Install(Substantial Completion)	January 23, 2009
Start Aiming/Programming	March 13, 2009
Complete Aiming/Programming(Final completion)	April 1, 2009

PROJECT DOCUMENTS

<i>Document</i>	<i>Filenames - electronic version</i>
Request for Proposals	CSC Exhibit Overhead Lighting RFP. PDF
Letter of Intent	Letter of Intent. PDF
Instructions to Bidders	Instructions to Bidders A701. PDF
General Conditions of the Contract	General Conditions of the Contract A201.PDF
Notification to Bidders Form	Notification to Bidders.PDF
Contractor's Minority Business Enterprises Utilization Form	Contractor's Minority Business Enterprises Utilization Form.PDF
Contract Compliance Form	Contract Compliance Form.PDF
Campaign Contribution Certification Form	Campaign Contribution Certification Form.PDF
Gift Certification Form	Gift Certification Form.PDF
CSC CD Overhead Lighting Fixture Schedule	CSC CD Overhead Lighting Fixture Schedule.PDF
CSC CD Overhead Lighting Fixture Cutsheets	CSC CD Overhead Lighting Fixture Cutsheets
KidSpace Drawing	L-1 KidSpace. PDF
Sight and Sound Drawing	L-2 Sight and Sound Drawings.PDF
Inventions and Space Drawing	L-3 Inventions and Space.PDF
Health and Sports Drawing	L-4 Health and Sports.PDF
Energy, Earth, CT River Drawing	L-5 Energy, Earth, CT River.PDF
Science Alley Drawing	L-6 Science Alley.PDF

These documents are available to be downloaded from the Owner's website.

PROPOSAL FORMAT

All proposals must follow the required format (below) and address all requirements listed in the prescribed order, using the prescribed numbering system. Failure to follow the required format may result in the disqualification of a proposal.

Section 1. Table of Contents

Section 2. Contact Information

Provide the information requested below:

- A. Name of Proposer
- B. Business Location
- C. Mailing Address
- D. Telephone Number
- E. E-mail Address (If Available)
- F. Federal Employer ID Number / Social Security Number
- G. Proposer's Representatives

The Proposer must designate an authorized representative and one alternate who may speak and act on behalf of the Proposer in all dealings with the CSC, if necessary. Provide the following information for each individual:

- a. Names
- b. Telephone Numbers
- c. Normal Hours of Work

Section 3. Organizational Profile

A. Qualifications

Describe how your experience, or special knowledge, skills or abilities meet the required minimum qualifications of this RFP.

B. Legal Status

Describe the organization's legal status (*e.g.*, sole proprietorship, partnership, limited partnership, corporation, subchapter S corporation, limited liability company). Report where (in which states) the organization is registered to do business and whether it is nonprofit or for-profit.

C. Financial Condition

Include the two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If a Proposer has been in business for less than two years, such Proposer must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such firm or corporation. All financial statements may be marked "confidential" if so desired.

D. Proof of Bondability

Provide a Proof of Bondability certificate for the proposed Contract Sum from the Proposer's usual sources. If a payment, performance or material bond is later required under the Contract Documents, the Owner shall bear such expense and the bonding agency must be authorized to do business in all states where the relevant component(s) of the Work take place. The penal sum for such bond will be 100%.

- E. Other Information
 - a. Describe any litigation, claims or investigations currently pending, or filed by or against Proposer during the past 10 years, other than workers' compensation claims.
 - b. Is Proposer currently in default under any loan or financing agreement or other material contract of any kind?
 - c. Is Proposer currently aware of any material change in the ownership or management of Proposer that is likely to occur prior to completion of the Work?
 - d. Provide the amount of work in your shop, both for work that is currently under contract and for work that is currently in contract negotiations but not yet under contract.
- F. References
 - a. Provide project descriptions for the three most recently completed jobs of similar scale and scope. "Similar scale" means a project of similar size and cost. "Similar scope" means permanent exhibitions of equivalent complexity and quality. Project descriptions should include the size and cost of the project, a brief written description of the project, photographs of the completed project, and the name and telephone number of a client reference for the project.
 - b. Provide a listing of all museum fabrication projects with a value in excess of \$500,000 performed within the past five years, together with contact names and telephone numbers.

Section 4. Outline of Work

- A. Schedule

Include a proposed work schedule, by activity, indicating when each activity will be accomplished. Identify any significant milestones or deadlines. Include due dates for all deliverables.
- B. Identify and provide an explanation for any exceptions or deviations that are taken to the RFP or its attachments. If there are no exceptions or deviations taken, so state.
- C. Identify all assumptions made in your proposal (not exceptions or deviations) that you want to present to the Owner in the evaluation of the proposal. If there are no assumptions to be considered, so state.
- D. Identify and provide an explanation for any potential problems with delivery dates of materials or services specified. If there are no potential problems with delivery dates, so state.
- E. List all proposed subcontractors where the subcontract amount is greater than \$20,000.
- F. List all addenda received from the Owner prior to delivering proposal.

Section 5. Personnel Resources

- A. Key Personnel

Identify the key personnel who will be assigned to this project and their roles. Attach resumes reflecting their qualifications, including related work experience.
- B. Identify lighting equipment installation personnel or subcontractor. Attach resumes and references for three lighting installation jobs completed in the last three years.

C. Contract Compliance Requirements

Provide Notification to Bidders and Contract Compliance Form (EEO-1).

Section 6. Proposed Cost

Provide a total lump sum price for the work. Additionally, provide line time pricing for fixtures specified in the Overhead Lighting Fixture Schedule or bid will be refused. Provide add-alternate price for Metal Halide fixtures. Provide add-alternate price for Science Alley fixtures.

Section 7. Conflict of Interest

Include a disclosure statement concerning any current business relationships (within the last 3 years) that may pose a conflict of interest, as defined by C.G.S. § 1-85.

Section 8. Affidavit Concerning Gifts and Campaign Contributions

Include a signed affidavit attesting to whether or not any gifts were given to certain public officials or state employees during the two-year period preceding the submission of the proposal. If any gifts were given, provide the name of the recipient, a description of the gift, and the value and date of the gift. Also disclose in the affidavit all contributions made to campaigns of candidates for state-wide public office or the General Assembly. If any contributions were given, provide the name of the recipient, a description of the contribution, and the amount/value and date of the contribution. For the most current information about the affidavits, go to http://www.opm.state.ct.us/policies.htm#Office_Secretary.

Section 9. Affirmations Concerning Contract and Conditions

Include a statement that the Proposer has read and accepts the RFP's conditions, except for such exceptions to the Installation and Fabrication Contract, if any, as are specified in the proposal in the manner required in Article 8 of the Instructions to Bidders.

Section 10. Additional Data

Provide any additional information which the Proposer wishes to bring to the attention of the Owner that is relevant to this RFP.

FORMS TO BE COMPLETED PRIOR TO SUBMITTING PROPOSAL

Letter of Intent

FORMS TO BE SUBMITTED WITH THE PROPOSAL

Cost Proposal Worksheet

Notification to Bidders

EEO-1

Affidavit Concerning Gifts

Affidavit Concerning Campaign Contributions

Substitution Listing Form

FORMS TO BE COMPLETED BY THE AWARDING PROPOSER

Contractor's Minority Business Enterprises Utilization Form

Contractor's Minority Business Enterprises Affidavit Form

