



TABLE 1:
Department of Administrative Services / Construction Services (DAS/CS)
Professional and Business Credentials Requirements

	If Your Firm Is This Type Of Practice	Submit This Type Of Professional License(s) From The Connecticut Department Of Consumer Protection	Submit This Type Of Certification From The Connecticut Secretary Of State
Architecture Only	Corporation	1. Firm License.	Certificate of Legal Existence
		2. Licenses for the named principal in charge and named project manager.	
	Professional Corporation	1. Firm License.	Certificate of Legal Existence
		2. Licenses for the named principal in charge and named project manager.	
	Limited Liability Company	1. Certificate of Registration for firm.	Certificate of Legal Existence
2. Licenses for the named principal in charge and named project manager.			
Partnership	1. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence if the partnership is a limited liability partnership or a limited partnership	
Sole Proprietor	1. Licenses for the named principal in charge and the named project manager.	None	
Engineering Only	Corporation	1. Firm License.	Certificate of Legal Existence
		2. Licenses for the named principal in charge and named project manager.	
	Professional Corporation	1. Firm License.	Certificate of Legal Existence
		2. Licenses for the named principal in charge and named project manager.	
	Limited Liability Company	1. Certificate of Registration for firm.	Certificate of Legal Existence
2. Licenses for the named principal in charge and named project manager.			
Partnership	1. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence if the partnership is a limited liability partnership or a limited partnership	
Sole Proprietor	1. Licenses for the named principal in charge and the named project manager.	None	



TABLE 1: (continued)
DAS/CS Professional and Business Credentials Requirements

	If Your Firm Is This Type Of Practice	Submit This Type Of Professional License(s) From The Connecticut Department Of Consumer Protection	Submit This Type Of Certification From The Connecticut Secretary Of State
Land Surveying Only	Corporation	1. Firm License.	Certificate of Legal Existence
		2. Licenses for the named principal in charge and named project manager.	
	Professional Corporation	1. Firm License.	Certificate of Legal Existence
		2. Licenses for the named principal in charge and named project manager.	
	Limited Liability Company	1. Certificate of Registration for firm.	Certificate of Legal Existence
2. Licenses for the named principal in charge and named project manager.			
Partnership	1. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence if the partnership is a limited liability partnership or a limited partnership	
Sole Proprietor	1. Licenses for the named principal in charge and the named project manager.	None	
Any Combination of Architecture, Engineering and Land Surveying	Corporation	1. Firm License for all firm disciplines.	Certificate of Legal Existence
		2. Joint Certificate of Registration for firm.	
		3. Licenses for the named principal in charge and named project manager.	
	Professional Corporation	1. Firm License for all firm disciplines.	Certificate of Legal Existence
		2. Licenses for the named principal in charge and named project manager.	
	Limited Liability Company	1. Joint Certificate of Registration for firm.	Certificate of Legal Existence
		2. Licenses for the named principal in charge and named project manager.	
	Partnership	1. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence if the partnership is a limited liability partnership or a limited partnership
	Sole Proprietor	1. Licenses for the named principal in charge and the named project manager.	None



TABLE 1 NOTES:

1.	Professional Licensure References: One (1) copy of each professional license(s) as required by Title 20 of the Connecticut General Statutes (CGS) and the Connecticut Department of Consumer Protection. <ol style="list-style-type: none">1. See Regulations of Connecticut State Agencies Title 20 – Professional and Occupational Licensing, Certification, Department of Consumer Protection, Sec. 20-289 for licensing requirements for architects.2. See CGS Sec. 20-298a. for licensing requirements for practices by partnerships of architects and professional engineers.3. See CGS Sec. 20-298b. for licensing requirements for architecture by corporations.4. See CGS Sec. 20-306a. for licensing requirements for engineering or land surveying by a corporation or limited liability company.5. See CGS Sec. 20-306b. for licensing requirements for the formation of corporation or limited liability company for joint practice by one or more architects, each of whom is licensed under the provisions of chapter 390, one or more professional engineers or one or more land surveyors each of whom is licensed under the provisions of this chapter.
2.	Joint Ventures: Each member of the joint venture must provide the appropriate “Certification of Legal Existence” from the Connecticut Secretary Of The State required for that entity type. Consult chart above. <i>Example: if the joint venture practicing architecture consists of a corporation and a partnership, according to the chart the corporation must provide a Certificate of Authorization, but the partnership does not.</i>
3.	Out Of State Firms: In addition to the requirements set forth in the chart, an out of state firm that is selected for a contract must produce a good standing certificate from the home state and a copy of its filing with the Connecticut Secretary of State’s office evidencing the appointment of agent for service of process in Connecticut.
4.	Selected Firms: The selected firm is responsible for ensuring that all subconsultants / subcontractors have complied with Connecticut statutes and regulations regarding: <ol style="list-style-type: none">1. Professional licenses issued by the Connecticut Department of Consumer Protection and2. Certificate of Legal Existence issued by the Connecticut Secretary of State. The subconsultant / subcontractor material is not submitted to DAS/CS*. <i>*Exception: Design-Build Firms must email subconsultant licenses to OLAPP at cathy.phelps@ct.gov and alison.kulas@ct.gov, within fourteen (14) calendar days of being notified by email of their conditional selection..</i>
5.	Interior Designers: The individual must have a Certificate of Registration from Connecticut Department of Consumer Protection as an interior designer or have an architect’s Certificate of Authorization from Connecticut Department of Consumer Protection.



Table 2: DAS/CS Insurance Verification Documents

Instructions:

1.	2020/2021: UPDATED for Pandemic Procedures: In accordance with the requirements of OLAPP, the selection of a firm is conditional upon completing and emailing to OLAPP at cathy.phelps@ct.gov and alison.kulas@ct.gov , within fourteen (14) calendar days of being notified by email of their conditional selection, an "Insurance Verification Package". If the selected firm does not email the "Insurance Verification Package" within fourteen (14) days of the request , DAS/CS may declare the firm non-responsive . DAS/CS may terminate the selection and negotiation and then negotiate the contract with the number two (2) or three (3) ranked firm in the selection process. DAS/CS reserves the right to terminate the selection and negotiation after it receives and reviews the claims history.
2.	All selected firms under contract with DAS/CS are required to carry the below noted Insurance Coverage .
3.	Please be aware that the Insurance Coverage Requirements information is advisory in nature and may change prior to the contract signing date. Also, specific projects may have special or higher insurance requirements that will be defined following the conditional selection.
4.	NOTE REGARDING COMMERCIAL GENERAL LIABILITY (CGL) INSURANCE: The Connecticut Attorney General's Office requires all selected firms to provide an endorsement to the CGL insurance stating that the State of Connecticut is an additional insured. Please be advised that a blanket endorsement is <u>not</u> acceptable.
5.	<p>CMR AND DESIGN-BUILD FIRMS: The CMR or Design-Builder is responsible for providing <i>continuous</i> insurance coverage at all times during the life of the project; therefore, when applicable, the CMR or Design-Builder shall supply <i>renewed</i> insurance certificates that note the project number. Omission will not relieve the CMR or Design-Builder from responsibility for maintaining continuous insurance coverage. Please note that failure to provide the specified insurance coverage may delay final approval of the CMR or Design-Build Agreement. Also, evidence of Builder's Risk insurance and Owner's and Contractor's Protective (OCP) liability insurance will need to be provided before the start of any construction work.</p> <ul style="list-style-type: none"> • CMR FIRMS: Insurance certificate(s) must indicate at least the minimum noted coverages described in the following sections of the CMR Request for Proposals: <ul style="list-style-type: none"> ○ Section 00 24 19.2 Project Scope; ○ Section 00 52 23 CMR Agreement Template (Article 8, "Insurance and Bonds"); ○ Section 00 52 23.3 General Conditions for CMR (Article 35, "Contractor's Insurance"); and ○ Additional insurance requirements may be specified in addenda. • DESIGN-BUILD FIRMS: Insurance certificate(s) must indicate at least the minimum noted coverages described in the following sections of the DB Request for Proposals: <ul style="list-style-type: none"> ○ Article 9, "Indemnity and Insurance" of the Draft D-B Agreement; and ○ Additional insurance requirements may be specified in the Total Cost Proposal Form and any addenda.

Contents of Insurance Verification Package:

1.	Insurance Certificates: The selected firm shall submit insurance certificates indicating at least the minimum noted coverages. Please be aware that the insurance coverage requirements information is advisory in nature and may change prior to the contract signing date. Also, specific projects may have special or higher insurance requirements that will be defined following the conditional selection.
2.	Written Statement from the Selected Firm's Insurance Agent(s) or Insurance Carrier(s): The selected firm shall submit a written statement from their Insurance Agent(s) or their Insurance Carrier(s) . The statement must note that the Insurance Agent or Insurance Carrier has reviewed the current claims and that the firm has sufficient coverage reserves to handle any open claims and still provide required coverage reserves for this Department's project. NOTE: This statement must be provided by either the Insurance Agent or the Insurance Carrier. Information provided directly by the firm shall be deemed non-responsive.
3.	Five-Year Professional Liability (Errors and Omissions) Claims History: The selected firm shall submit a five-year professional liability (errors and omissions) claims history from their Insurance Agent or their Insurance Carrier . The E&O claims history must be a signed statement from the firm's Insurance Carrier(s) or Agent(s) stating either (1) there have been no errors or omissions claims made against the firm during the past five years or (2) there have been claims and providing the following information for each claim: type of claim; amount of any settlements; amount of legal expenses paid; amount of reserve for open claims; and current status of claim.
4.	Statement Regarding Labor Law Violations and OSHA Violations: The selected firm shall provide a brief statement on the firm's letterhead as to whether there have or have not been labor law or OSHA violations in the past ten (10) years. Firms that have had Labor Law or OSHA violations in the past ten (10) years, <i>and have also paid fines or penalties in these areas</i> , shall include in their statement the following information: the project where the event occurred, the project owner, the amount of fines paid, and the final resolution of the occurrence. This letter will be the last page of the insurance verification package. Failure to disclose these fines or penalties may result in the termination of the selection and negotiation process or the termination of the Consultant Agreement as determined by the DAS Commissioner.



Table 2: Insurance Coverage Requirements			
<i>(NOTE: Insurance Coverage Requirements Updated as of 05.03.2021)</i>			
I. General Insurance Provisions			
Statutory Workers' Compensation and Employers' Liability:	1.	Workers' Compensation:	Statutory limits
	2.	Employers' Liability:	
		Bodily injury by accident: Bodily injury by illness: Bodily injury by illness:	\$100,000 per occurrence \$100,000 each employee \$500,000 policy limit
Commercial General Liability:	1.	Combined Single Limit:	\$1,000,000 each occurrence \$2,000,000 annual aggregate
Comprehensive Automobile Liability (Includes owned, non-owned and hired vehicles):	1.	Combined Single Limit:	\$1,000,000 each occurrence
II. Professional Services (Errors and Omissions (E&O)) Liability Insurance Requirements			
Selected firms under contract with DAS/CS are required to carry a minimum of \$1,000,000 dollars of E&O insurance. For large value projects, higher limits are required. The required E&O coverage is listed in the following table. The value of the project is listed in the specific advertisement for the project. <i>(NOTE: Insurance Requirements Updated as of 05/03/21.)</i>			
Environmental Consultants:	1.	The professional E&O insurance certificate must state that the insurance includes pollution liability coverage.	
Design Contracts (Architects/Engineers):	1.	Pre-design Studies and Master Plans: Not required unless performed by a design professional as part of a design contract.	
	2.	Construction Value of less than \$20 Million:	\$1,000,000
	3.	Construction Value of \$20 Million or more:	The greater of \$2,000,000 or 5% of the Construction Value.
CA Contracts:	1.	Construction Value of less than \$20 Million:	\$1,000,000
	2.	Construction Value of \$20 Million or more:	The greater of \$1,000,000 or 50% of the amount required of the Design Firm.
Construction Manager at-Risk (CMR) Contracts:	1.	CMR Budget less than \$75,000,000: Each Occurrence: Annual Aggregate:	\$1,000,000 \$2,000,000
	2.	CMR Budget equal to or greater than \$75,000,000: Each Occurrence: Annual Aggregate:	\$5,000,000 \$5,000,000
Design/Build Contracts:	1.	Construction Value less than \$75,000,000:	\$2,000,000
	2.	Construction Value equal to or greater than \$75,000,000:	\$5,000,000
On-Call Contracts:	1.	On-Call Contracts that normally include the preparation of construction plans and specifications or technical design reports. This includes most Architectural and Engineering On-Call services:	\$1,000,000
	2.	On-Call Claims Analyst On-Call Claims Auditor On-Call Cost Estimation On-Call Scheduling Consultants	Generally not required unless DAS/CS requires the insurance.

END

1150 DAS/CS Credentials and Insurance Requirements