



Invitation to Bid

Construction and Design Services: ConnCORP Community Economic Impact Lab (The Lab) Build Out

Key Dates:

RFP/Invitation to Bid Release to Public:	January 9, 2025
In-Person Bid Conference:	January 17, 2025 10:00 AM
Question Deadline:	January 24, 2025
Proposal Deadline:	February 7, 2025 11:00 AM
Decision Deadline:	End of February
Proposed Project Start Date:	March 3, 2025
Proposed Project Completion Date:	August 4, 2025

The Lab at ConnCORP

496 Newhall St, Hamden, CT 06517 | 203.777.6014 | www.conncorp.org/requests-for-proposals

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1. ABOUT CONNCORP AND THE LAB

Connecticut Community Outreach Revitalization Program (ConnCORP) is focused on economic development in New Haven. ConnCORP was designed to advance ConnCAT's mission to provide opportunities to New Haven's underserved residents.

Our key activities include the acquisition and revitalization of commercial properties as well as investment in new and existing local community-based businesses. ConnCORP also seeks to attract businesses to New Haven and, ultimately, to support community-focused investments in our great city.

The Lab at ConnCORP is a learning and knowledge center—a laboratory for new ideas—a community hub and a place to present, share, and exchange ideas about business ownership and entrepreneurship.

Through our business incubator lab, our goal is to provide top-quality training in business and finance to help people in urban communities build wealth and achieve financial security. We aim to create a supportive environment for minority-owned businesses – with a special focus on Black-owned businesses – to grow and develop, and to help more people become homeowners.

2. PROJECT OVERVIEW

ConnCORP is at the forefront of economic development in New Haven and is dedicated to advancing the mission of its sister organization, ConnCAT – a renowned arts and education center in New Haven creating opportunities for the city's underserved residents.

Through strategic acquisition and revitalization of commercial properties, investment in local community-based businesses, and the attraction of new enterprises, ConnCORP is supporting minority-owned businesses – with a special focus on Black-owned businesses – to foster economic justice.

In alignment with this mission, The Lab at ConnCORP, launched in April 2021, serves as a premier business incubator and accelerator, driving the growth of Black-owned businesses and economic development in underserved communities, particularly within the Dixwell and Newhallville neighborhoods. Located at 496 Newhall Street in Hamden, The Lab provides a dynamic hub for aspiring entrepreneurs and business owners, offering access to business education, leadership development, financial literacy training, and affordable co-working spaces.

To further amplify its impact, ConnCORP is undertaking the renovation and build-out of 20,000 sq. ft. of unfinished space within its 46,000 sq. ft. facility. This initiative, supported in part by a U.S. Small Business Administration (SBA) grant, will enhance the infrastructure of the third floor and garden level, incorporating state-of-the-art furniture, fixtures, and equipment. The renovations aim to create an innovative environment that maximizes support for local entrepreneurs, fostering growth, creativity, and community development.



This work is funded in part through a Grant from the U.S. Small Business Administration. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA.

3. SCOPE OF SERVICES

The Lab at ConnCORP is seeking the selected firm to provide appropriate construction and design services to build out the ConnCORP Community Economic Impact Lab (The Lab). While it is the preference of The Lab to select a single firm to provide the full scope of services, listed below, the selected firm(s) may respond to any OR all of the below listed services within their expertise.

The selected firm will:

- Work in consultation with our Architects, SVIGALS
- Will be required to hold the applicable licenses valid for the State of Connecticut.
- Will meet with the Architect and ConnCORP leadership to discuss such matters as procedures, progress, coordination, and scheduling of the work.
- Will advise the ConnCORP leadership and the Architect on proposed site use and improvements, selection of materials, and building systems and equipment.
- Will provide recommendations consistent with the project requirements to the ConnCORP leadership and Architect on constructability; availability of materials and labor; time requirements for procurement, installation and construction; and factors related to construction cost including, but not limited to:
 - costs of alternative designs or materials,
 - preliminary budgets,
 - life-cycle data,
 - and possible cost reductions.
- Will provide recommendations with regard to accelerated or fast-track scheduling, procurement, or phased construction.
- Will take into consideration cost reductions, cost information, constructability, provisions for temporary facilities and procurement and construction scheduling issues.
- Will prepare estimates of the cost of the work of increasing detail and refinement and allowing for the further development of the design
- Will inform ConnCORP leadership and Architect when estimates of the cost of the work exceed the latest approved project budget and make recommendations for corrective action.

The selected firm shall include with the proposal a written statement which may include the following:

1. A list of the drawings and specifications, including all addenda thereto, and the conditions of the contract;
2. A list of the clarifications and assumptions made by the firm in the preparation of the proposal,
3. A statement of the proposed maximum price, including a statement of the estimated cost of the work organized by trade categories or systems, allowances, contingency, and the firm's fee; complete the budget form (attached);
4. A schedule of milestones for the completion and the anticipated date of substantial completion upon which the proposed maximum price is based.

4. PROPOSAL FORMAT

The proposal must include the following information in the order indicated:

- **Bidder Information:** Identify the firm's name and the address of its principal office and any branch offices, as well as telephone number, e-mail address and website. Identify the single contact who is the authorized representative of the bidder. Include a brief history of the firm, number of full-time and part-time employees, and how you heard about/your interest in the this project.
- **Organization:** Provide an organizational chart graphically indicating how the firm would structure and staff the proposed team. Include delegation of responsibility and assignment of authority.
- **Personnel:** List specific management and supervisory personnel proposed for the project team. Indicate the project assignment and responsibilities of each of the management and supervisory individuals. Provide a resume for each proposed team member, specifically stating his or her experience and qualifications. State the current and anticipated work assignments for each individual. Include at least three client references, including contact information, for each individual listed.
- **Hiring Practices:** Provide example(s) of your commitment to hiring and retaining a diverse workforce and creating equitable working conditions. Describe an employment practice that supports the growth of your staff. Explain how you determine equitable compensation for your staff.
- **Qualifications and Experience:** Provide summaries of three projects the bidder has delivered. Include the name of the Owner or Developer of the project, its location, approximate budget, and the bidder's specific role in the project. Also provide the name and contact information of a representative of the Owner or Developer from whom a reference can be obtained.
- **Sustainability Experience:** Provide example(s) of advanced sustainability projects the bidder has been a part of. Include the name of the Owner or Developer of the project, its location, approximate budget, and the Proposer's specific role in the project. Also provide the name and contact information of a representative of the Owner or Developer from whom a reference can be obtained.
- **Connection to Place:** Provide example(s) of your demonstrated connection to place. If not situated in the local community, it is especially important to be able to demonstrate in recent work examples a connection and commitment to the place and people in which your work was completed.
- **Self-Performed Work:** Indicate and clearly define which elements of work your firm would propose to selfperform with its own forces. Describe your experience at performing this trade work.
- **Subcontracted Work:** Include names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance. Any subcontractors must be identified in the proposal. Please remember that after contract signing, ConnCORP leadership reserves the right to approve all subcontractors that were not approved during the RFP process.
- **Ability to Meet Timelines:** Provide a detailed summary of your current workload and future commitments over the proposed timeline assuming a two-week turnaround from the submission of this proposal to the commencement of services. Submit your expected duration in days for each phase of the project.
- **Fees:**
 - **Pre-Construction Phase:** Provide the amount of, or basis for, compensation for the Pre Construction Phase. Include a list of reimbursable cost items, as applicable.
 - **Construction Phase:** Provide the amount of, or basis for, compensation. The bidder will guarantee to construct the project as described in the project design documents for the amount specified in the Maximum Price Proposal and the fees quoted in this proposal subject to change orders mutually agreed upon by the bidder and ConnCORP leadership.
- **Tax-Exempt Status:** Describe how your firm will manage material purchases to take advantage of the tax exempt status of the Owner.
- **Optional Additional Information:** Include additional information that may help ConnCORP leadership more fully understand the qualifications.

5. IN-PERSON BID CONFERENCE AND Q&A SESSION:

Prospective bidders are expected to attend a mandatory In-Person Bid Conference to participate in a site visit and examine the building on Friday, January 17, 2025 at 10 AM. Our architects (SVIGALS + Partners) will be available for questions.

RSVP required by emailing inquiries@conncorp.org

6. QUESTION DEADLINE:

After attending the In-Person Bid Conference, bidders may also submit questions concerning the Project in written form via email until 4:30 p.m. ET on January 24, 2025. Bidders will receive a reply no later than 4:30 p.m. on January 31, 2025.

7. PROPOSAL SUBMITTAL

- Proposals must be submitted and received by ConnCORP leadership no later than February 7, 2025, at 11 AM (in-person delivery required.)
- Proposals may be submitted by hard copy.
- Proposals should be submitted to:

The Lab at ConnCORP

496 Newhall St, Hamden, CT 06517

Attention: Jahkeeva Morgan & Ian Williams

inquiries@conncorp.org

8. FINAL SELECTION

The proposals will be reviewed by a committee established by ConnCORP leadership. Selection will be based on the qualifications and experience of the bidder; its ability to meet project timelines; the level of understanding of and commitment to achieve the project's principles and objectives; and proposed fees.

Successful proposals will also demonstrate:

- Prior experience with Integrated Project / Construction Management-at-risk delivery methods (completion of at least one project over \$1.5M-\$2.5M in construction costs);
- Prior experience with delivering projects that have achieved sustainability benchmarks;
- Qualified personnel with experience collaborating with Architects and Engineers during design phases;
- Qualified Cost Estimators on staff.

All bidders will be notified of our selection by end of February.

This Invitation to Bid does not commit ConnCORP leadership to award a contract, to pay any costs incurred in the preparation of a bid or to contract for the goods and/or services offered. ConnCORP leadership reserves the right to accept or reject any or all bids received as a result of this invitation, to negotiate with all qualified bidders or to cancel this Invitation to Bid, if it is in the best interests of ConnCORP do so.

After chosen, the selected firm's schedule should include a period of collaboration between ConnCORP leadership and SVIGALS + Partners to better define, elaborate upon and fix the exact and final scope of work.

The successful bidder should be available to begin work, and should be prepared for project activities to commence, immediately upon selection.

Your submission of a bid to this invitation acknowledges your ability to work within this timeline but also acknowledges that there may be adjustments to the timeline as the project evolves. Bidders are asked to carefully review and note all construction start dates, completion dates, and other notable objectives outlined in the attached timeline.

Please note: non-selection under this RFP does not impact the bidder's opportunity to participate in the project as a sub-contractor.

