



Town of Ledyard

PROPOSAL FOR CLERK OF THE WORKS SERVICES FOR NEW LEDYARD POLICE FACILITY BID# 2016-03

July 20, 2015

PREPARED BY:
Marc Sklenka, LEED AP, MCPPO
Senior Director of Project Management
Colliers International (formerly Strategic Building Solutions)

PREPARED FOR:
Mayor John Rodolico
Office of the Mayor
Town of Ledyard



July 20, 2015

Mayor John Rodolico
Office of the Mayor
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

**Subject: Clerk of the Works Services for Ledyard Police Facility
BID# 2016-03**

Dear Mayor Rodolico:

I would like to express the enthusiasm felt by all of us at Colliers International | Project Management (formerly known as Strategic Building Solutions) regarding the potential opportunity to provide Clerk of the Works Services for the construction of the new Ledyard Police Facility.

For the past 20 years, Colliers has operated upon the belief that most clients simply cannot afford requisite staff with the time and expertise necessary to appropriately manage all aspects of today's complex construction projects. With this in mind, our mission has been to fully serve as an **advocate for state and municipal construction authorities and other building committees** throughout the planning, design, and construction process. Within the role of clerk of the works/project manager, Colliers has served nearly **100 cities and towns throughout New England**.

Colliers' project experience includes the City of Hartford's new Public Safety Complex, Town of Hampden's Police Station, the Town of Chatham's New Police Department, the Town of Wellesley's Police & Fire Stations, and the Massachusetts State Police Barracks in Dartmouth and Millbury. In addition, our local project experience includes Fairview Thames Edge, Fairfield Riverfield Elementary School, East Hampton High School, South Windsor Public School's Orchard Hill Elementary School, and North Haven High School, to name a few.

We are pleased to submit the enclosed materials for your consideration and look forward to the opportunity to discuss our qualifications. Please feel free to call me at your convenience at (860) 395-0055 ext. 118 or via email marc.sklenka@colliers.com should you have any questions or require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marc Sklenka".

Marc Sklenka, LEED AP
Senior Director, Project Management Services

TABLE OF CONTENTS

- I. Executive Summary
- II. Company Overview
- III. Clerk of the Works Qualifications
- IV. Past Projects and References
- V. Proposed Fees
- VI. Insurance Requirements

EXECUTIVE SUMMARY

On behalf of Colliers International | Project Management (formerly known as Strategic Building Solutions), we are pleased to have the opportunity to be considered by the Town of Ledyard to provide Clerk of the Works services for the construction of the new Ledyard Police Facility. Our enclosed response details our many years of experience assisting clients with these services and the key differentiators on why we believe Colliers is the ideal solution.

- › **Local Firm with Exclusive Focus on Clerk of the Works Services** – For the past two decades, Colliers has operated with a fairly simple mission in mind – to be the premier provider of Owner’s Project Management & Clerk of the Works Services in the marketplace. Our exclusive focus upon these services provides our clients with the assurance they are receiving services that are the heart and soul of Colliers. This focus means that all of our resources and experiences will directly support the services to be provided to this project without offering design or contracting services which can be conflicts of interest. And, as a local firm our proposed ***Clerk of the Works resides in New London, CT*** and is able to respond rapidly to any needs that may develop.
- › **Multi-Disciplined Technical Capability** – Colliers has assembled a multi-disciplined team with the necessary skill sets to support our clients through all aspects of capital projects. Our team includes experienced professionals with backgrounds in architecture, mechanical & electrical engineering, construction, financial management, facilities planning, and physical plant operations. Our team’s depth in these technical areas allows us to draw on their experience at various stages of a project. The value of this balance comes across in the quality Colliers is able to deliver from planning and cost analysis to construction and ultimately occupancy.

To complement their technical capabilities, Colliers is committed to providing our project managers & clerk of the works with on-going training and support to ensure they have the skills and information to provide our clients with the best possible results. Colliers’ leadership stays intimately involved in each project, ensuring our clerk of the works have access to all our available resources. Colliers staff are routinely brought in to support projects when specific engineering, architectural, or financial consultation is needed.

- › **Building Commissioning Services/MEP Expertise** – As a firm committed to providing commissioning services for nearly two decades, we have always recognized the clear link between a building’s mechanical and electrical systems and the success of a project. We have assembled a team of experienced engineers, controls technicians, and facilities operators to ensure that our commissioning services are provided by a group of multi-disciplined professionals with the necessary backgrounds required to optimize building performance and to maximize energy savings. This MEP expertise is also available and provided to assist our clerk of the works, as may be required.

We thank you for considering Colliers as your partner to provide Clerk of the Works Services for the Town of Ledyard and we truly look forward to the opportunity of a successful and profitable partnership together.

COMPANY OVERVIEW

Colliers International | Project Management (formerly known as Strategic Building Solutions) is a Connecticut based firm founded to provide clients with managerial, technical and analytical support for the planning, design, construction, and commissioning of large complex capital projects. Our work has been guided by a belief that many clients simply cannot afford the requisite staff with time and expertise necessary to fully advocate the needs of their many stakeholders throughout the planning, design, and construction process. With this reality in mind, Colliers provides clients with the needed expertise to supplement their existing capabilities and to help ensure their facilities initiatives are professionally planned and managed.



To accomplish this, Colliers has assembled a multi-disciplined team with the necessary skill sets to support our clients through **all** aspects of capital projects. Our team includes experienced professionals with backgrounds in **architecture, mechanical & electrical engineering, construction, financial management, facilities planning, and physical plant operations**. Our team's depth in these technical areas allows us to draw on their experience at every stage of a project. The value of combining these diverse perspectives and skill sets comes across in the quality Colliers is able to deliver from planning and cost analysis to construction, commissioning, and, ultimately, occupancy.

Colliers has steadily developed the core services necessary to respond to the facilities and construction needs of our clients by remaining committed to our mission. **The diverse technical backgrounds of our staff allow Colliers to offer a comprehensive set of services all aimed at one goal - ensuring that our clients receive the best value for their capital investments.** Our clients' satisfaction with this approach is reflected in the numbers who have requested multiple services. Provided below is a listing of the specific services within each of our core areas:

STRATEGIC PLANNING FOR FACILITIES	OWNER'S PROJECT MANAGEMENT
<ul style="list-style-type: none"> Comprehensive Strategic Planning Facilities Conditions Assessments Space Quantification & Utilization Analysis Space Modernization Planning Building Programming 	<ul style="list-style-type: none"> Comprehensive Project Management Clerk of the Works Project Feasibility Analysis Project Planning & Contracting Value Engineering Construction Quality Control
BUILDING COMMISSIONING	ENERGY MANAGEMENT
<ul style="list-style-type: none"> Operations & Maintenance Design Review LEED Certification Commissioning Mechanical Systems Inspection and Testing Building Operations Training Retro-Commissioning (RCx) 	<ul style="list-style-type: none"> Comprehensive Energy Management Program Central Plant & Building Optimization Energy Audit & Feasibility Studies

CLERK OF THE WORKS' QUALIFICATIONS

Colliers is confident that we are uniquely qualified to deliver the necessary Clerk of the Works Services as outlined within the Request for Proposals and as the Town of Ledyard may require. We firmly believe you will be hard pressed to find another firm with the local project experience matched with the depth of talent and resources that Colliers is proposing for this project.

For the Ledyard Police Facility, Colliers is proposing Sean Jensen to serve as Clerk of the Works. Sean is a resident of New London, CT and has extensive experience in engineering, construction support and quality assurance management which has served to provide him a unique insight into the understanding of complex projects. Sean includes among his experience and expertise the following:

- › Experience participating in dispute resolution and providing impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities.
- › Ability to read and understand construction drawings, specifications, and contracts as well as understanding the results of material testing and sampling.
- › Understanding of warranties and conditions which invalidate those warranties.
- › Thorough understanding of current construction practices, methods, and materials as well as a broad knowledge of building codes and the ability to successfully research specific building code questions.
- › Excellent communications skills including superior writing and computer skills.
- › Familiarity with environmental laws and site concerns related to this project as well as proper procedures for handling and storing hazardous materials.
- › General knowledge of major building systems and their operation and maintenance.
- › Extensive knowledge of construction site administration, techniques for construction scheduling, construction financing and accounting, construction site safety requirements, and knowledge of the roles and interactions of the members of the building team.

A detailed resume providing details regarding Sean's background and qualifications has been provided on the following page.



Sean Jensen

CLERK OF WORK



sean.jensen@colliers.com

EDUCATION AND QUALIFICATIONS

Bachelor of Science Civil Engineering – Central Connecticut University

CONTACT DETAILS

Colliers International |
Project Management
135 New Road
Madison, CT 06443

www.colliers.com

AREA OF EXPERTISE

Mr. Jensen has nearly 10 years of experience in engineering, construction support and quality assurance management which has served to provide him a unique insight into the understanding of complex projects. On behalf of Colliers, Sean works as a Clerk of Work providing project management services to both public and private institutions throughout the Northeast. Prior to joining Colliers, Sean worked as a Senior Engineer specializing in the design, construction and life-cycle support of nuclear submarines, as well as working as an Assistant Site Work Superintendent providing supervision to all site work.

REPRESENTATIVE CLIENTS AND PROJECTS

Town of West Springfield – High School – West Springfield, MA

Provision of owner's project management, including clerk of the works services during the construction of a new 275,000 gsf high school which includes swimming pool/natatorium and an athletic complex and is being designed and constructed in accordance with Massachusetts Collaborative for High Performance (MA-CHPS) standards.

West Springfield Public Library – West Springfield, MA

Provision of owner's project management, including clerk of the works services during the Town's Public Library project. The Library project includes the construction of a new 31,000 gsf addition. The project includes the demolition of the existing additions, hazardous material abatement as required to accommodate the new facility, full restoration and repairs to the original historic structure, new HVAC, plumbing, fire suppression systems, electrical and telephone/data infrastructure. The completed facility will seek LEED Certification.

General Dynamics Electric Boat – Groton, CT

Engineering oversight of submarine construction ranging from structural, electrical, piping, mechanical and machining, reducing the construction cost by approximately \$50,000, and developed multiple process improvements which increased production safety, was the liaison for various government certification audits, and led multiple design review presentations.

Mohegan Sun Casino – Uncasville, CT

Provided supervision to all site work, utility installation, excavation and foundation work, as well as the oversight for the completion of the secant wall support system for an existing garage while maintaining its public usability.

PAST PROJECTS AND REFERENCES

Over the past two decades, we have provided Clerk of the Works Services for numerous public and private institutions throughout the Northeast because of our reputation for quality service, client satisfaction, and unique expertise providing clerk of the works services for capital projects. In fact, we are proud to state that nearly all of our clients have gone on to request additional services. We are pleased to provide below references who can speak of their firsthand experience with Colliers. In addition, we have also provided project descriptions that highlight projects of a similar nature on the following pages.

References		
Owner/Project	Contact Person	Phone Number
Town of Hampden Police Station	Jeff Farnsworth Chief of Police	413 566 8011
Fairview Thames Edge	James Rosenman Chief Executive Officer and Administrator	860 445 7478
West Springfield Public Library	Antonia Golinski-Foisy Library Director	413 736 4561 ext. 1102
West Springfield High School	Michael Richard Superintendent of Schools	413 263 3290



TOWN OF HAMPDEN POLICE STATION

HAMPDEN, MA

COMPLETION

September 2015

PROJECT SIZE

6,800 gsf

PROJECT BUDGET

\$2.9 Million

Client Contact

Jeff Farnsworth

Chief of Police

413 566 8011

SERVICES PROVIDED

Project Management

PROJECT OVERVIEW

Colliers has been engaged to provide owner's project management services for the Town of Hampden's new Police Station. The building will be comprised of 6,800 gsf on the ground and mezzanine. The \$2.9 million project includes making the new police station ADA compliant and includes an emergency generator.

SERVICES PROVIDED

Colliers is providing comprehensive project management services and is directly responsible for conducting on-site observations and spot checks of the work in progress as a basis for determining conformance of all work, materials and equipment with the contract documents. In addition, Colliers will serve as the on-site agent for the Town of Hampden and will attend scheduled building committee meetings and report on the construction activity as required.

www.colliers.com



FAIRVIEW

THAMES EDGE

GROTON, CT

COMPLETION

September 2016

PROJECT BUDGET

\$20 Million

CLIENT CONTACT

James Rosenman

Chief Executive Officer and
Administrator

860 445 7478

SERVICES PROVIDED

Project Management

www.colliers.com

PROJECT OVERVIEW

Colliers is serving as Owner's Project Manager during the construction of Thames Edge at Fairview. This multi-phases, \$20 million retirement community complex project includes 40 detached residential units and clubhouse along with a major site development scope including roads, utilities and other related site improvements.

SERVICES PROVIDED

In the role of Project Manager, Colliers is providing management, technical guidance and support throughout the completion of the project's design, bidding and construction phases. Services include assisting in negotiation and contract establishment with the architect and construction manager, review of design and construction documents to identify value engineering opportunities, periodic on-site presence during construction, and management and regular reporting on project budget, finances and schedule.

In addition, Colliers developed and managed the overall project budget and project schedule. We are facilitating the regulatory process and are working closely with the funding source to ensure compliance with their requirements.



FAIRFIELD PUBLIC SCHOOL DISTRICT

RIVERFIELD ELEMENTARY SCHOOL

FAIRFIELD, CT

COMPLETION

Winter 2015

PROJECT SIZE

45,140 gsf

PROJECT BUDGET

\$15 Million

CLIENT CONTACT

Tom Quinn

Chair, Riverfield Building
Committee

609 805 0180

SERVICES PROVIDED

Project Management

www.colliers.com

PROJECT OVERVIEW

This multi-phased \$15 Million renovation and new addition project is to the Riverfield Elementary School which was built in 1959, with additions in 1971 and 2000, and presently encompasses a total of 45,140 gross square feet on 20 acres as well as five modular classrooms located on-site to provide an additional 4,000 square feet of classroom space.

As these renovations and additions are occurring within an existing operational facility, construction will be required during summer school vacations as well as during the school year when the building is fully-occupied by students and faculty.

SERVICES PROVIDED

Colliers is providing program management services during the design and construction of additions and renovations to the Riverfield Elementary School. In its role as Project Manager, Colliers is providing comprehensive program management services and will work under the auspices of the building committee and coordinating a project team consisting of the Architect, Construction Manager-at-Risk, various independent consultants, representatives from the Fairfield Public School District, and various Town departments.



SOUTH WINDSOR PUBLIC SCHOOLS

ORCHARD HILL ELEMENTARY SCHOOL

SOUTH WINDSOR, CT

COMPLETION

September 2017

PROJECT SIZE

70,500 gsf

PROJECT BUDGET

\$25.3 Million

CLIENT CONTACT

Kate Carter

Superintendent of Schools

860 291 1205

SERVICES PROVIDED

Project Management

PROJECT OVERVIEW

Colliers has been engaged to provide owner's representative services for the South Windsor Public School's new Orchard Hill Elementary School. The new 70,500 gsf Orchard Hill Elementary School includes the construction of a new Pre-K facility that will serve 564 students.

SERVICES PROVIDED

As owner's representative, Colliers is analyzing constructability, advising the Town on project delivery systems and forms of contracts, serving as a single point of contact between contractors and designers, representing the Town at key meetings, monitoring the project schedule and budget, auditing quality assurance/quality control procedures, assisting in evaluating contractor payment requests, providing monthly reporting, and facilitating issue resolution. In addition, Colliers will continue to provide all owner's representative services throughout the Orchard Hill Elementary School project including turnover, closeout, commissioning, and State audit compliance.

www.colliers.com



TOWN OF WEST SPRINGFIELD HIGH SCHOOL

WEST SPRINGFIELD, MA

COMPLETION

January 2015

PROJECT SIZE

226,000 gsf

PROJECT BUDGET

\$107 Million

CLIENT CONTACT

Michael Richard

Superintendent of Schools

413 263 3290

SERVICES PROVIDED

Project Management

www.colliers.com

PROJECT OVERVIEW

Colliers provided owner's project management services the Town of West Springfield's new West Springfield High School. Colliers worked for the Town of West Springfield, through the Planning & Construction Committee, while working closely with the Superintendent of Schools, the West Springfield School Committee, the school district's staff, the selected architectural firm and its consultants, and the Massachusetts School Building Authority (MSBA).

West Springfield was invited to participate in the MSBA's Model School Program, therefore the project scope involved adapting and constructing a model school design onsite and then demolishing the existing building.

SERVICES PROVIDED

Colliers provided the following services for the West Springfield High School:

- › Accommodated uninterrupted continuity of school operations during construction activity
- › Identified specific milestone requirements and/or constraints of the District (e.g. City votes, swing space, occupancy issues)
- › Life cycle costs of operating the School as it relates to future operational budgets
- › Massachusetts High Performance Green Schools Guidelines (MC-CHPS Guidelines)
- › Assessed the site to determine where the new school will be located
- › Identified options for renovating or replacing the swimming pool as a 100% locally-funded project
- › Oversaw designing of a plan for new athletic playing fields as a 100% locally-funded project and a transition plan for accommodating athletics during the construction period



TOWN OF WEST SPRINGFIELD

PUBLIC LIBRARY

WEST SPRINGFIELD, MA

COMPLETION

Fall 2015

PROJECT SIZE

31,000 gsf

PROJECT BUDGET

\$16.1 Million

Client Contact

Antonia Golinski-Foisy

Library Director

413 736 4561 ext. 1102

SERVICES PROVIDED

Project Management

PROJECT OVERVIEW

Colliers has been selected to provide owner's project management services for the Town of West Springfield's Public Library Project. The Library project includes the construction of a new 31,000 gsf addition. The project includes the demolition of the existing additions, hazardous material abatement as required to accommodate the new facility, full restoration and repairs to the original historic structure, new HVAC, plumbing, fire suppression systems, electrical and telephone/data infrastructure. The completed facility will seek LEED Certification.

SERVICES PROVIDED

In the role of Owner's Project Manager, Colliers is providing management, technical guidance and support throughout the completion of the project's design, bidding and construction phases. Services include assisting in negotiation and contract establishment with the architect and construction manager, review of design and construction documents to identify value engineering opportunities, periodic on-site presence during construction, and management and regular reporting on project budget, finances and schedule.

www.colliers.com

PROPOSED FEES

Colliers is pleased to submit the enclosed fee schedule to provide Clerk of the Works Services for the construction of the new Ledyard Police Facility. The enclosed detailed fee schedule provides Colliers proposed hours onsite throughout the duration of the project.

Town of Ledyard, CT
New Police Facility Project

Detailed Schedule for Owner's Project Management Services - July 15, 2015

Project Schedule	2015												2016												2017											
	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
1 Feasibility Study/Schematic Design	complete					Summer												Summer												Summer						
2 Design & Bidding																																				
3 Early Construction																																				
3 Construction																																				
4 Closeout																																				

Fees for Services		Totals	Staffing Equivalency per Month (FTE)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Project Executive Project Director Project Manager Construction Rep Technical Services Financial Support	\$138,400																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					

<u>Hours of Service</u>		Totals	Monthly Hours Associated with Staffing Levels																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Project Executive Project Director Project Manager Construction Rep Technical Services Financial Support	1,283																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							

INSURANCE REQUIREMENTS

Colliers is insured with Federal Insurance Company for Commercial General Liability insurance with coverage of \$1,000,000 each occurrence/\$2,000,000 general aggregate. Professional Liability Insurance is provided through Underwriters at Lloyd's of London with coverage of \$3,000,000 aggregate. Sample insurance certificates are provided on the following pages.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/12/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Reed Stenhouse Inc. Suite 1200 401 West Georgia St. PO Box 3228 Vancouver, BC V6B 3X8		1-206-749-4857	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED Strategic Building Solutions, LLC DBA Colliers International 135 New Road Madison, CT 06443		INSURER(S) AFFORDING COVERAGE INSURER A: Federal Insurance Company INSURER B: Chubb Insurance Company of Canada INSURER C: INSURER D: INSURER E: INSURER F:		

COVERAGES **CERTIFICATE NUMBER: 44229673** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC			74988647	12/01/14	12/01/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			35268682	12/01/14	12/01/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			79713858	12/01/14	12/01/15	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				WC STATUTORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Crime			81324965	12/01/14	12/01/15	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

To Whom it May Concern

USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Edward Bishop

© 1988-2010 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/13/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jardine Lloyd Thompson Canada Inc. Suite 1600 1111 West Georgia Street Vancouver, BC V6E 4G2	1-604-682-4211	CONTACT NAME: Susanne (Sue) Schurer PHONE (A/C, No. Ext): 1 604 682 4211 E-MAIL ADDRESS: sschurer@jltcanada.com	FAX (A/C, No): 1 (604) 682 3520
INSURED Strategic Building Solutions, LLC dba Colliers International 135 New Road Madison, CT 06443		INSURER(S) AFFORDING COVERAGE INSURER A: Underwriters at Lloyd's of London INSURER B: Zurich Insurance Company Ltd. INSURER C: INSURER D: INSURER E: INSURER F:	NAIC #

COVERAGES**CERTIFICATE NUMBER: 43848043****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$ \$ \$ \$ \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☐ N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT \$ \$ \$
A	Professional Liability			PR1400710000	12/01/14	12/01/15	Primary Layer USD2,000,000
B	Professional Liability			8842262	12/01/14	12/01/15	1st Excess Layer USD1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

To Whom it May Concern ,	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/18/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kibble & Prentice, a USI Co 601 Union Street, Suite 1000 Seattle, WA 98101 206-441-6300	CONTACT NAME: Please send all requests via	
	PHONE (A/C, No, Ext): fax or email	FAX (A/C, No): 610-362-8518
E-MAIL ADDRESS: CLCertRequest@usi.biz		
INSURED Colliers International Project Management LLC 601 Union Street, Suite 4800 Seattle, WA 98101-4084	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Liberty Mutual Fire Ins Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☐ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WA2Z9D461915015 WC2Z91461915025 All States except ND OH WA WY	01/01/2015 01/01/2015	01/01/2016 01/01/2016	☒ WC STATUTORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Employers Liab. (Stop Gap Only)			WA2Z9D461915015 WA and OH	01/01/2015	01/01/2016	Each Accid \$1,000,000 Each Empl \$1,000,000 Policy Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Sample for bidding purposes only.

CERTIFICATE HOLDER

CANCELLATION

Sample	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2010 ACORD CORPORATION. All rights reserved.