

# **REQUEST FOR PROPOSAL**

**RFP # 2026-02**

**Full Roof Replacement – Flat Roof (Solar-Ready)  
on the  
Collin Bennett Building**  
*1229 Albany Avenue  
Hartford, CT 06112*

<b>Issue Date:</b>	January 12, 2026
<b>Pre-Bid Walkthrough:</b>	January 21, 2026
<b>Questions Due:</b>	January 30, 2026
<b>Bid Due Date:</b>	February 12, 2026 by 2:00 p.m. EST

**Issued By:**

*North Family Life Center  
1229 Albany Avenue  
Hartford, CT 06112*

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# Request for Proposal (RFP) Full Roof Replacement – Flat Roof (Solar-Ready)

**Issued By:** North Family Life Center

**RFP Number:** 2026-02

**Issue Date:** January 12, 2026

**Response Due Date:** February 12, 2026

**Contact:** Rev. Andrea Davidson, Pastor | [bids@numc-hartford.org](mailto:bids@numc-hartford.org) | (860) 525-0573

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## 1. INTRODUCTION & PROJECT OVERVIEW

North United Methodist Church (“Owner”), a nonprofit church located in Hartford, Connecticut, owns and operates the Collin Bennett Building (1229 Albany Avenue, Hartford, CT). North Family Life Center, Inc. was created December 2017 as a charitable 501c3 for North United Methodist Church’s Community Outreach.

Our organization seeks sealed bids from qualified roofing contractors for a **full replacement of the existing flat asphalt roof** at 1229 Albany Avenue, Hartford, CT.

The existing roof is approximately 20+ years old, has experienced leaks and repairs, and must be replaced to:

- Provide a durable, watertight roof system;
- Correct ponding and drainage issues; and
- Be compatible with future **rooftop solar** and existing rooftop **HVAC units**.

This project is supported in part by funding from the **Connecticut Department of Economic and Community Development (DECD)** and must comply with DECD’s **Bidding, Contracting & Construction Guidelines**, including prevailing wage and affirmative action requirements.

The Owner will conduct an **open, public RFP** and intends to receive **at least three (3) bids**.

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## 2. FUNDING, REGULATORY & COMPLIANCE REQUIREMENTS

This project is funded in part by the State of Connecticut through DECD and is subject to:

### 1. DECD Bidding, Contracting & Construction Guidelines

- Competitive public procurement procedures;
- DECD review of bid and construction documents, as applicable;
- Construction monitoring and closeout documentation.

### 2. Connecticut Prevailing Wage Requirements

- This project is subject to **Connecticut Prevailing Wage requirements**.

“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, 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 construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair project is being undertaken. 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.”

- **Certified Payroll:** Contractors must pay prevailing wage rates. Contractors and subcontractors must submit **monthly certified payroll records** to the Owner, including a signed statement by the employer affirming that
  - The records are correct.
  - The employer met prevailing wage law requirements.
  - The employer understands penalties for knowingly filing false payroll records.

### 3. CHRO / Set-Aside and Affirmative Action Requirements

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals. For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at:

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)

### 4. Good Faith Efforts (GFE) Form

CHRO requires the winning GC to complete a Good Faith Efforts (GFE) Short Form for projects valued between \$150,000 and \$999,999.99.

CHRO Notification to Bidders form is not required

## 5. Hazardous Materials

The project scope must include appropriate investigation and handling of any **hazardous materials** (e.g., asbestos, lead, PCBs) in roofing or related components, and all testing and abatement must comply with applicable laws and regulations.

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## 3. PROJECT BUDGET

The anticipated construction budget for this project is **\$100,000 – \$250,000**, including the base bid and owner-selected alternates.

The Owner is not obligated to award based solely on this budget and reserves the right to accept or reject any or all bids.

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## 4. SCOPE OF WORK (SUMMARY)

The successful contractor (“Contractor”) shall furnish all labor, materials, equipment, permits, testing, supervision, and incidentals necessary to complete a **turn-key full roof replacement** for the flat roof, including but not limited to the items below.

### 4.1 Existing Roof Removal & Deck

- Completely remove the existing asphalt roof system, including flashings, insulation, and related components down to the structural deck.
- Protect interior spaces from weather at all times during construction.
- Inspect the roof deck; identify and replace or repair damaged deck areas as directed by the Owner.
- Deck repair shall be priced via **unit prices** in the bid form.

### 4.2 New Roof System – Solar-Ready

- Provide and install a new, high-quality flat roof system (e.g., EPDM, TPO, or comparable single-ply or multi-ply system) suitable for:
  - Ballasted or attached **rooftop solar PV systems**;
  - Existing rooftop **HVAC units**; and
  - Maintenance traffic.
- The roof design shall include:

- New insulation to meet or exceed current Connecticut energy code;
- Walk pads to and around HVAC units and other service areas;
- Proper flashings and curb details for rooftop equipment and future solar supports;
- Adequate edge metal, terminations, and expansion details.

#### **Warranty Requirement:**

- Minimum **20-year No Dollar Limit (NDL)** manufacturer's warranty on labor and materials for the entire roof system.
- **Bid Alternate:** Provide pricing for an extended **25–30-year NDL** warranty, if available.

#### **4.3 Drainage & Ponding**

- Assess the existing drainage configuration and design improvements to reduce or eliminate ponding, which may include:
  - Tapered insulation;
  - Additional or enlarged roof drains or scuppers;
  - Adjustments to roof slope to direct water to drains.
- **Base Bid:** Provide a code-compliant drainage design that addresses existing ponding issues.
- **Alternate #1:** Enhanced drainage solution that significantly improves drainage performance beyond code minimums.

#### **4.4 Rooftop HVAC Coordination**

- Coordinate all work with existing rooftop HVAC units, including:
  - Proper flashing and sealing of all curbs and penetrations;
  - Raising, temporarily disconnecting/reconnecting equipment as required, in coordination with the Owner's HVAC contractor (if applicable);
  - Maintaining continuous operation of essential HVAC systems serving occupied areas as much as reasonably possible.

#### **4.5 Solar-Ready Roof & Coordination with Future Solar/Carport PV**

- Coordinate with the Owner's current or future solar design professionals, as applicable, to:
  - Preserve clear walkways and fire access pathways;
  - Identify roof zones reserved for future solar racking/ballast;
  - Provide roof system details compatible with future installation of solar racking and any necessary penetrations.
- Provide **as-built roof drawings** indicating drains, penetrations, curbs, and areas of enhanced structural or insulation design to assist future solar planning.

#### **4.6 Structural Evaluation (Load Capacity)**

- Engage, or coordinate with, a **Connecticut-licensed structural engineer** to:

- Review the existing structure's capacity for the new roof system, snow loads, and anticipated additional loads from future rooftop solar equipment;
  - Identify any required reinforcing and provide pricing via unit prices or alternates where feasible.
- The Contractor may carry a **fixed allowance** for structural engineering and minor reinforcing, with any significant structural work to be handled via change order.

#### 4.7 Hazardous Materials Testing & Abatement

- Include provisions for a **hazardous materials survey** (e.g., asbestos in roofing, flashings, or mastics) prior to demolition if not already completed by the Owner.
- **Alternate #2 (Unit Price):** Provide pricing for asbestos roofing abatement per square foot (or other clearly defined unit), including safe removal, handling, and disposal in accordance with all applicable requirements.

#### 4.8 Code, Permitting & Inspections

- Obtain all required permits, inspections, and approvals from local and state authorities.
- All work shall comply with applicable building codes, fire codes, OSHA regulations, and other relevant laws and standards.

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### 5. BUILDING OPERATIONS & SPECIAL CONDITIONS

- The building will remain **occupied during construction** (primarily offices).
- The Contractor must:
  - Maintain safe access and egress at all times;
  - Provide appropriate protection for entrances, exits, vehicles, and pedestrians;
  - Minimize dust, debris, and odors.

#### Noise Restrictions:

- No loud demolition or hammering is permitted during regular weekday office hours [e.g., 9:00 a.m. – 4:00 p.m., Monday–Friday], except as specifically approved in advance by the Owner.
- The Contractor may propose early morning, evening, or Saturday work to accomplish noisy tasks, subject to Owner approval and local ordinances.

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### 6. PROJECT SCHEDULE

- Desired **construction start:** As soon as practicable (late April 2026, weather permitting).
- Desired **substantial completion:** late May 2026 , with final completion and close-out by June 2026. Bidders shall propose a realistic duration in their schedule.

Bidders shall submit a **preliminary construction schedule** showing key milestones including mobilization, tear-off, installation, inspections, and substantial completion.

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## 7. BIDDER QUALIFICATIONS

Bidders must meet at least the following minimum qualifications:

1. Hold all required contractor licenses in the State of Connecticut.
  2. Be authorized by the proposed roof system manufacturer to install the system and obtain the specified warranty.
  3. Demonstrate successful completion of at least **three (3) flat roof replacement projects** of similar size and complexity within the last five (5) years.
  4. Demonstrate experience with:
    - **Prevailing wage** projects;
    - Public or state-funded projects, preferably with DECD or similar agencies;
    - Work on **occupied buildings**, such as churches, schools, or similar facilities.
  5. Provide **3–5 references**, including at least one church or nonprofit client if available.
- 

## 8. PROPOSAL SUBMISSION REQUIREMENTS

Each bid shall include the following:

1. **Cover Letter**
  - Legal name, business address, and contact information.
  - Name, title, email address, and telephone number of the individual(s) authorized by the Developer to commit the company to this contract.
  - Brief description of the firm; years in business, licenses, and certifications.
  - Name, title, email address, and telephone number of the individual(s) the NFLC should contact regarding questions and clarifications.
  - The corporation's name and mailing address of any proposed sub-consultants.
  - Summary of the firm's commitment to the project schedule and DECD/CHRO compliance.
2. **Completed Bid Form** (to be provided by Owner), including:
  - Lump Sum **Base Bid** for full roof replacement as described;
  - **Alternates**, clearly broken out, including but not limited to:
    - Alternate #1 – Enhanced drainage solution;
    - Alternate #2 – Hazardous materials abatement (unit price per square foot or linear foot);
    - Alternate #3 – Extended warranty term (e.g., 25–30-year NDL).
  - **Unit Prices** for:
    - Deck replacement per square foot;
    - Additional insulation per square foot;



- New or reconfigured roof drains per each.
    - Any **allowances** required (e.g., structural engineering, minor structural reinforcing).
  - 3. **Technical Approach & Schedule**
    - Brief narrative describing work phasing, weather protection, building protection, noise management, and coordination with future solar installers.
    - Preliminary construction schedule.
  - 4. **Company Qualifications & Experience**
    - Description of relevant roofing projects;
    - Project sheets or summaries;
    - References with current contact information;
    - Manufacturer certifications.
  - 5. **Compliance Documentation**
    - Completed CHRO contract compliance and non-discrimination forms, as applicable;
    - Statement confirming willingness to comply with Connecticut prevailing wage requirements and to submit certified payrolls;
    - Any additional forms required by DECD and the State of Connecticut.
  - 6. **Insurance & Bonds**
    - Evidence of the firm's ability to provide the required bid bond, performance bond, and payment bond (sample certificates/bond forms acceptable at bid stage).
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## 9. INSURANCE & BONDING REQUIREMENTS

The selected Contractor shall provide, at a minimum:

- **Bid Bond:** 5% of the bid amount (for contracts exceeding \$50,000).
- **Performance Bond:** 100% of the contract amount (for contracts exceeding \$25,000).
- **Labor & Material Payment Bond:** 100% of the contract amount (for contracts exceeding \$100,000).

Insurance coverage shall include:

- Contractor must submit a **Certificate of Insurance**.
- **Commercial General Liability**, not less than \$1,000,000 per occurrence and \$2,000,000 aggregate (or as otherwise specified by the Owner);
- **Workers' Compensation** as required by Connecticut law;
- Automobile Liability for all vehicles used in connection with the project;
- Builder's Risk insurance, as appropriate.

The **State of Connecticut, North United Methodist Church and North Family Life Center** shall be named as **additional insureds** on applicable policies with the following minimum coverage:

1. **Commercial General Liability:** \$1,000,000 per occurrence
2. **General Aggregate:** \$2,000,000
3. **Umbrella Liability:** [If provided to grantee]

The “Hold Harmless” Indemnification endorsement of the insurance shall include the interest of the municipality and the State of Connecticut. The Contractor and Subcontractors and other interests shall be so named.

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## 10. LIQUIDATED DAMAGES

- a. The construction duration period (# of days) is to be specified by the bidder in the Bid Form in Item 6. Schedule Commitment.
  - b. As a prerequisite to executing a construction contract with the “Lowest Responsible and Qualified Bidder,” the Contractor shall agree on the substantial completion date in accordance with the plans, project manual, and other contract documents, taking into consideration average weather conditions, availability of labor delivery of materials and equipment.
  - c. If the Contractor neglects, fails or refuses to achieve substantial completion of work by the substantial completion date in the executed construction contract, and such delay is not otherwise excused under this contract, then the Contractor shall agree to pay the Owner a liquidated damage for breach of contract for each and every calendar day that the Contractor shall be in default of the project work.
  - d. Liquidated Damages due to Contractor’s delay in the amount of \$350 per day will be charged if substantial completion is not achieved by the agreed upon substantial completion date.
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## 11. EVALUATION & AWARD

The Owner’s intent is to award a contract to the **lowest responsible and qualified bidder**, considering both price and qualifications. The “lowest responsible and qualified bidder” means the bidder whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to faithfully perform the work will be selected.

Evaluation criteria will include, but are not limited to:

1. Base bid price and pricing of alternates;
2. Quality and suitability of the proposed roof system and warranty;
3. Demonstrated experience with DECD, prevailing wage, and CHRO requirements;
4. Plan and commitment to meeting SBE/MBE and contract compliance goals;
5. Proposed project schedule and ability to meet the Owner’s timeline;

6. References and past performance on similar projects;
7. Responsiveness and completeness of the proposal.

The Owner reserves the right to:

- Accept or reject any or all proposals;
  - Waive informalities or irregularities;
  - Negotiate scope, schedule, and price with the apparent low bidder;
  - Award the contract based on the combination of base bid and alternates that best meets the Owner's needs and budget.
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## **12. ADVERTISING**

### **Private Non-Profit Project**

A notice for the RFP will be placed in the Public Notices section of the Hartford Courant. The notice will be run for at least two (2) days.

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## **13. RETAINAGE**

Retainage of 5% will be withheld. The construction contract may not provide for any retainage in an amount that exceeds five percent (5%) of the estimated amount of a progress payment for the life of the construction project. If the contractor has provided Contractor's Affidavit of Release of Liens (AIA form G706A) and lien waivers from major subcontractors and suppliers, a contractor may request the balance of retainage. If these documents are not provided, retainage cannot be paid until 91 days after the date on the Certificate of Substantial Completion.

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## **14. HISTORIC CONSIDERATIONS**

The project involves the renovation and additions to a building that is 50 years old or older. The property (1229 Albany Avenue, Hartford, CT) is not listed on the State or National Register for Historic Places.

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## **15. SUBMISSION INSTRUCTIONS**

- Submit proposals electronically in PDF format to: [bids@numc-hartford.org](mailto:bids@numc-hartford.org)
- Deadline for questions: January 30, 2026
- Final proposal due: February 12, 2026

Late submissions may not be considered.

## **16. PRE-BID WALKTHROUGH & QUESTIONS**

A pre-bid walkthrough will be held as follows:

**Date/Time:** January 21, 2026 at 10:00 am

**Location:** Collin Bennett Building, 1229 Albany Avenue, Hartford, CT 06112

Attendance is strongly recommended.

All questions must be submitted in writing by the deadline listed above to:

**Contact Person:** Rev. Andrea Davidson

**Title:** Pastor

**Email:** bids@numc-hartford.org

**Phone:** (860) 525-0573 – for logistics only

Responses to questions and any addenda will be issued to all known bidders.

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## **17. TERMS & CONDITIONS**

- Contractor must comply with all Connecticut statutes and regulations, including C.G.S. 31-53 (prevailing wage), C.G.S. 4a-60g (set-asides), and CHRO compliance regulations.
  - Proof of insurance, bonding, and certified payroll submission required.
  - The owner reserves the right to reject any or all proposals.
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## **18. EQUAL OPPORTUNITY**

An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

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## **19. APPENDIX A – DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT PROJECT SIGN**

**20. APPENDIX B – PREVAILING WAGE LETTER**

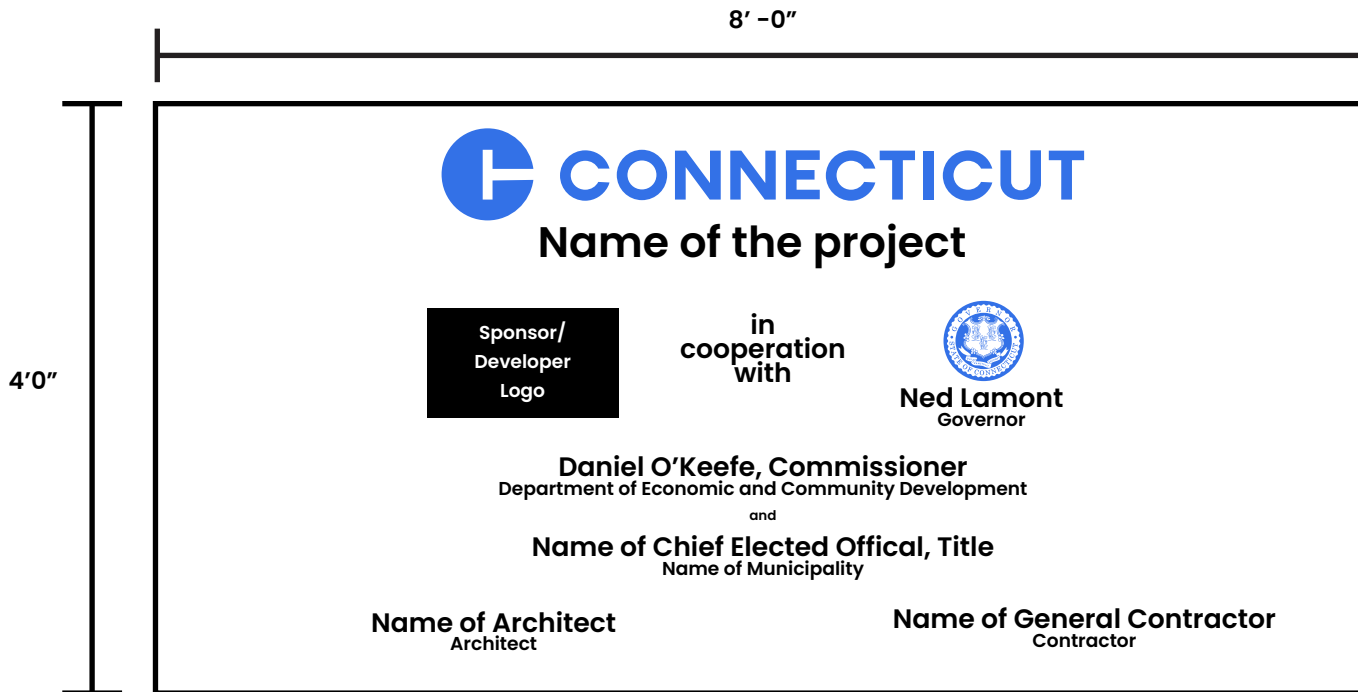
**21. APPENDIX C – STATE HISTORIC PRESERVATION OFFICE**

**22. APPENDIX D – BID FORM**

**23. APPENDIX E – PUBLIC NOTICE – REQUEST FOR BIDS**



Department of Economic and Community Development  
Project Sign



**Sign Panel**

3/4" MDO-EXT-APA PLYWOOD SUPPORTED WITH (2) 4X4 TREATED WOOD COLUMNS AND SECURED 4' INTO GRADE. TOP OF SIGN AT 8'-0" ABOVE GRADE

**Colors**

ALL LETTERS AND SYMBOLS ARE TO BE BLACK. THE BACKGROUND WILL BE WHITE ENAMEL. BACK OF PLYWOOD AND SUPPORT STRUCTURE SHALL BE PAINTED MATTE BLACK

**Typeface**

POPPINS SEMI-BOLD. NAME OF PROJECT IS TO BE BIGGER THAN ANY NAMES. TITLES OF LEADERS IS TO BE SMALLER THAN THEIR NAMES. FONT IS ATTACHED.

**Colors**

ALL LETTERS AND SYMBOLS ARE TO BE BLACK. THE BACKGROUND WILL BE WHITE ENAMEL. BACK OF PLYWOOD AND SUPPORT STRUCTURE SHALL BE PAINTED MATTE BLACK

**Location**

SIGN MUST BE LOCATED WHERE IT IS CLEARLY VISIBLE TO THE PUBLIC

**Timing**

INSTALL AT THE START OF CONSTRUCTION AND REMOVE AT CONSTRUCTION COMPLETION

**State &  
Governor Logo**

ATTACHED

October 6, 2025

Reverend Andrea Davidson  
North United Methodist Church  
1229 Albany Ave.  
Hartford, CT 06112

Re: Collin Bennet Building Renovation – Hartford, CT

Dear Reverend Davidson,

I am writing in response to your October 6, 2025, email regarding the applicability of prevailing wages to the proposed Collin Bennet Building Renovation Project located in Hartford CT (the “Project”). According to your email, the Connecticut Department of Economic and Community Development (“DECD”) is considering a grant in the amount of \$1,000,000.00 to this project.

Based upon the structure of Project and the grant funds provided by DECD, it is our position that the Project is subject to the prevailing wage by operation of Conn. Gen Stat § 31-53c.<sup>1</sup> Section 31-53c mandates that “business organizations” that receive financial assistance from DECD for certain projects in an amount of at least one million dollars must ensure covered workers are paid in 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 construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair project is being undertaken, and must also ensure that payment is made to the employee welfare fund or that such benefit payment is made directly to the covered worker should such payment obligation not exist.

**I. Conn. Gen. Stat. Sec. 31-53c**

Section 31-53c(b) of the Connecticut General Statutes provides in relevant part:

On and after July 1, 2018, if the Department of Economic and Community Development provides financial assistance to any business organization for any construction project of such business organization, the Department of Economic and Community Development shall require, as a condition of providing such financial assistance, that any contract entered into by the business organization for such project shall contain the following provision: “The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker

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<sup>1</sup> Since this project qualifies under Conn. Gen. Stat. § 31-53c, the Department of Labor (the “DOL”) has not analyzed the applicability of Conn. Gen. Stat. § 31-53 to the Project and provides no opinion at this time on whether it would be subject to the prevailing wage as a “public work”, as defined in that section. The DOL reserves all rights, and this letter should not be considered a waiver or serve to estop any future action under Section 31-53.

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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, 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 construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair project is being undertaken. 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."

Section 31-53c(a)(1) defines "financial assistance" as "any and all forms of loans, cash payments, extensions of credit, guarantees, equity investments, tax abatements or any other form of financing totaling one million dollars or more." That section further defines "project" as "any construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any property owned by a business organization" subsection (a)(3). Section 31-53c(a)(1) defines a business organization as "any sole proprietorship, partnership, corporation, limited liability company, association, firm or other form of business or legal entity" – essentially any non-governmental entity.

## **II. Applicability of Conn. Gen. Stat. § 31-53c to the Project**

Under Section 31-53c, the inquiry is centered on the total financial assistance provided by DECD, it is not limited to the cost of "construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair." In this matter, the financial assistance from DECD for the Project exceeds one million dollars.

Moreover, subsection (c) of Conn. Gen. Stat. § 31-53c, makes plain that all contractors and subcontractors are covered by the prevailing wage:

Any contractor or subcontractor who knowingly or willfully employs any mechanic, laborer or worker in any project receiving financial assistance from the Department of Economic and Community Development for such project, at a rate of wage on an hourly basis that is less than the rate customary or prevailing for the same work in the same trade or occupation in the town in which such project is located, or who fails to pay the amount of payment or contributions paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of section 31-53, or in lieu thereof to the person, as provided by subsection (b) of this section, shall be... [fined between \$2,500 and \$5,000, must make restitution and disqualified temporarily from future projects]



For the aforesaid reasons, the CTDOL has determined that the Project is covered by § 31-53c and subject to the prevailing wage. Please note, this reflects the opinion of the Connecticut Department of Labor and is based solely on the facts and circumstances presented in the instant request and does not preclude the possibility of private actions which may be based upon differing interpretations of state or federal law. If the circumstances described in your materials are not an accurate depiction of the construction activity with respect to the proposed project, this agency reserves the right to alter this opinion to the extent necessary to ensure compliance with state law.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Mary Toner*

Mary Toner - Field Supervisor  
State of Connecticut – Department of Labor  
Wage & Workplace Standards Division  
200 Folly Brook Blvd.  
Wethersfield, CT 06109  
Mary.Toner@ct.gov  
(860) 263-6606

MT/ds/bm/hc

October 21, 2025

Rev. Andrea Davidson  
North United Methodist Church/North Family Life Center  
PO Box 320235, Hartford, CT 06135  
(sent only via email to [pastorandrea@numc-hartford.org](mailto:pastorandrea@numc-hartford.org))  
(sent only via other email to [numc\\_banquethall@att.net](mailto:numc_banquethall@att.net))

Subject: Collin Bennett Building Renovation  
1229 Albany Ave, Hartford, CT, 06112, USA

Dear Rev. Andrea Davidson,

The State Historic Preservation Office has reviewed the information submitted for the above-named property pursuant to the provisions of Section 106 of the National Historic Preservation Act of 1966 and Connecticut Environmental Policy Act.

It is our opinion that the subject property does not appear to be eligible for listing on the National Register of Historic Places. Based on the information provided to this office, no historic properties will be affected.

The State Historic Preservation Office appreciates the opportunity to review and comment upon this project. These comments are provided in accordance with the Connecticut Environmental Policy Act and Section 106 of the National Historic Preservation Act. For further information please contact Todd Levine, Environmental Reviewer, at (860) 500-2337 or [todd.levine@ct.gov](mailto:todd.levine@ct.gov).

Sincerely,



Jonathan Kinney  
State Historic Preservation Officer

**BID FORM**  
**FULL ROOF REPLACEMENT – FLAT ROOF (SOLAR-READY) ON THE**  
**COLLIN BENNETT BUILDING**

*1229 Albany Avenue*  
*Hartford, CT 06112*

**Project:** Full Flat Roof Replacement – Solar-Ready

**Owner:** North United Methodist Church

**Location:** 1229 Albany Avenue, Hartford, CT 06112

**Bid Due Date & Time:** January 15, 2026 by 2:00 p.m. EST

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**1. BIDDER INFORMATION**

**Firm Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**CT License No. (if applicable):** \_\_\_\_\_

**Roof System Manufacturer(s) Proposed:** \_\_\_\_\_

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## 2. BASE BID – LUMP SUM

Having carefully examined the Bidding Documents, site conditions, and all addenda issued, the undersigned Bidder proposes to furnish all labor, materials, equipment, supervision, permits, and incidentals necessary to complete the **Full Flat Roof Replacement – Solar-Ready** for the Collin Bennet Building in accordance with the Contract Documents for the following:

**BASE BID – LUMP SUM (in figures):** \$ \_\_\_\_\_

**BASE BID – LUMP SUM (in words):** \_\_\_\_\_

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Base Bid includes, without limitation:

- Complete tear-off of existing roof down to deck;
- New code-compliant, solar-ready flat roofing system with insulation, flashings, walk pads, etc.;
- Drainage improvements to correct ponding (per base design);
- Coordination with existing rooftop HVAC units;
- Structural review allowance (if required by the Bid Documents);
- All required permits, inspections, and testing;
- Compliance with CT prevailing wage, DECD, and CHRO requirements.

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## 3. ALTERNATES

All alternates shall be priced as **add or deduct** from the Base Bid.

If not applicable, write “N/A” or “No Change”.

### **Alternate #1 – Enhanced Drainage Solution**

(Provide enhanced drainage beyond base design, as defined in the RFP.)

☐ Add   ☐ Deduct

Amount (figures): \$ \_\_\_\_\_

Amount (words): \_\_\_\_\_

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### **Alternate #2 – Hazardous Materials Abatement**

(Provide asbestos-containing roofing abatement per the scope/units defined in the RFP. If unit-price based, indicate basis here and complete Unit Prices section.)

☐ Add (Lump Sum)   ☐ Deduct   ☐ See Unit Price Schedule

If Lump Sum:

Amount (figures): \$ \_\_\_\_\_

Amount (words): \_\_\_\_\_

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### **Alternate #3 – Extended Warranty (25–30 Year NDL)**

(Provide extended No Dollar Limit roof system warranty, per manufacturer requirements.)

☐ Add   ☐ Deduct

Amount (figures): \$ \_\_\_\_\_

Amount (words): \_\_\_\_\_

*(Owner reserves the right to accept or reject any alternate, or combination of alternates, in any order.)*

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## **4. UNIT PRICES**

Unit prices shall be used to adjust the Contract Sum by Change Order due to actual conditions encountered in the Work. Unit prices shall be fully inclusive of labor, materials, equipment, overhead, and profit.

### **1. Roof Deck Replacement (per square foot)**

- Add new [deck type – e.g., plywood/metal] in place of damaged deck.

**Unit Price:** \$ \_\_\_\_\_ / SF

2. **Additional Roof Insulation (per square foot)**

- Add insulation thickness beyond base design (when directed by Owner).

**Unit Price:** \$ \_\_\_\_\_ / SF

3. **New or Reconfigured Roof Drains (per each)**

- Provide new or relocated roof drain assembly, tied into existing piping as specified.

**Unit Price:** \$ \_\_\_\_\_ / EA

4. **Asbestos-Containing Roofing Abatement (per square foot)**

- Safe removal, handling, and disposal of asbestos-containing roofing or related materials, including all required containment and monitoring.

**Unit Price:** \$ \_\_\_\_\_ / SF

*(Add or modify unit prices as needed for your project.)*

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## 5. ALLOWANCES

The following **allowances**, if required by the Bid Documents, are included in the Base Bid.

(Adjust language to match your RFP.)

1. **Structural Engineering/Review Allowance:**

Included Amount: \$ \_\_\_\_\_

2. **Minor Structural Reinforcing Allowance:**

Included Amount: \$ \_\_\_\_\_

3. **Other Allowance(s) (if any):**

Description: \_\_\_\_\_

Included Amount: \$ \_\_\_\_\_

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## 6. SCHEDULE COMMITMENT

The Bidder agrees, if awarded the Contract, to:

- Commence work upon issuance of the **Notice to Proceed** and required permits; and
- Achieve **Substantial Completion** of the Work within:

\_\_\_\_\_ **calendar days** from the Notice to Proceed

(not to exceed **60 calendar days**, unless otherwise approved by the Owner in writing).

Bidder's proposed **anticipated start window** (e.g., "Spring 2026"):

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## 7. ADDENDA

The Bidder acknowledges receipt of the following addenda (if any):

Addendum No. 1 - DECD Project Sign Date: \_\_\_\_\_

Addendum No. 2 - CHRO Notification To Bidders Date: \_\_\_\_\_

Addendum No. 3 - Prevailing Wage Letter Date: \_\_\_\_\_

Addendum No. 4 - State Historic Preservation Office Date: \_\_\_\_\_

☐ No Addenda were issued.

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## 8. STATEMENTS & CERTIFICATIONS

By submitting this Bid, the Bidder:

1. Certifies that it has carefully examined the **RFP, drawings, specifications, DECD guidelines, CHRO forms, and prevailing wage decision** and has visited the site or otherwise familiarized itself with local conditions.
2. Agrees to comply with all applicable **Connecticut prevailing wage laws** and to submit **certified payrolls** as required.

3. Agrees to comply with all applicable **DECD, State of Connecticut, and CHRO** requirements, including non-discrimination, affirmative action, and set-aside requirements.
  4. Acknowledges that the **Bid Bond, Performance Bond, and Labor & Material Payment Bond** will be provided in the amounts required by the Bid Documents, if awarded the Contract.
  5. Agrees that this Bid shall remain open and irrevocable for a period of **[60/90] days** from the Bid Due Date.
- 

## 9. REQUIRED ATTACHMENTS (CHECKLIST)

The following items are attached to and made part of this Bid:

- ☐ Bid Bond (5% of Bid, if required)
  - ☐ Completed CHRO / Contract Compliance Forms
  - ☐ Non-Discrimination / Affirmative Action Certificates (as applicable)
  - ☐ Evidence of Manufacturer Authorization / Certification
  - ☐ List of Similar Projects & References
  - ☐ Proof of Insurance / Sample Certificate
  - ☐ Preliminary Construction Schedule
  - ☐ Other: \_\_\_\_\_
- 

## 10. SIGNATURE

**Legal Name of Bidder (Firm):** \_\_\_\_\_

**By (Authorized Representative):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **REQUEST FOR BIDS - FULL FLAT ROOF REPLACEMENT - SOLAR-READY**

The North Family Life Center (“NFLC”) seeks sealed bids from qualified roofing contractors for the full replacement of the flat roof at the Collin Bennet Building (1229 Albany Avenue, Hartford, CT 06112). The project includes complete tear-off, installation of a new solar-ready roof system, drainage improvements, and coordination with existing rooftop HVAC equipment.

The project will be funded by the CT Department of Economic and Community Development (CT DECD) and the NRES Tariff Agreement. Contractors must comply with applicable state requirements, including Connecticut prevailing wage laws and CHRO/affirmative action provisions, bonding, and insurance requirements. Prior successful experience working with state-funded construction projects is desirable.

Bid documents is available upon request by emailing a request to: [bids@numc-hartford.org](mailto:bids@numc-hartford.org).

Bids Due: February 20, 2026 at 2:00 p.m.

As an Affirmative Action/Equal Opportunity Employer, Minority/Women’s Business Enterprises are encouraged to apply.