

Community Renewal Team, Inc. (CRT)
Request for Quotation (RFQ)

June 18, 2025

RFQ: Interior Design & Project Management

Introduction

The fiduciary procedure for securing quotes follows CRT's Request for Quotation guidelines. Local firms found available for the work, including those with a work history with CRT, are contacted for work detail and cost statements.

Project Purpose

Community Renewal Team, Inc. (CRT) invites the submittal of responses to this Request for Quote (RFQ) from qualified firms interested in providing interior design and project management services in connection with the proposed project as described herein.

Scope of Work

Present the most effective method for updating the lobby at CRT's Main Office, which is located at 555 Windsor Street, Hartford, CT 06120. This will entail updating the reception area, furniture, flooring, lighting, and café entrance for food services.

Provide detailed recommendations for the improvements, including design, color, layout, etc. for the space.

Deadline to complete the project is December 1, 2025.

Walkthrough

A mandatory walkthrough of the space is scheduled for Friday, June 27, 2025, at 10am, 555 Windsor Street, Hartford, CT. Please RSVP to Jeanette Dunbar at dunbarj@crtct.org by Wednesday, June 25, 2025 by 3:00pm.

Selection Criteria

The contractor that best fits the key elements of **availability, reasonable cost, and proven capacity** will be chosen for the project.

Insurance

Proof of Insurance Amounts considered acceptable by CRT are as follows:

- General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate)
- Automobile Liability (\$1,000,000 each accident)
- Umbrella Liability (\$1,000,000 each occurrence)
- Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit)
- Professional Liability (\$1,000,000 each occurrence)
- CRT listed as an additional insured.



Community Renewal Team

Changing lives... Creating opportunity!

Pricing

Please submit your detailed proposal to dunbarj@crtct.org. The Community Renewal Team, Inc., is exempt from taxes.

Deadline

Please submit a quote by, Friday, July 11, 2025 – 12pm by electronic mail to Jeanette Dunbar dunbarj@crtct.org. Once quotes are reviewed, notification will be sent to the selected company, and a contract will be forwarded for review. The selected company will be required to submit the signed contract, Certificate of Insurance with acceptable amounts by CRT and a W-9 Form prior to commencement of work.

Quote valid for 90 days.