

REQUEST FOR PROPOSAL (RFP)



NEAR

Near East
Area Renewal

ISSUE DATE: June 14, 2017
CONTACT: John Franklin Hay
PHONE NO: (317) 927.8894
EMAIL: john@nearindy.org

SUBMIT PROPOSAL/OFFER PRIOR TO:

CLOSING DATE: June 29, 2017
CLOSING TIME: 2:00 P.M. (local time)

SUBMIT TO:

SEE Section 7.0
FAX/EMAIL NOT ACCEPTED

DESCRIPTION:

Area-Wide Planning Services Contract, for a term of eighteen (18) months, to provide professional services related to: brownfields cleanup and redevelopment planning, market studies, infrastructure assessment and community involvement as part of a U.S. EPA Area-Wide Planning Grant to cover the Sherman Park industrial site in Indianapolis.

RECEIPT OF PROPOSAL ACKNOWLEDGEMENT

If you are considering a response to this RFP, please mark the box to the left, fill in the information below and return this sheet as a confirmation that you received this RFP.

COMPANY NAME:

DATE:

MAILING ADDRESS:

CITY/STATE:

ZIP CODE:

AUTHORIZED SIGNATURE:

PRINTED NAME:

TITLE OF AUTHORIZED REPRESENTATIVE:

EMAIL:

PHONE:



NEAR

**Near East
Area Renewal**

REQUEST FOR PROPOSAL & QUALIFICATIONS

Area-Wide Planning Services Contract

Near East Area
Renewal, Inc.

June 14, 2017

RFP ORGANIZATION

Table of Contents:

<u>Section</u>		<u>Page</u>
1.0	Introduction	4
2.0	Objectives and Scope	4
3.0	Schedule	9
4.0	Proposal Submittal Information	10
5.0	Resources	12
6.0	Questions regarding the RFP	12
7.0	Proposal Requirements	13
8.0	Appendices	15

Area-Wide Planning Services Contract

June 5 2017

1.0 INTRODUCTION

Near East Area Renewal (NEAR) in Indianapolis is soliciting competitive proposals from a firm with brownfield cleanup and redevelopment planning experience including community involvement, market studies, infrastructure assessment and sustainable design/site preparation to assist in fulfilling the project and grant obligations for a \$200,000 U.S. EPA Brownfields Area Wide Planning Grant. It is recognized that the planning firm may utilize sub-consultants and/or approach the project as a team with other firms; however, NEAR wishes to contract with one firm that will act as the lead for the project.

EPA's Brownfields Area-Wide Planning (BF AWP) Program is designed to help communities confront local environmental and public health challenges related to brownfields, and benefit underserved or economically disadvantaged communities. Area-wide planning for brownfields encourages community-based involvement in site assessment, cleanup and reuse planning, as well as overall neighborhood revitalization. Through a BF AWP approach, the community identifies a specific project area that is affected by a single large or multiple brownfields, then works with residents and other stakeholders to develop reuse plans for catalyst, high priority brownfield sites and the project area surrounding these sites. These reuse plans then inform the assessment and cleanup of brownfield sites.

NEAR was selected as a BF AWP grant recipient in the FY 2017 competition, and seeks to utilize Area-Wide Planning resources to redevelop the ~50-acre Sherman Park. Some of the acreage in Sherman Park has a history of environmental contamination, having been used as the home of RCA records and TV manufacturing from at least 1920 until 1987, after which the site was used as an electronics and plastics manufacturing facility until 1995, and subsequently used for the storage and warehousing of heavy machinery through the early 2000's. The property is currently owned by the City of Indianapolis, Department of Metropolitan Development. , and is currently vacant and unused, the primary buildings having been demolished and scrapped over a 10-year period. Residents and visitors traveling along Michigan Street in Indianapolis are greeted by these brownfields, presenting a poor passage in the city.

NEAR, under this proposed contract, requires the successful consultant to perform all necessary services as required under the approved BF AWP workplan for the grant. The grant period ends April 30, 2019.

This RFP provides the specifications and requirements for prospective applicants to complete the proposal with cost estimates for services.

2.0 OBJECTIVES AND SCOPE

2.1 U.S. EPA Brownfields Area-Wide Planning Grant 2017-2019 (Grant Funded)

As part of the FY17 Area-Wide Planning Grant, NEAR will facilitate community involvement and conduct research/technical assistance activities that will enable it to develop a brownfields area-wide plan, including a robust plan implementation strategy, for Sherman Park. The reuse strategies and plans developed for this brownfield site through this project are being done to help facilitate site assessment, cleanup and eventual redevelopment.

NEAR seeks to utilize Area-Wide Planning resources to identify and prioritize desirable and feasible uses, based on neighborhood and community-wide stakeholder input, for redevelopment the ~50-acre Sherman Park.

To inform the redevelopment of Sherman Park, NEAR plans to have detailed land and market analyses compiled to determine the feasibility of redevelopment uses based on ongoing community outreach and to develop an area-wide land use plan and implementation strategy for revitalizing Sherman Park. Specific tasks include holding meetings with the owner (City of Indianapolis), conducting community outreach, conducting a market analysis to identify prospects for mixed-use, performing an infrastructure needs assessment to identify upgrades required to support development, developing redevelopment alternatives, hosting a community charrette, and developing an area-wide land use plan and implementation strategy. Relevant studies as well as development of the area-wide land use plan and implementation strategy, are to be developed by qualified professionals solicited through this RFQ. This project will build on the work already done by the City of Indianapolis and not duplicate efforts.

2.1.1 Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). NEAR will oversee all grant activities, and overall coordination of the cooperative agreement will be carried out by the EPA Project Officer. The consultant will provide technical assistance and planning activities as identified in the cooperative agreement and outlined below, in coordination with NEAR, Project Officer, and Steering Committee. Please refer to the Final Area-Wide Planning Workplan in Appendix C for maximum contractual budgets for each task.

Task 1: Cooperative Agreement and Project Management

These activities will be completed by NEAR, City staff, and the EPA Project Officer. The consultant shall provide necessary information to NEAR, City staff and the EPA Project Officer to complete all reporting requirements. The consultant shall meet with NEAR, City staff and the Project Officer on a regular basis as mutually agreed upon to discuss the status of the project. No contracting fees have been set aside for cooperative agreement management. All consultant fees incurred for project management shall be charged under Tasks 2 through 6 as appropriate.

TASK 2: Community involvement activities to identify priorities for short- and long-term brownfields site cleanup, reuse and area revitalization

These activities will be designed to help identify possible reuses for brownfields that will meet community health, environmental and economic development goals. Task 2 activities will include:

- Managing a project steering committee with membership involving different levels of government, various community partners and ongoing committee meetings
- Notifying the public of and holding community meetings to describe the brownfields project area and specific sites, tours of the brownfields project area for community members/other stakeholders, brownfields site preparation and design charrettes, other meaningful community involvement processes
- Using social media and public input sessions to identify community needs; making connections to community needs such as housing, job centers, and transit/alternative transportation, prevention of flooding, improved public health and safety, open space, achieving sustainable and equitable development outcomes, etc and linking cleanup/reuse of the brownfield sites to how those needs can be met
- Presentations to the public and project partners on project findings, status and decisions; incorporating public feedback into project
- Create and formalize a public outreach plan to engage area stakeholders
- Convene IndyEast Promise Zone (IEPZ) Executive Advisory Committee meetings to discuss with committee members and other project partners specific community goals as they related to the project, and identify/assign implementation tasks
- Notify the public of and present information at quarterly Neighborhood Summit meetings to describe Sherman Park, and present and review objectives for the AWP
- Host monthly neighborhood forums at the John Boner Community Center (JBCC) to provide neighbors with the opportunity to learn about the AWP process

Key task deliverables are expected to be: Community outreach plan; notification to the public to announce the grant and describe the program requirements and structure; agendas, sign-in sheets, photographs and documentation of community input during project updates provided to the public.

Task will be conducted by: Project Team, including NEAR staff and the consultant team.

TASK 3. Research existing conditions of the catalyst, high priority brownfield sites and BF AWP project area.

These activities will be designed to identify possible reuses for brownfields that will meet community health, environmental and economic development goals, and help lead to assessment and cleanup of brownfield sites. Task 3 activities will include:

- Considering and addressing changing climate conditions throughout the BF AWP project area
- Compile relevant existing plans, data, and GIS information on the IEPZ and Sherman Park

- Perform a detailed analysis of current economic conditions and market demand in the IEPZ project area
- Review the adequacy of existing infrastructure in the project area existing infrastructure in the project area for determining how infrastructure can be reused, if improvements are already planned, or if improvements are needed, to accommodate brownfield site reuse
- Investigate potential traffic impacts, and the potential impact on other modes of transportation in the project area

Key task deliverables are expected to be: A comprehensive overview of existing planning documents and data; meetings with NEAR and City planning staff, Quality of Life planning committee, public utilities, and City Department of Public Works staff; a detailed market analysis; existing infrastructure review/reuse analysis

Task will be conducted by: Project Team, including NEAR Staff, planning partners, consultant team.

TASK 4. Define future Uses for Catalyst, High-priority Brownfield Site

Site reuse planning activities will inform how project area brownfields need to be assessed and cleaned up. Task 4 activities will include:

- Determine specific feasible land reuses for the high-priority brownfield catalyst site based on identified overarching IEPZ goals, existing conditions research, and public and stakeholder feedback
- Create a brownfield site-specific reuse plan in the form of a prospectus that will demystify environmental conditions, and inform future redevelopment efforts

Key task deliverables are expected to be: Site-specific brownfield prospectus with supporting documentation and data

Task will be conducted by: Project Team, including NEAR and planning consultant

TASK 5. Next Steps, Resources and Implementation Strategies

The brownfields area-wide plan is the primary grant deliverable. The plan will clearly show how all the activities conducted and deliverables produced under this grant relate to our community's priorities for the project area, the local brownfields conditions, and other existing conditions in the project area (e.g., environmental, social, and health conditions; economic realities/market potential and state of local infrastructure). The plan will recommend specific cleanup and reuse strategies for the catalyst, high-priority brownfield site based on these community priorities and project area conditions.

The draft brownfields area-wide plan will include proposed reuses for the catalyst, high priority brownfield site (based on tasks 2, 3, and 4) and will identify specific resources available v. resources needed to assess, cleanup and reuse brownfields and promote area-wide revitalization. Draft brownfields area-wide plan will include:

- A summary on the various community involvement activities that were performed throughout the BF AWP project and a statement which clearly describes how the community input is reflected throughout the plan's recommendations and strategies;
- A list of the community's priorities, and key strategies that help meet those priorities;
- The results from research on brownfields and project area conditions, including known environmental conditions, data gaps and other existing conditions (such as environmental/social/health conditions, economic realities/market potential, and state of infrastructure in the project area);
- Specific reuse scenarios/plans for the catalyst, high priority brownfield site;
- Explanation of the nexus between brownfields site cleanup/reuse scenarios to the green infrastructure, green remediation, sustainable redevelopment/smart growth elements of the plan
- A detailed next steps/resources plan implementation strategy which identifies specific actions, resources available versus resources needed to implement the plan, such as:
 - Assessment and cleanup activities needed to be compatible with the brownfields reuse scenarios
 - Catalyst, high priority brownfield site improvements and other project area improvements (e.g., infrastructure investments) needed to support brownfields reuse, improve public health and advance sustainable and equitable revitalization within the project area;
 - Near-term versus long-term actions and prioritized projects;
 - Who is going to lead each effort (partners involved versus partners needed)
 - Specific sources of funding, prioritized investment and resources needed within the project area.

Task 5 activities:

- Develop a matrix of action steps, a responsible entity (i.e., the City, one of the program partners, and/or a new entity identified in the plan), and a time horizon for completion of the task.
- Identify available and potential resources for each action step
- Pursue stakeholder feedback for the implementation strategy and incorporate feedback into the final Area-Wide Plan

Key task deliverables are expected to be:

A list of action steps, responsible entities, timelines, and potential resources unique to brownfield projects. After incorporating feedback into the recommendations, the action items will be included in the final Area-Wide Plan.

Task will be conducted by:

Project Team, including City staff from various departments and the consultant team.

TASK 6. Finalizing the brownfields area-wide plan and making it publicly available

Task 6 activities will include:

- Completing any revisions to the plan based on feedback received and creating a final document
- Posting plan online, having one or more hard copies available publicly, and holding public information sessions
- Celebrating with public event(s) to acknowledge BF AWP document completion and shifting project from planning to plan implementation
- Organizing a steering committee with responsibilities to implement the plan
- Working with project partners and the community to identify the specific next steps and action items to be done, and who will do them, upon completion of the plan and this EPA cooperative agreement
- Revise final AWP based on community and stakeholder feedback received
- Present the finalized plan at a community meeting
- Publish final AWP along with fact sheets and/or tools to use in plan implementation
- Post the final AWP in electronic format on project partner, stakeholder websites, including the City of Indianapolis, as appropriate, and place hard copies of the plan in publically-available locations throughout the project area

Key task deliverables are expected to be:

Electronic and hard copies of the final plan; fact sheets; presentation invitations and materials

Task will be conducted by: Project Team, including project partners and consultant team

3.0 ANTICIPATED PROJECT SCHEDULE

1. Responses to this RFP due on or before June 29, 2017 at 2:00 PM
2. Anticipated contract award: July 11, 2017
3. Convene Steering Committee by end of July 2017; monthly thereafter
4. Project Team monthly meetings: beginning in July 2017
5. Convene Sherman Park public meeting by middle of August; monthly thereafter
6. Assess Existing Conditions: Develop plan goals, objectives, and vision: Aug 2017
7. Assess Existing Conditions: Data review and plan consolidation: October 2017
8. Assess Existing Conditions: Economic and market analysis: December 2017
9. Assess Existing Conditions: Best uses determination: March 2018
10. Assess Existing Conditions: Develop recommendations for infrastructure reuse: May 2018

11. Area Wide Plan Development: Develop strategies to meet plan objectives: June 2018
12. Area Wide Plan Development: Develop specific actions, activities, responsibilities, and timeline: August 2018
13. Area Wide Plan Development: Identify resources needed to implement plan: September 2018
14. Area Wide Plan Development: Publish final Area-Wide Plan: December 2018
15. Quarterly reports to EPA: beginning in August 2017

4.0 PROPOSAL SUBMITTAL INFORMATION

The submitted proposal should address all aspects of the required work discussed in:

- This RFP;
- The EPA Brownfields Area-Wide Planning Grant; and
- The Brownfields Area-Wide Cooperative Agreement and Workplan.

The proposal should be prepared simply and economically, providing a straight-forward, concise description of the consultant's capabilities and experience to satisfy the requirements of the RFP.

To simplify the review process and to obtain the maximum degree of comparability, the proposal shall include the following information and shall be organized in the manner specified below. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

1. Letter of Transmittal: Provide a letter of transmittal briefly outlining the Proposer's understanding of the work and list the project manager's name, address, telephone number and e-mail address. The name that is provided for the project manager will be used as the primary contact during this RFP process.
2. Index: Each proposal shall contain a table of contents that delineates each section contained in the proposal and the corresponding page number.
3. Firm Profile and Qualifications:
 - A. Provide general background information about the firm and its areas of expertise related to this RFP, including history and experience conducting master planning and development strategy projects. Information must include areas of expertise that will be utilized on the project.
 - B. Provide a description of at least three (3) of the most similar and

recent Master Planning and cleanup/redevelopment strategy projects the firm has under taken.

- C. Provide a description of any previous federally funded plan development projects.

4. Project Team Description and Qualifications:

- A. Provide the names of, and include relevant work experience and education about, the key project team members. Key project team members are:

- The project manager;
- Other key team members and their roles; and
- Any subcontractors needed to fulfill the requirements of the grant cooperative agreement.

- B. Include a flow chart that shows the communication path between the NEAR Project Coordinator, and key project team members. Include all project team members on the flow chart and show the supervisory relationship between all members of the team.

- C. Describe the experience and success of key personnel and subcontractors working on similar projects along with their experience and relationship with EPA staff and experience with similar grants.

5. References: Include at least three (3) client references for the firm and subcontractors (including individual contact name and telephone numbers) from similar Master Planning/redevelopment strategy projects that have been completed in the last five (5) years.

6. Project Understanding and Scope: A detailed description in both narrative and graphic form as necessary should be provided that demonstrates the firm's understanding related to the objectives of the project, and outlines how the firm would propose to accomplish the tasks outlined in this RFP.

7. Cost Detail, Fees and Compensation: The maximum available budget for contractual services under this RFP is \$130,000-.

- A. Budget information should be provided in a line item format that includes direct labor (itemized hourly rates) and other direct costs (including subcontracting, printing, etc.). Provide a summary tabulation as well as a breakdown of costs per task.

- B. Provide a Not-to-Exceed fee to complete the scope of work in section 2.1 as described in this RFP and in the Brownfields Area-Wide Planning Cooperative Agreement.

C. Provide detail of any indirect or overhead fees.

D. Quotation of fees and compensation shall remain firm for a period of at least sixty (60) days from the RFP submission deadline.

8. Project Timeline: The consultant shall provide a schedule for the work tasks and deliverables set forth in this RFP. The project must be completed by January 31, 2019. Please include a statement of the firm's ability to begin the project in July 2017 and the capacity of the firm with respect to other projects that are under contract that may affect the timely completion of the work outlines in this RFP.

9. Federal Requirements: State the firm's status as a Disadvantaged Business Enterprise (DBE) or non-DBE and if a DBE subcontractor is being included as part of the response. If the firm is claiming DBE status for itself or a subcontractor, valid certification must be included in the response.

10. Certificate of Insurance: The selected firm will be required to meet NEAR's insurance requirements for professional services (Insurance Schedule C - Appendix E).

5.0 RESOURCES

All information requests shall be directed to NEAR's representative as detailed in Section 6.0 of this RFP.

Consultant Evaluation and Selection Process – Appendix A

Brownfields Area-Wide Planning Cooperative Agreement and Terms & Conditions– Appendix B

Final Area-Wide Planning Work Plan– Appendix C

Sherman Park Area Map - Appendix D

NEAR's Insurance Requirements for Professional Services – Appendix E

Existing environmental, market and infrastructure data will be provided as available and needed for the project.

6.0 QUESTIONS REGARDING THE RFP

If you have any questions concerning this proposal, or other technical questions, please submit your requests to NEAR's designated representative. NEAR has used considerable efforts to ensure an accurate representation of information in this RFP. Each proposer must conduct its own investigations into the material facts provided.

No answers given in response to questions submitted shall be binding upon this RFP unless released in writing (letter, fax, or email) as an officially numbered and titled

addendum to the RFP by NEAR.

Questions concerning this RFP must be submitted in writing, and received before 2:00 p.m. (EST) on June 22, 2017. Any inquiries received after the stated time will not be answered. When submitting a question to NEAR's representative, please include the appropriate proposer contact information.

From the date of issuance of the RFP until final action, the proposer shall not discuss the RFP with or contact any NEAR staff, except as expressly authorized by the NEAR representative identified in Section 6.0 of this RFP. Violation of this restriction will be considered a violation of the rules and be grounds for disqualification of the proposer's proposal.

Contact information is as follows:

John Franklin Hay
NEAR (Near East Area Renewal)
2807 East 10th St.
Indianapolis, IN 46201
Phone 317.941.6327
E-mail: john@nearindy.org

7.0 PROPOSAL REQUIREMENTS

Before submitting a proposal, each proposer shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by NEAR upon which the Proposer will rely.

PROPOSAL SUBMITTAL INSTRUCTIONS

Submittal Deadline: June 29, 2017, before 2:00 p.m. (Local Time)
Mailing Address: NEAR
Attn: John Franklin Hay
2807 E. 10th St. Indianapolis, IN 46201
Submittals: Proposal: One (1) hardcopy and one electronic (pdf) on flash drive shall be provided.

- ✓ Submit one (1) signed original proposal labeled Area-Wide Planning Services Contract
- ✓ Submitted proposals must be delivered in printed format. Additionally, supply one (1) electronic version of the proposal in Adobe Acrobat format. No faxed or e-mail proposals will be accepted.
- ✓ The proposal must be a document of not more than twenty (20) numbered 8 ½ x 11 inch pages, not including the letter of transmittal, index, project schedule, dividers, and the front and back covers. Any proposals exceeding twenty (20) numbered pages may not be considered.
- ✓ The original proposal document must be signed in blue ink by an officer of the

company who is authorized to legally bind the Proposer.

- ✓ Proposals are to contain a statement indicating the period during which the proposal will remain valid. A period of not less than sixty (60) calendar days from the proposal closing date is required.

Each proposer assumes full responsibility for delivery and deposit of the completed proposal package on or before the deadline. Any proposals received after the submittal deadline will not be considered, and will be returned unopened to the Proposer. NEAR will not be responsible for any loss or delay with respect to delivery of the proposals.

NEAR is not liable for any cost incurred by any proposer prior to the execution of an agreement or contract. Nor shall NEAR be liable for any costs incurred by the firms in responding to this RFP and those not specified in any contract. All results from this project will remain the property of the NEAR.

Thank you for your consideration and interest in the project.

Sincerely,

John Franklin Hay
NEAR

Area-Wide Planning Services Contract
Request for Proposal

June 2017

Appendix A

Consultant Evaluation and Selection Process

INITIAL EVALUATION CRITERIA

Proposals will be screened to ensure that they meet the minimum requirements of the proposal format. A selection committee of NEAR personnel will review qualifying proposals and select firms for placement on a short-list for the project. The following criteria are among those that will be used to initially evaluate submitted proposals.

1. The proposed project team's level of professional competence and a proven track record in:
 - ❑ Conducting community engagement activities including development of outreach materials, social media, and working with landowners;
 - ❑ Conducting market and infrastructure needs studies;
 - ❑ Developing redevelopment strategies and recommendations;
 - ❑ Developing area-wide plans;
 - ❑ Experience with US EPA Area-Wide Planning grants;
 - ❑ Developing recommendations for reuse planning and cleanup; and
 - ❑ Experience with waterfront planning;
2. The proposed project teams' experience working together on similar projects.
3. The quality of the proposal based on the:
 - ❑ Demonstrated understanding of NEAR and the City's overall objectives;
 - ❑ Demonstrated expertise in completing similar projects;
 - ❑ Knowledge of the area-wide planning process;
 - ❑ Ability to commit personnel to this project;
 - ❑ Ability to commit culturally diverse personnel to this project;
 - ❑ Level of interest;
 - ❑ Proposed schedule;
 - ❑ Creativity and problem solving ability;
 - ❑ Ability to demonstrate initiative and motivation; and
 - ❑ Local economic impact.

CONSULTANT SHORT-LIST EVALUATION CRITERIA

A selection committee may or may not interview short-listed firms. If interviews are held, both the original submitted proposal and the results of interviews may be used to evaluate consultants. In addition to the evaluation criteria listed above, interviews will be judged on:

- Responsiveness and compatibility with NEAR and the City;
- General attitude and ability to communicate;
- Ability to communicate ideas through prepared documents and presentations;
- Ability to listen, be flexible, and follow and/or implement direction and/or ideas or concepts;
- How the team would interact with the general public, NEAR and City staff, and public officials;
and
- Proposed fee in relationship to the services offered.

Should NEAR conduct interviews, they will be conducted in a condensed format in an effort to save time and costs associated with interview preparations. The format will consist of two (2) fifteen (15) minutes segments. The first segment will be for the consultant to:

- make introductions of the team;
- describe the consultant's understanding of the project; and
- discuss the consultant's proposed schedule.

The second segment of the interview will be for the committee members to ask questions of the consultant. The consultant may bring one (1) display board for use during the interview. No power point presentations or handouts will be allowed.

Should NEAR conduct interviews, they will take place on July 6 and 7, 2017 with the intent of making a selection on July 11, 2017.

NEAR may also review direct and indirect references of previous work experience. NEAR may request additional material, information, and presentations from the Proposer(s) submitting the proposals.

SELECTED VENDOR FEE NEGOTIATION PROCESS

Upon the successful completion of proposal reviews and interviews, if conducted, the committee shall make a selection. A finalized scope of work and fee structure shall be directly negotiated with the firm that is selected by NEAR.

Area-Wide Planning Services Contract Request for Proposal

June 2017

Appendix E

Insurance Requirements for
Professional Services

NEAR's Insurance Requirements for Contractors and Professional Services

1. The Subcontractor shall purchase from and maintain in an insurance company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Subcontractor from claims which may arise out of or result from the Subcontractor's operations under the contract and for which the Subcontractor may be legally liable, whether such operations be by the Subcontractor or by a Sub-subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable.
2. The insurance required shall be written for not less than the limits specified below or required by law, whichever is greater; or for not less than the limits specified by the Contract Documents, if they are greater than the limits specified below. The insurance required shall be written for not less than the coverages specified below or required by law, whichever is greater; or for not less than the coverages specified by the Contract Documents, if they are greater than the coverages specified below. Coverages shall be written on an occurrence basis and shall be maintained without interruption from date of commencement of the Work until date of final payment unless coverage is required to be maintained after final payment by the Contract Documents.

THE SUBCONTRACTOR INSURANCE REQUIREMENTS ARE:

COMMERCIAL GENERAL LIABILITY

<input type="checkbox"/>	<u>Limits:</u>	Each Occurrence	\$1,000,000
		<input type="checkbox"/> General Aggregate	\$2,000,000
		Products/Completed Operations Aggregate	\$2,000,000

- General Aggregate Limit to apply per project.
- Commercial General Liability must include Premises-Operations, Products/Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors and Personal Injury Liability
- Policy to include coverage for property damage for "XCU" (explosion, collapse and underground) hazards
- EIFS/DEFS Subcontractors must list coverage for EIFS/DEFS on their Certificate of Insurance. \$1,000,000 minimum occurrence limit, \$10,000 maximum deductible
- Owner, General Contractor, Architect and Engineer shall be named Additional Insured and provide that such insurance shall be deemed as Primary Insurance to any insurance General Contractor may obtain for its' own benefit (which shall be excess or secondary but not contributing insurance).

COMMERCIAL AUTOMOBILE LIABILITY

<input type="checkbox"/>	<u>Limits:</u>	Each Accident	\$1,000,000
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- Bodily Injury and Property Damage Combined Single Limit
- Policy to include coverage for Owned, Hired and Non-Owned Liability

WORKER'S COMPENSATION/EMPLOYER'S LIABILITY

<input type="checkbox"/>	<u>Limits:</u>	Each Accident	\$500,000
		<input type="checkbox"/> Disease – Each Employee	\$500,000
		<input type="checkbox"/> Disease – Policy Limit	\$500,000

UMBRELLA/EXCESS LIABILITY

<input type="checkbox"/>	<u>Limits:</u>	Each Occurrence	\$1,000,000
		<input type="checkbox"/> Retention (no greater than)	\$10,000
		<input type="checkbox"/> Annual Aggregate	\$1,000,000

- A Certificate of Insurance (either the Acord 25-S or the AIA G705) must be returned with your contract.

The certificate of insurance must include the following:

- Subcontractor shall carry **Commercial General Liability** Insurance on ISO form GC 00 01 10 01 (or a substitute form providing equivalent coverage) and Subcontractor shall provide the General Contractor with a Certificate of Insurance and **Additional Insured Endorsement** on ISO form CG 20 10 11 85 (or a substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01 (or substitute forms providing equivalent coverage) naming the General Contractor and Owner as Additional Insureds thereunder. Additional Insured coverage shall apply as primary insurance with respect to any other insurance afforded to Owner and General Contractor.
- The Owner and any other parties required by contract shall be shown as **Additional Insured** under Commercial General Liability for both Premises Operations and Completed Operations on a Primary Basis
- **Waiver of Subrogation** in favor of General Contractor for both Commercial General Liability and Worker's Compensation

- **Waiver of Subrogation** in favor of Owner and any other parties required by contract for both Commercial General Liability and Worker's Compensation
- **Primary and Non Contributory**: Commercial General Liability and Umbrella Liability
- **Description of operations** must reference the specific job (with location address)
- Certificate must confirm that Worker's Compensation applies to the state project is located in
- If Subcontractor is an Independent Contractor not required to carry Worker's Compensation Insurance, a validated Certificate of Exemption **must** be attached to the certificate of insurance
- If Installation Floater coverage is carried, it should be listed on the certificate along with the limit

☐ Contractor reserves the right to specify other limits where warranted by the potential risk associated with the Scope of Work to be performed.

☐ A renewal certificate must be provided to Contractor prior to expiration of the required policies. The Subcontractor shall require their insurance carrier to provide at **least 30 day's prior written notice** of the following:

- Expiration of all policies
- Cancellation by the insurance carrier prior to expiration of all policies
- Non-renewal of the policies by the insurance carrier

☐ Subcontractor shall require their insurance carrier to provide **immediate notification** of the following:

- Cancellation by the Subcontractor
- Non-renewal by the Subcontractor