



## TRANSMITTAL LETTER

Thomas A. Manning  
1111 Main Street East Hartford  
Connecticut 06108

January 20, 2025

Kathy McCavanagh,  
Executive Assistant to the Town Administrator  
Town of Bolton  
222 Bolton Center Road  
Bolton, CT, 06043

**Subject: RFP for the Professional and Technical Services Required to Develop a Plan that Creates the Greatest Utilization of our Current Town Buildings and Includes an Assessment of Future Needs for the Town.**

To Kathy,

Russell and Dawson Inc. is pleased to submit the proposal to the Town of Bolton. We appreciate the opportunity to respond to your RFP and would like to thank you for considering our company for this project. We understand the importance of this project and the impact it will have on the community and its stakeholders. Our primary objective is to provide the professional and technical services for the Town of Bolton.

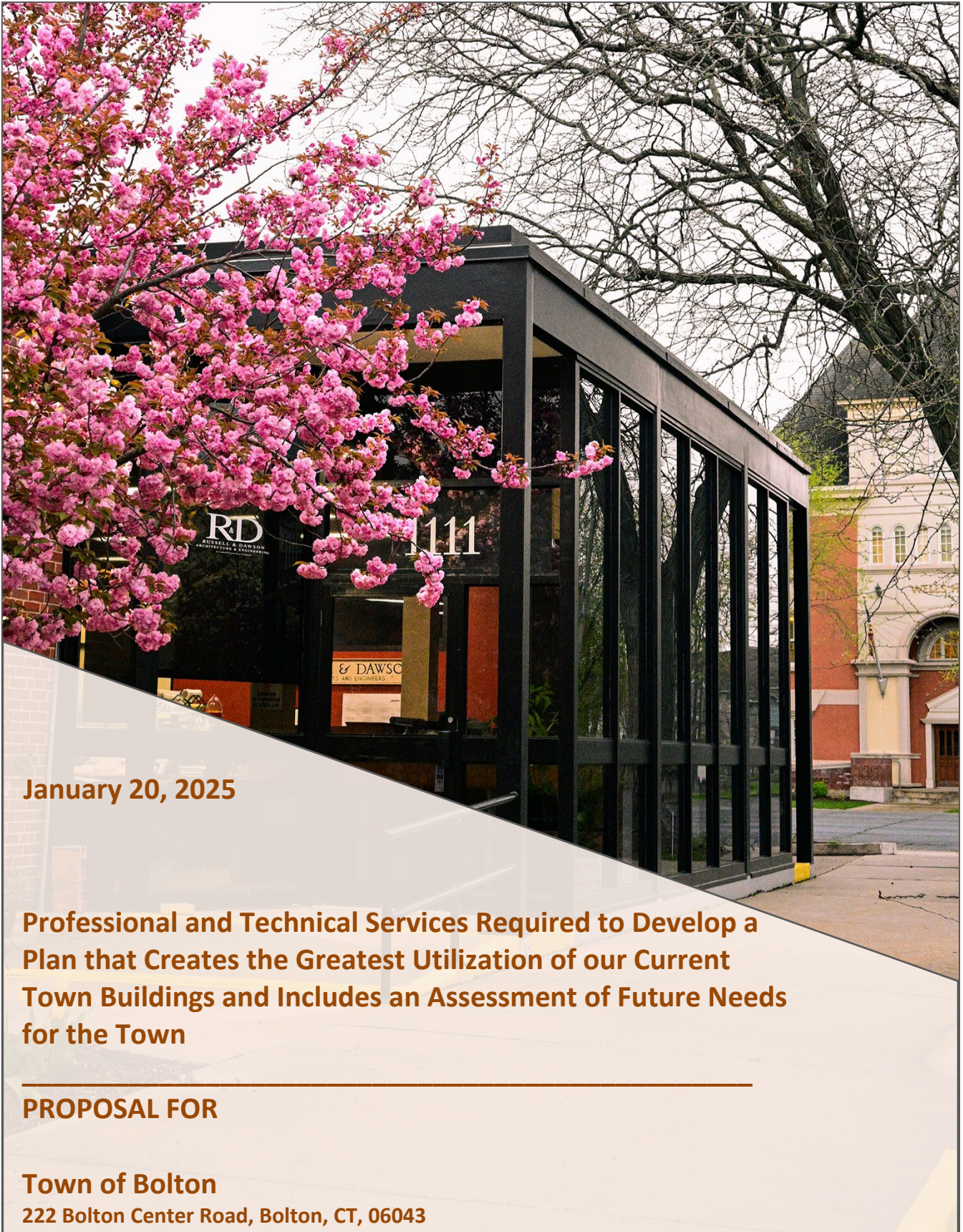
We have attached a document that details the specifics of your request for proposal, which we hope will match your requirements. We acknowledge that the submission and costs for the services required by you will remain in effect for 120 Days from the due date of the proposal i.e., January 21, 2025.

We hope that our bid will be considered positively. We are a reputed company and our employees show great value of commitment towards the work of our clients.

We look forward to associate with your organization.

Sincerely,

Thomas A. Manning  
VP Architectural  
Russell and Dawson Inc.



**January 20, 2025**

**Professional and Technical Services Required to Develop a Plan that Creates the Greatest Utilization of our Current Town Buildings and Includes an Assessment of Future Needs for the Town**

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**PROPOSAL FOR**

**Town of Bolton**  
**222 Bolton Center Road, Bolton, CT, 06043**

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# COVER LETTER

Kathy McCavanagh,  
 Executive Assistant to the Town Administrator  
 Town of Bolton  
 222 Bolton Center Road  
 Bolton, CT, 06043

**Subject: RFP for the Professional and Technical Services Required to Develop a Plan that Creates the Greatest Utilization of our Current Town Buildings and Includes an Assessment of Future Needs for the Town.**

Dear Kathy,  
 Russell and Dawson Inc. would like to express our interest on providing the professional and technical services for the Town of Bolton.

Russell and Dawson Inc. is a full-service, certified SMBE architecture and engineering firm having successfully served the New England region for over 59 years and has delivered 10,000+ projects during this period. Our diversified experience in various sectors makes us a strong candidate to be considered for this project.

Communication, collaboration, and commitment between the Town of Bolton. Design team is essential throughout the project. Our team will provide personal, prompt, and thorough service from the date we are commissioned through the completion of this program and beyond. Russell and Dawson acknowledge addendum #1 issued by the Town of Bolton.

We hope that this submission meets your expectations. We look forward to your response. If you have questions or require additional information, please contact Chirag B. Thaker at (860)289-1100. On behalf of the Russell and Dawson Inc. team, we thank you for considering our bid for the project. We look forward to the opportunity to discuss our proposal in further detail.

Sincerely,

Thomas A. Manning | VP Architectural  
 Russell and Dawson Inc.  
 E: bids@rdaep.com  
 T: (860) 289 – 1100

	<b>PRE-DESIGN</b>
	<b>SCHEMATIC DESIGN</b>
	<b>DESIGN DEVELOPMENT</b>
	<b>CONSTRUCTION DOCUMENTS</b>
	<b>CONSTRUCTION ADMINISTRATION</b>
	<b>HVAC</b>
	<b>ELECTRICAL ENGINEERING</b>
	<b>PLUMBING</b>
	<b>STRUCTURAL ENGINEERING</b>

## COMPANY OVERVIEW INFORMATION



Russell and Dawson Inc., a small minority-owned business – established in 1965, has been providing professional architecture, engineering, and planning services throughout Connecticut for over 58 years. We are one of the longest continuous serving Architecture and Engineering Company in the state of Connecticut. Our expertise spans a broad range in new construction, renovation, rehabilitation, restoration, construction administration across the Northeast and New England region. We have successfully completed more than 10,000 architecture and engineering projects in public and private sector.

### PRINCIPLES

Russell and Dawson Inc. subscribes to the ethical principles of the American Institute of Architects and the National Society of Professional Engineers. All employees are expected to be familiar with these principles and to conduct themselves in accordance with their requirements.

**CLIENT FIRST** - We are passionate about prioritizing the needs and expectations of our clients, by providing building design and construction solutions with an emphasis on program, budget and schedule.

**DO THE RIGHT THING** - We always strive to honor our commitments and are transparent, honest and straightforward with our clients, sub-consultants and partners.

### ACCOLADES

- Won Hartford Business Journal’s Family Business Award for “First Generation: 25-75 Full- time Employees”, 2018.
- Featured among the “Best Architects in Hartford, 2019” by Expertise LLC for reputation, credibility, experience, availability & professionalism.
- Ranked among the “Largest Minority-Owned Businesses” in Greater Hartford Area by Hartford Business Journal, 2020.
- Won Hartford Business Journal’s Family Business Award under the category of “Less than 25 Full-time employees”, 2023.

## COMPANY OVERVIEW INFORMATION

### OUR COMMUNITY ENGAGEMENTS

We offer our architecture and engineering services to community projects at no cost (pro-bono) or at concessional rates. Following are few of our community projects:

- 20 Pro-bono Projects (Army Veteran’s Home, Churches, Temples, Mosques & Animal Shelters)
- 15+ Animal Shelter Projects
- 70 Worship Places (Churches, Temples, Mosques)
- 5 Local Community Centers (Christian, Jewish, Islamic)

### OUR SERVICES

#### SITE EVALUATION & PLANNING

- Feasibility Study
- Pre-design
- Analysis
- Site Plan
- Estimate

#### ARCHITECTURAL DESIGN

- Schematic Design
- Design Documents
- Construction Documents
- LEED Consultation

#### ENGINEERING DESIGN

- Structural Design
- HVAC
- MEP
- Energy Code Compliance

### OUR EXPERTISE

- Site Selection
- Feasibility as per Zoning Requirements
- Plan Review for Code Compliance
- Value Engineering and Design Review
- Cost Saving Alternatives/Options
- Estimating, Budgeting, and Bidding
- Architecture, Engineering, Design
- Contract Negotiation and Award
- Pre-construction
- On-Site Supervision
- FF&E Coordination
- Project Closure
- Lien Waiver Management; amongst others

### OUR CLIENTELE



## PROJECT EXPERIENCE

### FACILITY ASSESSMENT, FEASIBILITY STUDY, AND DEMOGRAPHIC STUDY, ENFIELD, CT

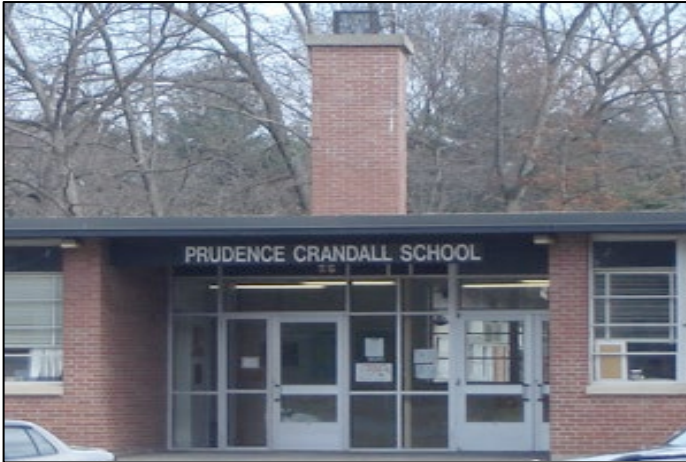
- **Location:** Enfield, CT
- **Project Size:** Total - 7 Schools
- **Year of Services:** 2023
- **Scope of Service:** Feasibility Study, facility Assessment, and Educational Demographic Study:
  - Henry Barnard School 70,182 sq. ft.
  - Prudence Crandall School 60,417 sq. ft.
  - Enfield Street School 48,439 sq. ft.
  - Hazardville Memorial School 54,316 sq. ft.
  - Edgar Parkman School 60,327 sq. ft.
  - Eli Whitney School 58,633 sq. ft.
  - Stowe Early Learning Center 49,324 sq. ft.



Henry Barnard School

## PROJECT EXPERIENCE

### FACILITY ASSESSMENT, FEASIBILITY STUDY, AND DEMOGRAPHIC STUDY, ENFIELD, CT



**Prudence Crandall School**



**Stowe Early Learning Center**



**Enfield Annex School**



**Edgar Parkman School**



**Eli Whitney School**



**Enfield Street School**



# PROJECT EXPERIENCE

## GOVERNMENT/MUNICIPAL PROJECTS



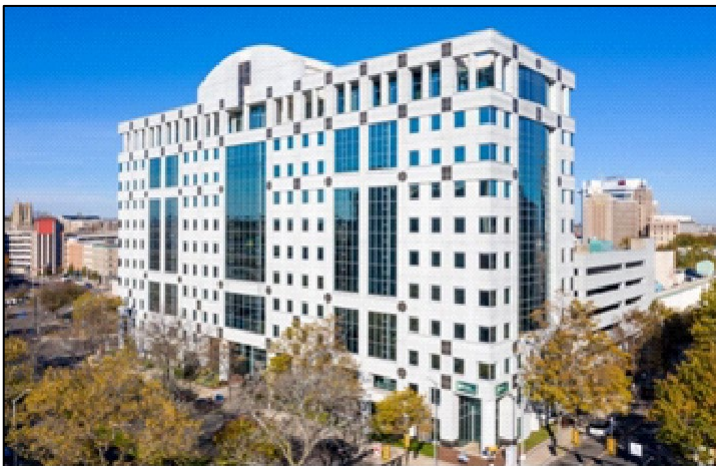
### BROWARD COUNTY JUDICIAL COMPLEX

- SCOPE OF WORK** : Full architectural design services for complete renovations.
- YEAR** : 2018
- PROJECT SIZE** : 64,000 sq. ft., 4-story
- PROJECT VALUE** : \$10.7 million
- CLIENT** : Town of Farmington
- LOCATION** : Farmington, CT



### SOCIAL SECURITY ADMINISTRATION

- SCOPE OF WORK** : Architecture and Engineering Design Services for interior renovations of Social Security Administration office.
- YEAR** : 2021
- PROJECT SIZE** : 6,800 sq. ft.
- PROJECT VALUE** : \$800,000.00
- CLIENT** : Shafa Building LLC
- LOCATION** : East Hartford, CT



### GSA 10<sup>th</sup> FLOOR

- SCOPE OF** : A new tenant fit-out space on the 10th floor of an existing office building. The scope included general demolition, new walls, electrical, HVAC and plumbing work.
- YEAR** : 2010 (10<sup>th</sup> floor), 2011 (3<sup>rd</sup> floor)
- PROJECT SIZE** : 11,747 sq. ft.
- PROJECT VALUE** : \$1.2 million
- CLIENT** : General Services Administration
- LOCATION** : Bridgeport, CT

## PROJECT EXPERIENCE

### GOVERNMENT/MUNICIPAL PROJECTS



#### YOUNG MEN'S CHRISTIAN ASSOCIATION, INC. (YMCA)

**SCOPE OF WORK** : Engineering Services for the YMCA window replacement and air controlled project.

**YEAR** : 2022

**CLIENT** : Meriden-New Britain-Berlin Young Men's Christian Association, Inc

**LOCATION** : New Britain, CT



#### CLOVER STREET ELEMENTARY SCHOOL

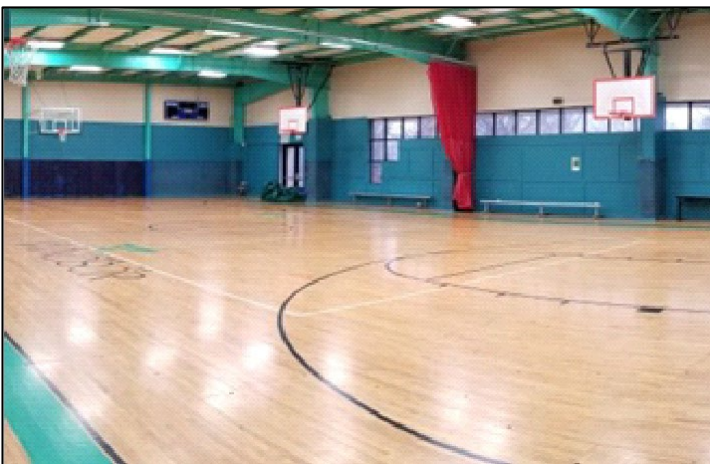
**SCOPE OF WORK** : Architectural and Engineering Services associated with the design of restroom renovations.

**YEAR** : 2022

**PROJECT VALUE** : \$1.5 million

**CLIENT** : Town of Windsor

**LOCATION** : Windsor, CT



#### 330 WINDSOR AVENUE COMMUNITY CENTER

**SCOPE OF** : Engineering Design Services for Gymnasium HVAC Efficiency upgrades.

**YEAR** : 2022

**PROJECT SIZE** : \$4,000 sq. ft.

**CLIENT** : Town of Windsor

**LOCATION** : Windsor, CT

## PROJECT EXPERIENCE

### PLYMOUTH TOWN HALL, PLYMOUTH, CT



**Location:** Plymouth, CT

**Client:** Town of Plymouth, CT

**Year of Services:** 2023

#### Scope of Work:

- Architectural services to implement ADA renovations at the Plymouth Town Hall.
- Prepared AIA ADA drawings and specifications for the bathrooms on the first and second floor.
- Supervision of all construction/renovation related activities.
- Coordination with the Town officials, and other professionals to complete all required grant or ADA Plans paperwork.

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## PROJECT UNDERSTANDING

Russell and Dawson has demonstrated over the last few decades' consistent experience in successfully providing architectural and engineering services to various projects. It is our understanding that the Town of Bolton is seeking for the professional and technical services required to develop a comprehensive utilization plan for its municipal buildings.

Our team will evaluate current usage and future needs for the Town Hall, Senior Center, Meeting Rooms A and B, Bolton Center School, Bolton High School, Bentley Memorial Library, and the Fire Station. The assessment will include a five-year projection of student populations for both schools. We will analyze the additional facilities as alternates that include the Town Garage, Buildings and Grounds Garage Community Voice Channel, Herrick Park, Indian Notch Park, Resident Trooper Office, and Heritage Farm.

## PROJECT MANAGEMENT PLAN

We would be identifying one Project Manager amongst our staff upon the commencement of the project, and this would be the primary point of contact for all communications with the Town of Bolton.

We use the following tools and techniques to maintain communications throughout the project:

- Daily team meetings to discuss projects.
- Active coordination with our consultant teams and clients.
- Video conferencing, saving clients and the design team travel time.
- Utilizing Revit and Microsoft Teams to coordinate our work in real-time and enable constant communication.

### WORKLOAD INVOLVEMENT & KEY PERSONNEL MATRIX:

Our current workload is between 50-60%. We have the ability to perform the scope of work outlined in the RFQ. We anticipate the following team members to work on this project.

2 Registered Architects	20 hours/week
1 Project Manager	24 hours/week
2 Architectural Designers	24 hours/week
2 Registered Engineers	15 hours/week
1 Engineer Intern	20 hours/week
4 BIM Modelers	40 hours/week each

### KEY PERSONNEL MATRIX:

Name	Title	Number of Projects					
		1	2	3	4	5	6
Thomas A. Manning	VP - Architectural			X			
John T. Wilcox	Director of Design			X			
M. Hassan Haghpanah	VP - Engineering				X		
Zhanxiao Ma	VP - Engineering				X		

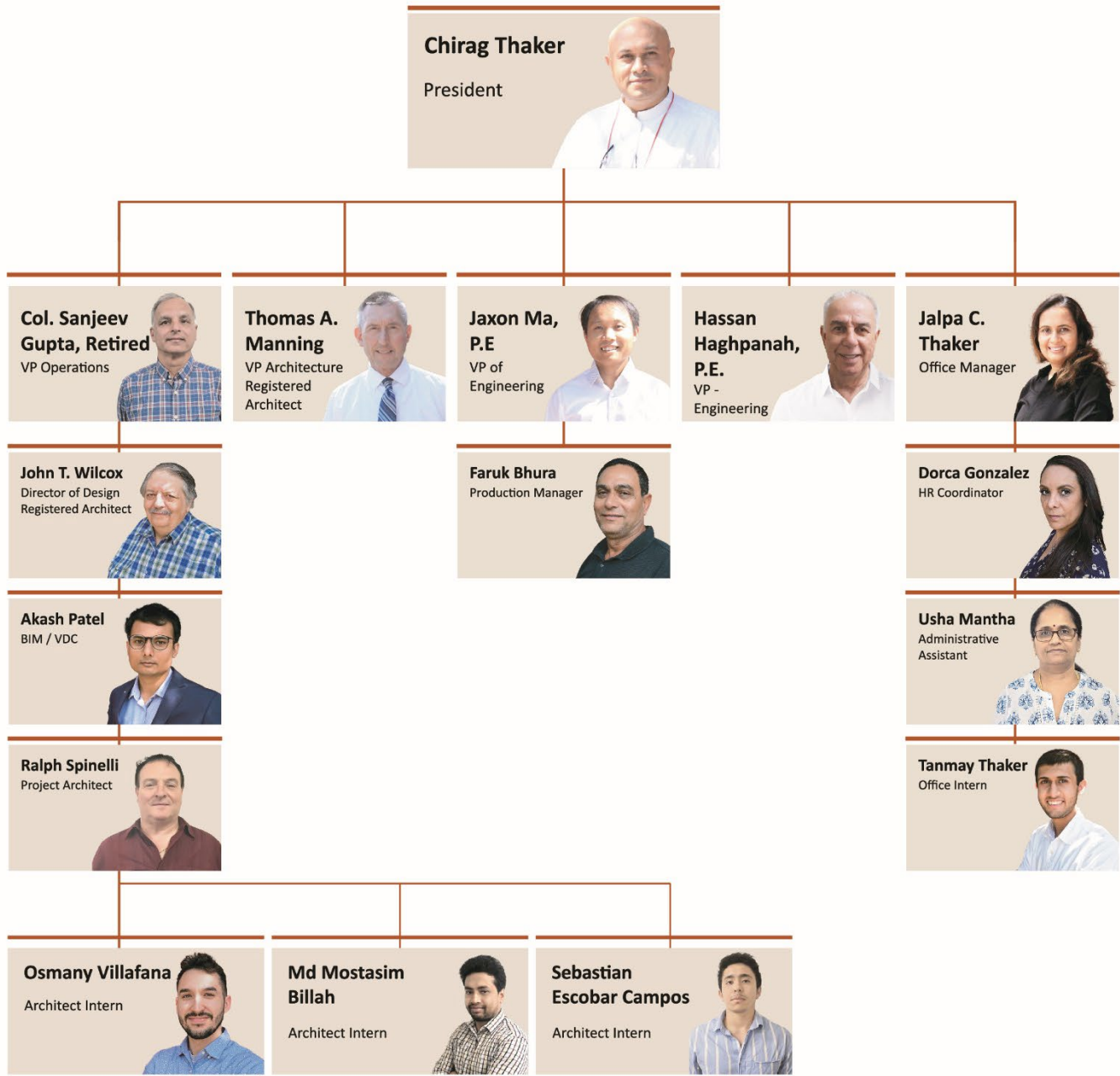
## CAPABILITY STATEMENT

We are well-equipped to respond to task requests promptly and efficiently throughout the project. The core understanding that we possess of the construction methodologies and thorough understanding of the design process, makes us a strong candidate to consider for this project. As such we bring among many other advantages like the following:

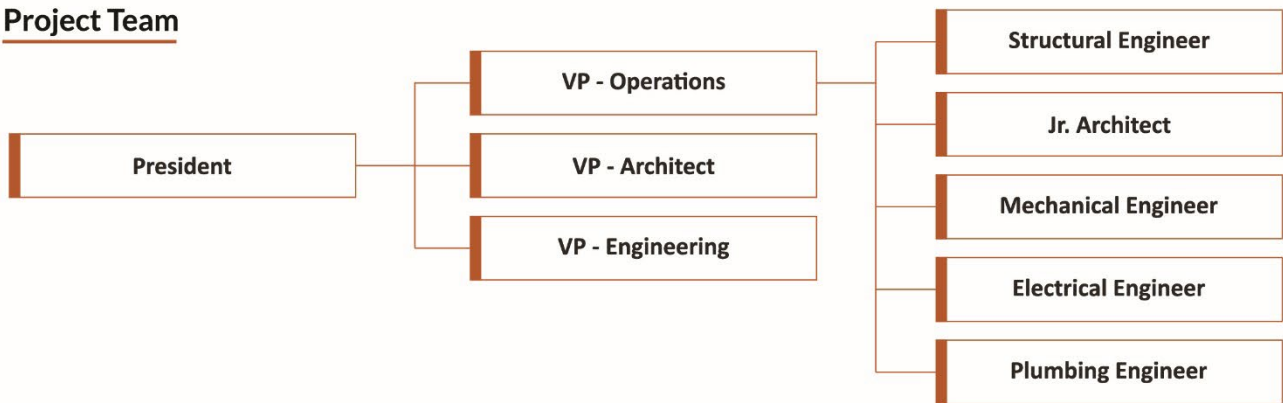
- Single source responsibility with an integrated AE services with in-house team of Architects and Engineers Licensed in Connecticut.
- Expertise in delivering creative solutions to complex challenges.
- Comprehensive knowledge of current building codes, construction methods, securing funding for specific projects through grant applications, documentation and relevant architectural software.
- Extensive Knowledge of state or local government structure, operations, and personnel.
- Consistent quality - we demand technical excellence and aesthetic appeal from ourselves, and so are able to meet the high expectations of our clients.
- Aggressive schedules and lean budgets - we work closely with our clients to meet their needs for projects delivered on time, within budget and with quality.



# THE TEAM



## Project Team



## TEAM RESUME



Chirag, the president of our company, is deeply committed to upholding Russell and Dawson’s core values of putting the client first and doing the right thing. He takes a hands-on approach to overseeing all design, engineering, and construction projects, ensuring that they are executed within budget, scope, schedule, and to the highest quality standards, while meeting stakeholder expectations with minimal variances. Chirag also regularly meets with clients to understand their goals and priorities, and works closely with project teams to ensure that those objectives are met.

### CHIRAG B. THAKER | PRESIDENT

#### EDUCATION

- B.S., Mechanical Engineering, Central Connecticut State University
- M.S., Management, Rensselaer Polytechnic Institute
- MBA, International Business, Rensselaer Polytechnic Institute
- Certified Project Manager, Project Management

#### EXPERIENCE

- Total: 24 Years
- With R+D: 16 Years

#### PROJECT EXPERIENCE

##### HOSPITALITY

- Courtyard by Marriott, W. Springfield, MA
- Element Hotel, Chelmsford, MA
- Hampton Inn, Westfield, MA
- Residence Inn by Marriott, Hamden, CT

##### INDUSTRIAL

- OSF Flavors, Windsor, CT
- Extra Space Storage, Hartford, CT

##### GOVERNMENT

- ELM City Communities- Housing Authority of New Haven Glendower Group, CT
- Broward County Judicial Complex, Fort Lauderdale, FL
- Social Security Administration, East Hartford, CT

##### RESIDENTIAL

- The Mansions, Vernon, CT
- Golf Land, Vernon, CT

##### HEALTHCARE

- Hartford Medical Office, Hartford, CT
- Danbury Proton Therapy Centre, Danbury, CT
- Young Pharmaceuticals, Wethersfield, CT
- Medical Office Building, Middlebury, CT

#### TOP 5 CLIFTON THEMES

Learner, Achiever, Individualization, Strategic, Responsibility

#### CONTACT DETAILS

chirag.thaker@rdaep.com



## SANJEEV GUPTA, PMP | VP-OPERATIONS



As Vice President of Operations, Sanjeev leads the firm's Architecture, Engineering, and Construction divisions, ensuring efficient workflows, team collaboration, and top-quality project delivery. His strategic leadership drives on-time, budget-compliant results while maintaining industry excellence.

### EDUCATION

- M Arch, IIT India
- MBA, UBS PU
- B Arch, CCA PU
- Project Management Professional (PMP)<sup>®</sup>, PMI

### ROLE IN THE PROJECT

- Strategic Leadership
- Project Oversight
- Team and Client Collaboration
- Process and Quality Improvement
- Financial Oversight
- Regulatory and Compliance

### EXPERIENCE

- Total: 37 Years
- With R+D: 1 Year

### PROJECT EXPERIENCE

#### RESIDENTIAL

- Defense Tri-Services Townships 106 locations Pan India

#### SCHOOLS

- Army Public Schools pan India

#### INFRASTRUCTURE

- National Highway NH63 connecting three states

#### HEALTHCARE

- Military Hospitals, India

### TOP 5 CLIFTON THEMES

Strategic, Achiever, Relator, Arranger, Responsibility

### CONTACT DETAILS

sanjeev.gupta@rdaep.com

## THOMAS A. MANNING, AIA | VP ARCHITECTURAL



As the Principal Architect of the company, Tom holds the responsibility of supervising and ensuring excellence in architectural design and detailing. He also ensures strict adherence to zoning regulations, safety protocols, and fire code compliance. Tom's extensive experience and training have earned him the respect and admiration of his peers and clients, who appreciate his diligent and straightforward approach when it comes to tackling design challenges.

### EDUCATION

- Bachelor of Architecture, Rensselaer Polytechnic Institute
- B.S., Building Science, Rensselaer Polytechnic Institute

### PROFESSIONAL REGISTRATION

- ARI.0006274

### ROLE IN THE PROJECT

- Contract Editing
- Cost Estimating,
- Risk Management
- Construction Observation

### EXPERIENCE

- Total: 45 Years
- With R+D: 16 Years

### PROJECT EXPERIENCE

#### SCHOOLS

- University of Connecticut Health Center, Farmington, CT
  - Overall code compliance on several projects
- Connecticut International Academy, East Hartford, CT
  - Overall code compliance on several projects

#### GOVERNMENT

- Broward County Judicial Complex, Fort Lauderdale, FL
  - Overall code compliance on several projects
- Social Security Administration, East Hartford, CT
- Connecticut State Capitol, Hartford, CT

#### HOSPITALITY

- Hampton Inn, Westfield, MA

#### RESIDENTIAL

- The Mansions, Vernon, CT
- Mayfield Place Apartments, Enfield, CT

#### COMMUNITY

- First Cathedral at Bloomfield, CT

#### OFFICE & RETAIL

- Stop & Shop, Vernon, CT

#### HEALTHCARE

- Danbury Proton Therapy Centre, Danbury, CT
- Young Pharmaceuticals, Wethersfield, CT

### TOP 5 CLIFTON THEMES

Learner, Achiever, Individualization, Strategic, Responsibility

### CONTACT DETAILS

thomas.manning@rdaep.com

## ZHANXIAO (JAXON) MA, P.E. | VP ENGINEERING



As a Structural Engineer, Jaxon's role at Russell and Dawson involves analysing, planning, and inspecting the various structural components and systems of the project. With his keen attention to detail and commitment to excellence, he ensures that every aspect of the structural design is carefully considered and executed to the highest standards. Jaxon's expertise and technical knowledge on matters related to structural design, makes him a vital member of the team.

### EDUCATION

- M.Sc., Structural Engineering,  
West Virginia University

### PROFESSIONAL QUALIFICATIONS

- PEN.0034833  
Connecticut

### ROLE IN THE PROJECT

- Structural Engineer

### EXPERIENCE

- Total: 7 Years  
With R+D: 7 Years

### PROJECT EXPERIENCE

#### HOSPITALITY

- Courtyard by Marriott, W. Springfield, MA
- Fairfield Inn & Suites, Williamstown, MA
- Aloft Hotels, Framingham, CT

#### INDUSTRIAL

- OSF Flavors, Windsor, CT
- Extra Space Storage, Hartford, CT
- Coastal Cultivars Cannabis Facility, Wareham,

#### GOVERNMENT

- ELM City Communities- Housing Authority of New d/b/a Glendower Group, CT
- Broward County Judicial Complex, Fort Lauderdale, FL

#### RESIDENTIAL

- Alexandria Manor, Bloomfield, CT
- Piazza, Windsor, CT

#### COMMUNITY

- Growing Spaces 18' Growing Dome, Manchester, CT
- Jewish Community Center, Greater New Haven, CT

#### OFFICE & RETAIL

- Golf Land, Vernon, CT

#### HEALTHCARE

- Danbury Proton Therapy Centre, Danbury, CT
- Young Pharmaceuticals, Wethersfield, CT

### CONTACT DETAILS

jaxon.ma@rdaep.com

## M. HASSAN HAGHPANAH, P.E. | VP ENGINEERING



Hassan believes in determining the comfort and effectiveness of operations through MEP services. He excels in designing energy-efficient and eco-friendly MEP design for clients across diverse domains. He has detailed knowledge of requirements relative to building systems and have the required intricate understanding and technical approach to every project. He monitors the design, installation, maintenance, and repair of HVAC, and refrigeration systems for hospitality, residential, industrial, institutional and commercial buildings facilities.

### EDUCATION

- Advanced Degree in HVAC, New York University
- M.S., Mechanical Engineering, Western Michigan University

### PROFESSIONAL QUALIFICATIONS

- Associate of Science, Mechanical Engineering, Delta College
- Associate of Science, Electronics and Control Engineering, Trent Polytechnic Nottingham England
- Registered Professional Engineer, Connecticut and Maine

### EXPERIENCE

- Total: 42 Years
- With R+D: 11 Years

### PROJECT EXPERIENCE

#### SCHOOLS

- Simpson Waverly School | Hartford, CT
- Winthrop Elementary School | New London, CT

#### POOLS

- Juliano's Pool- Bryan Cormier, 321 Talcottville Road, Vernon, CT 06066
- Rizzo Pool-Gordon MacGregor, 3388 Berlin Turnpike, Newington, CT 06111

#### HOSPITALITY

- Courtyard by Marriott, W. Springfield, MA

#### INDUSTRIAL

- Fairfield Inn & Suites, Williamstown, MA

#### GOVERNMENT

- Aloft Hotels, Framingham, CT
- Coastal Cultivars Cannabis Facility, Wareham, MA
- ELM City Communities- Housing Authority of New Haven d/b/a Glendower Group, CT

- Broward County Judicial Complex, Fort Lauderdale, FL

- Golf Land, Vernon, CT

#### OFFICE & RETAIL

- Hartford Medical Office, Hartford, CT

#### HEALTHCARE

- Danbury Proton Therapy Centre, Danbury, CT

### ROLE IN THE PROJECT

Mechanical Engineering

### CONTACT DETAILS

hassan.haghpناه@rdaep.com

## JOHN T. WILCOX, AIA | DIRECTOR OF DESIGN



John leads the architecture and engineering team in designing and detailing projects. He provides day-to-day guidance to ensure efficient and effective project execution and ensures that all projects meet high quality standards. John works closely with the project teams to identify areas for improvement and implement innovative solutions. Through his leadership, the team is equipped to deliver projects on time and within budget.

### EDUCATION

- Master of Architecture, University of Pennsylvania

### TOP 5 CLIFTON THEMES

- Achiever, Learner, Inputs, Intellection, Maximizer

### EXPERIENCE

- Total: 45 Years
- With R+D: 13 Years

### PROJECT EXPERIENCE

#### SCHOOLS

- Simpson Waverly School Hartford, CT
- Winthrop Elementary School | New London, CT

#### HOSPITALITY

- Holiday Inn Express, W. Springfield,
- Residence Inn by Marriott, Hamden, CT
- Aloft Hotels, Framingham, CT

#### INDUSTRIAL

- OSF Flavors, Windsor, CT
- Extra Space Storage, Hartford, CT
- Coastal Cultivars Cannabis Facility, Wareham,
- Broward County Judicial Complex, Fort Lauderdale, FL

#### GOVERNMENT

#### RESIDENTIAL

- Mayfield Place Apartments, Enfield, CT

#### OFFICE & RETAIL

- Regus Office Suite, Bridgeport, CT
- Hartford Medical Office, Hartford, CT

#### HEALTHCARE

- Danbury Proton Therapy Centre, Danbury, CT
- Young Pharmaceuticals, Wethersfield, CT
- Medical Office Building, Middlebury, CT

### ROLE IN THE PROJECT

Architect

### CONTACT DETAILS

john.wilcox@rdaep.com



# HOURLY RATES

## *Hourly Rates for the Town of Bolton*

<b>Title/Designation</b>	<b>Hourly Rate</b>
Principal-in-Charge	\$190.00
Engineer (Manager)	\$130.00
Engineer	\$150.00
Senior Engineering Designer	\$150.00
Engineering Designer	\$135.00
Junior Engineering Designer	\$100.00
Architect (Manager)	\$130.00
Architect	\$130.00
Intern Architect	\$55.00
Architectural Designer	\$90.00
Interior Designer	\$120.00
Senior Project Manager (licensed)	\$145.00
Project Manager	\$120.00
Assistant Manager	\$100.00
Coordination Manager	\$140.00
Construction Administrator	\$130.00
BIM Manager	\$140.00
BIM Technician	\$85.00
Junior BIM Technician	\$50.00
Clerical	\$80.00

### **Reimbursable Expenses:**

1. Blueprinting, requested by Owner or his representative - \$6.00/sheet (24" x 36").
2. Document printing – cost, plus 15%.
3. Out of town travel as authorized by the Owner or his representative, at a per diem rate of \$1,000.00 per person.
4. Special shipment fees, i.e., Federal Express, Express Mail, etc., cost plus 15%.
5. Expense of advertising, renderings, models and mock-ups as requested by the Owner or his representative, cost plus 15%.
6. Mileage, tolls and miscellaneous travel expenses.
7. All costs incurred in the collection of any sums due herein, including, but not limited to, reasonable attorney’s fees.
8. Reimbursable Expenses: \$5,000.00



## FEE PROPOSAL

For the professional design services stated in the proposal, please find below fee schedule:

Proposed Fee (in numbers): \$68,000.00

Proposed Fee (in words): Sixty Eight Thousand Dollars and Zero Cents

We appreciate the opportunity to submit this proposal and we look forward to working with you on this project. Please do not hesitate to contact our office anytime if you have any questions or wish to discuss this proposal.

**COMPANY NAME:** Russell and Dawson Inc.

**BY:** Thomas A. Manning



(Signature)

**TITLE:** VP Architectural

**DATE:** January 20, 2024



## CLIENT REFERENCES

### MICHAEL SOUTHAM – GLENDOWER GROUP

**Title** : Construction Manager  
**Service Dates** : 2021-2022  
**Telephone No** : (203) 903-7738  
**Email** : msoutham@theglendowergroup.org

### CHARLES WARRINGTON – COLLIERS PROJECT LEADERS

**Address** : 135 New Road, Madison, CT 06443  
**Services Dates** : 2022  
**Telephone No** : (860) 235-5313  
**Email** : charles.warrington@collierseng.com

### DARRELL CROWLEY – SOUTH WINDSOR PUBLIC SCHOOLS

**Address** : 1737 Main Street, South Windsor, CT 06074  
**Services Dates** : 2022  
**Telephone No** : (860) 291-1222  
**Email** : dcrowley@swindsor.k12.ct.us

### DEAN CONRAD - CBRE

**Address** : 185 Asylum Street, City Place, Hartford, CT 06103  
**Service Date** : 2011-2022  
**Telephone No** : (860) 987- 4785  
**Email** : dean.conrad@cbre.com





# STANDARD TERMS AND CONDITIONS

**REIMBURSABLE EXPENSES:** Reimbursable expenses are defined as follows and shall be invoiced at direct cost (invoice) plus 15% for overhead unless otherwise noted below:

1. Printing and reproduction
2. International telephone charges
3. Postage, shipping expenses
4. Travel, mileage per IRS published rate.
5. Reasonable living expenses (lodging and meals) incurred while on assignment.
6. Any other disbursements, application fees, etc. made on behalf of the Client.
7. Other outside services engaged for the execution of the Project as agreed to by Client prior to initiation of those services.

**CLIENT'S RESPONSIBILITIES:**

1. Engage a licensed asbestos consultant to inspect and report on the presence of asbestos before renovation or demolition is started as required by Connecticut State law.
2. Abatement of hazardous materials, including but limited to asbestos, lead, and mold.
3. Provide Material Safety Data Sheets for all hazardous materials, including but not limited to cleaning products used, products for sale, materials used in production, or materials to be stored.
4. Include in the construction contract clauses requiring that work be accessible and left exposed un I observed, that construction observation be coordinated with inspections required by the Building official, and that the contractor provide shop drawings and other submittals in a timely fashion to permit adequate me for review.
5. Provide requirements for the project and decisions required so as not to delay preparation of Contract Drawings.
6. Furnish certified land survey, with complete site information.
7. Furnish soil borings, analysis and the services of a Soils Engineer when deemed necessary.
8. Furnish structural, mechanical or other tests as required by law or this contract.
9. Furnish legal, accounting, and insurance counseling services as may be necessary.

**BILLINGS/PAYMENTS:** Invoices for services by Russell and Dawson Inc. shall be submitted, at our op on, either upon completion of the services, or upon completion of a phase of those services, or on a monthly or semi-monthly basis. Invoices shall be payable within 15 days after the invoice date. All billings over fifteen (15) days past due will be subject to interest charges of 1.5% per month on the unpaid balance. In the event that all or a portion of the account remains unpaid ninety (90) days after initial billing, the Client shall be responsible for all costs of collection including reasonable attorney's fees. Full payment shall be made upon delivery of construction drawings.

**TERMINATION:** (1) This Agreement between Client and Russell and Dawson Inc. may be terminated by either party upon seven [7] days written notice in the event of persistent failure of performance of the material terms and conditions of this Agreement by the other party through no fault of the termination party. (2) If this Agreement is terminated during the course of performance of the work, Russell and Dawson Inc. shall be paid the reasonable value of the services performed during the period prior to the effective date of termination of the Agreement. (3) In the event of termination, Russell and Dawson Inc. shall be paid all termination expenses resulting therefrom. (4) If, prior to termination of this Agreement, any Work designed or specified by Russell and Dawson Inc. during any phase of the work is suspended in whole or in part for more than three months or abandoned after written notice from the Client, Russell and Dawson Inc. shall be paid for such services performed prior to receipt of such notice.

**ASSIGNMENT:** Neither party to this Agreement shall transfer, sublet, or assign any right under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to sub consultants normally contemplated by Russell and Dawson Inc. shall not be considered an assignment for purposes of this Agreement.

**OWNERSHIP OF DOCUMENTS:** All documents produced by Russell and Dawson Inc. under this Agreement, as instruments of service, shall remain the property of Russell and Dawson Inc. and may not be used or transferred by the Client for any other project without the written consent of Russell and Dawson Inc.

**INDEMNIFICATIONS:** (1) The Client agrees to hold harmless and indemnify Russell and Dawson Inc. for and against all claims, damages, awards, and costs of defense arising out of delays in our performance resulting from events beyond our control. (2) Whereas job-site safety conditions are the sole responsibility of the Contractor, the Client agrees to hold harmless and indemnify Russell and Dawson Inc. for and against all claims, damages, awards, and costs of defense arising out of claims related to job-site safety. (3) The Client agrees to stipulate within the Contract Documents that the Contractor (or Client) shall purchase and maintain, during the course of construction, special builder's risk and/or installation insurance. (4) The Client agrees to maintain liability coverage for bodily injury and property damage claims with a limit no less than \$1,000,000 per occurrence and name Russell and Dawson Inc. as an additional insured.

**HAZARDOUS MATERIALS:** In consideration of the potential risks to Russell and Dawson Inc. in rendering its services in connection with the project due to the presence or suspected presence of hazardous materials at or near the job site, the Client agrees to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause or causes of action of any kind, including but not limited to, negligence, breach of contract or warranty, either expressed or implied, strict liability or any other causes, against Russell and Dawson Inc., or its sub consultants, which may arise out of or may in any way be connected by the presence of such hazardous materials. It is the sole obligation of the Client to identify such hazardous substances under terms of the Agreement and failure to do so will not obviate the Client's obligations under this section of the Contract. The brochure "Renovation and Demolition: Environmental Health & Safety Requirements You Should Know About" is available from the State of Connecticut, Department of Environmental Protection. Owner and contractor shall indemnify, defend, and hold harmless Russell and Dawson Inc. and its consultants from all claims, costs, damages, or liability associated in any way with the creation, storage, release, transport, or disposal of any hazardous or toxic material or pollutant.

All structures are subject to wear and tear and environmental and manmade exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance are the sole responsibility of Owner. Russell and Dawson Inc. shall have no responsibility for such issues or resulting damages.

It is understood and agreed that, in seeking the professional services of Russell and Dawson Inc. under this Agreement, if the Client requests Russell and Dawson Inc. to undertake uninsurable obligations for the client's benefit involving the presence or potential presence of hazardous substances, the Client agrees to hold harmless, indemnify and defend Russell and Dawson Inc. from and against any and all claims, losses, damages, liability, and costs, including but not limited to costs of defense, arising out of or in any way connected with the presence,



## STANDARD TERMS AND CONDITIONS

discharge, release or escape of contaminants of any kind, except only such liability as may arise out of the sole negligence of Russell and Dawson Inc. in performance of services under this Agreement.

**EXISTING CONDITIONS:** Inasmuch as remodeling and/or rehabilitation of existing structures requires that certain assumptions be made by Russell and Dawson Inc. regarding existing conditions and because some of these assumptions may not be verifiable without the Client's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Russell and Dawson Inc. and its sub consultants against all damages, liabilities, or costs, including reasonable attorney's fees and defense costs, arising out of, or in any way connected with, this Project, excepting only those damages, liabilities, or costs attributable to the sole negligence and willful misconduct of Russell and Dawson Inc.

**ADA COMPLIANCE:** Whereas the Americans with Disabilities Act is a Federal Civil Rights Law for which no code or regulatory agency exists and is enforced by complaint, the building owner is responsible for compliance. Classification of the building as commercial or public accommodation shall be by the building owner and his attorney. In the case of an existing structure, Russell and Dawson Inc. may identify a list of barriers, the cost for removal, and the priorities for removal, but shall not decide what work will be done.

**MEDIATION:** In addition to and prior to arbitration, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

**SUPPLANTING ANOTHER ARCHITECT:** In consideration of the risks and rewards involved in this Project, the Client agrees, to the maximum extent permitted by law, to indemnify and hold harmless Russell and Dawson Inc. from any damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising or allegedly arising from any negligent acts, error or omissions by any prior consultant employed by the Client on this Project and from any claim or copyright or patent infringement by Russell and Dawson Inc. arising from the use of any documents prepared or provided by the Client or any prior consultant of the Client. The Client warrants that any document provided to Russell and Dawson Inc. by the Client or by the prior consultant may be relied upon as to their accuracy and completeness without independent investigation by Russell and Dawson Inc. and that the Client has the right to provide such document to Russell and Dawson Inc. free of any claims or copyright or patent infringement or violation of any other party's right of intellectual property.

**ARCHITECTURAL STANDARDS FORMAT:** Contract documents shall be executed using Autodesk AutoCAD 2014. All drawing files shall be executed, received, and transmitted from/to Russell and Dawson Inc. in the above format. Time spent in the execution, translation, or other modification of files different than the format described above will be billed as additional services on an hourly rate (see copy of current compensation schedule) plus reimbursable expenses.

**DELIVERY OF CAD FILES:** In accepting and utilizing any drawings, reports and data on any form of electronic media generated and

provided by Russell and Dawson Inc., the Client covenants and agrees that all such electronic files are instruments of service of Russell and Dawson Inc., who shall be deemed the author, and shall retain all common law, statutory law, and other rights, including copyrights. The Client agrees not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. The Client agrees not to transfer these electronic files to others without the prior written consent of Russell and Dawson Inc. The Client further agrees to waive all claims against Russell and Dawson Inc. resulting in any way from any unauthorized changes or reuse of the electronic files for any other project by anyone other than Russell and Dawson Inc.

The Client is aware that significant differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by Russell and Dawson Inc. and electronic files, the signed construction documents shall govern.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Russell and Dawson Inc. from any damage, liability, or cost, including reasonable attorneys' fees and costs of defense, arising from any changes made by anyone other than Russell and Dawson Inc. or from any reuse of the electronic files without the prior written consent of Russell and Dawson Inc.

Under no circumstances shall delivery of the electronic files for use by the Client be deemed a sale by Russell and Dawson Inc., and we make no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Russell and Dawson Inc. be liable for any loss of profit or any consequential damages.

**FIDUCIARY RESPONSIBILITY:** The Client confirms that neither Russell and Dawson Inc. nor any of its sub consultants or subcontractors has offered any fiduciary service to the Client nor no fiduciary responsibility shall be owed to the Client by Russell and Dawson Inc. or any of its sub consultants or subcontractors, because of Russell and Dawson Inc. entering into this Agreement with the Client.

**RISK ALLOCATION:** In recognition of the relative risks, rewards and benefits of the Project to both the Client and to Russell and Dawson Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Russell and Dawson Inc. and its sub consultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claim expenses from any cause or causes, so that the total aggregate liability of Russell and Dawson Inc. and its sub consultants to all those named shall not exceed the total fees of Russell and Dawson Inc. invoiced and paid on this project. It is intended that this limitation apply to all liability or cause of action however alleged or arising, unless otherwise prohibited by law. Such causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract and breach of warranty.

# DRAWING SAMPLES

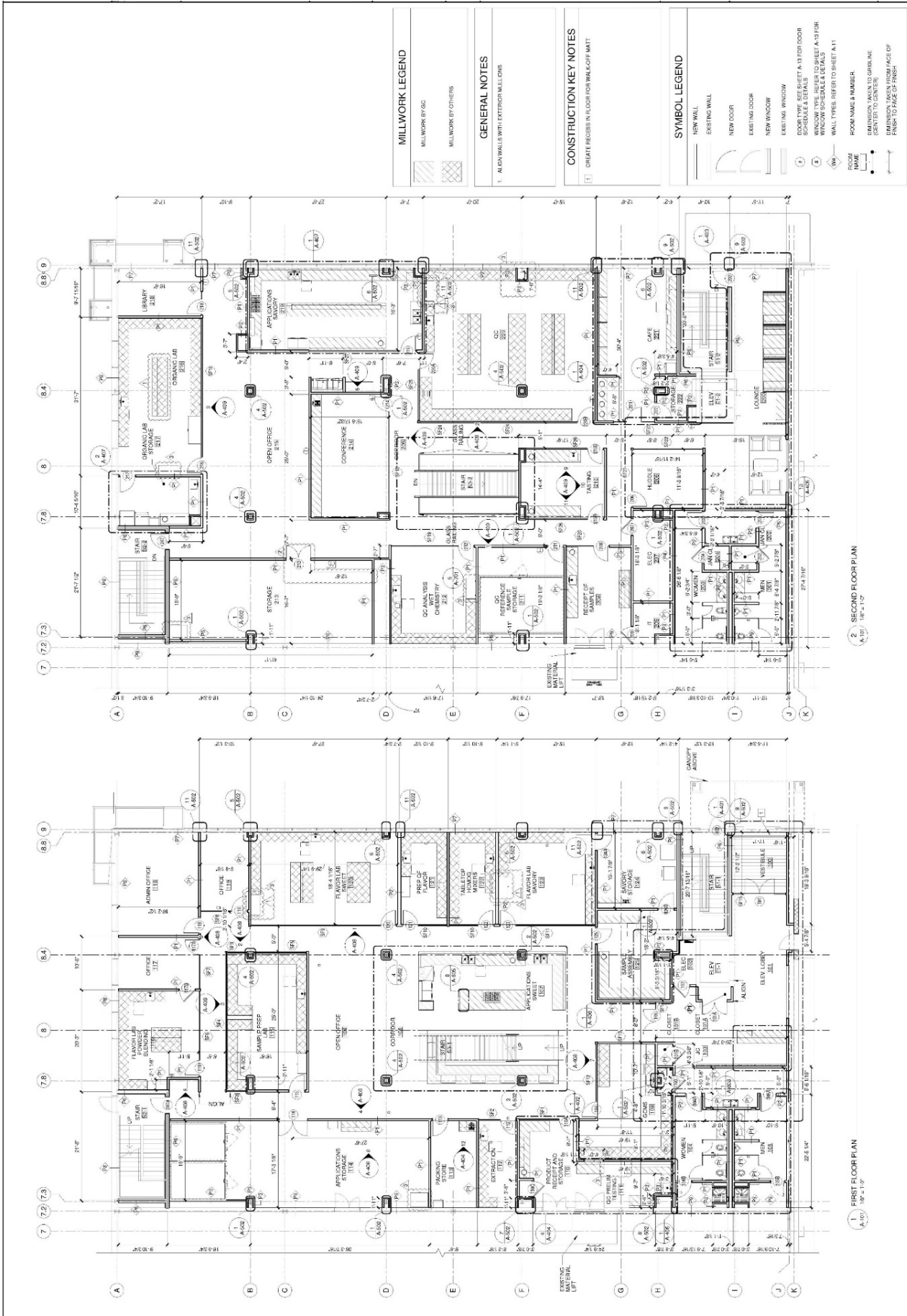


# DRAWING SAMPLES



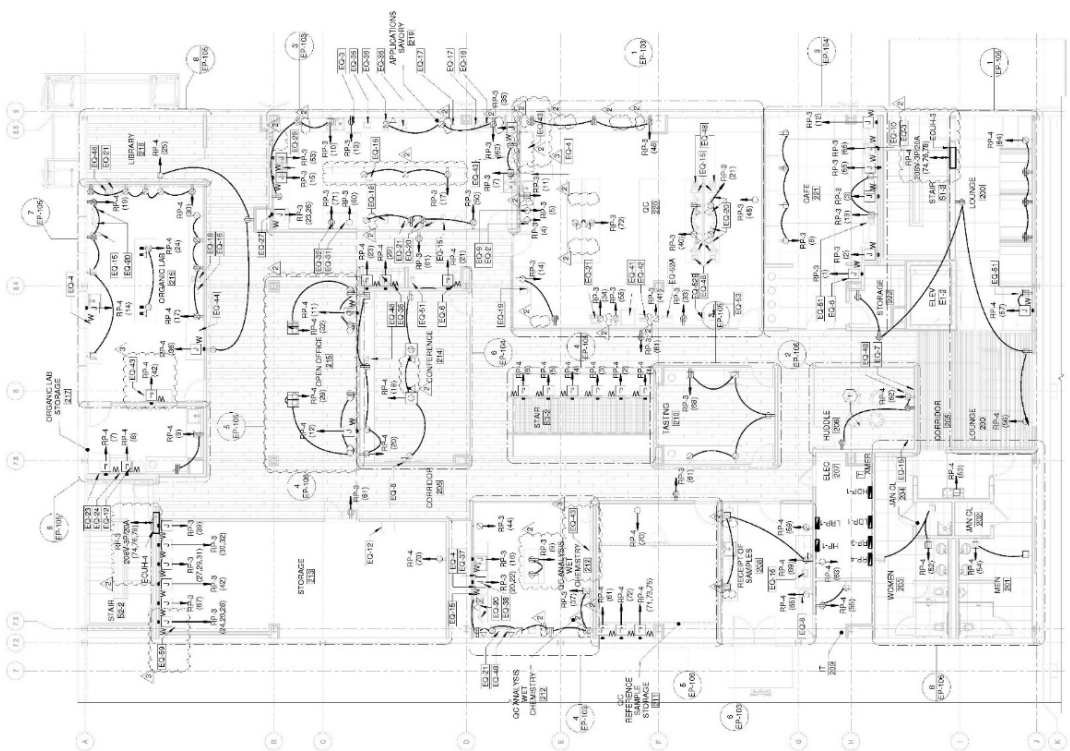


# DRAWING SAMPLES

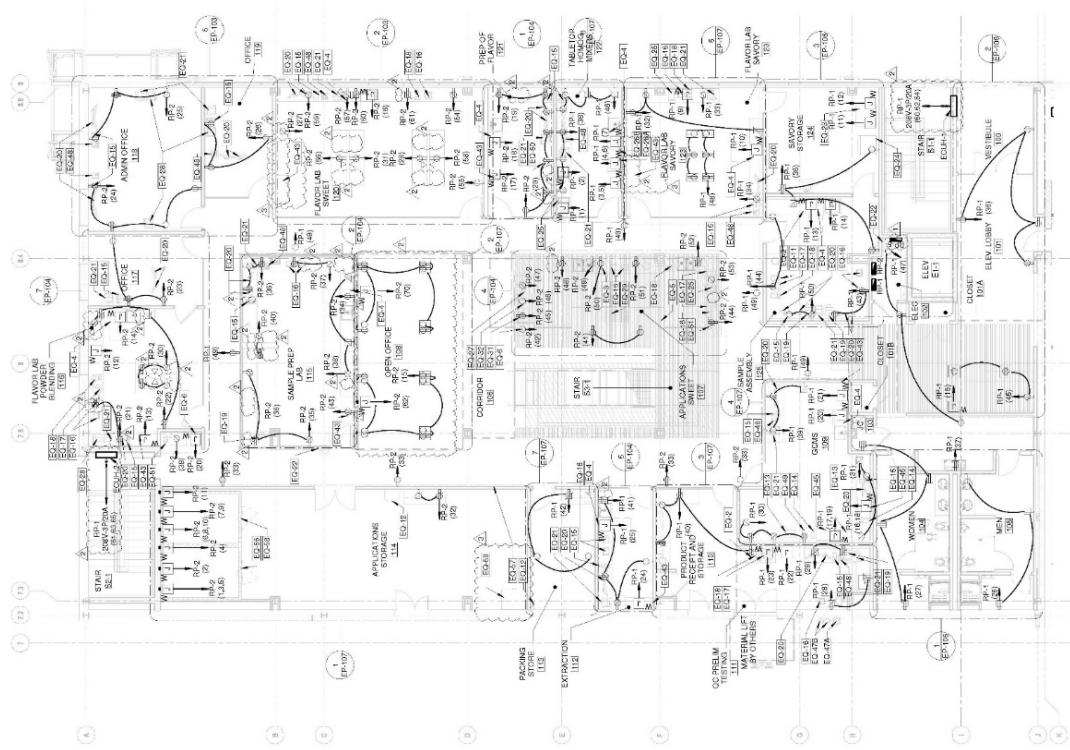




# DRAWING SAMPLES



2. PARTIAL SECOND FLOOR POWER PLAN  
EP-101, EP-102



1. PARTIAL FIRST FLOOR POWER PLAN  
EP-101, EP-102

KEY	ELECTRICAL NOTE
1	TEST
	CONDUIT POSITION OR TEMPERATURE

# ANNEXURES

## ANNEXURE I – CERTIFICATES AND LICENSES

### CERTIFICATE OF SMALL/MINORITY BUSINESS ENTERPRISE

**State of Connecticut**  
Department of Administrative Services  
Supplier Diversity Program



*This Certifies* **Russell and Dawson Inc.**

*As a* **1111 Main Street East Hartford CT 06108-2241**  
*Asian Pacific American and Pacific Islander*  
*Small/Minority Business Enterprise*  
*February 13, 2024 through February 13, 2026*

**Owner(s):** Chirag B. Thaker, Thomas A. Manning

**Contact:** Chirag B. Thaker      **Telephone:** (860) 289-1100 Ext: 112    **FAX:** (860) 289-3272  
**E-Mail:** [chirag.thaker@rdaep.com](mailto:chirag.thaker@rdaep.com)      **Web Address:** [www.rdaep.com](http://www.rdaep.com)

**\*\*Affiliate Companies:** Aorbis Inc.; Russell and Dawson NH CM Inc.; United-BIM Inc.

**Supplier Diversity**

*Meg Njetishfsky*      *[Signature]*  
Supplier Diversity Director      Supplier Diversity Specialist

\*\* A contractor awarded a contract or a portion of a contract under the set-aside program shall not subcontract with any person(s) with whom the contractor is affiliated.

### CERTIFICATE OF REGISTERED JOINT PRACTICE

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION 1013131

Be it known that

**RUSSELL AND DAWSON INC**

1111 MAIN ST  
EAST HARTFORD, CT 06108-2241

has been certified by the Department of Consumer Protection as a registered

**JOINT PRACTICE**

Architecture: Yes    Landscape Architecture: No    Land Surveying: No    Professional Engineering: Yes

**Registration #: JPC.000043**

**Effective Date: 05/01/2024**

**Expiration Date: 04/30/2025**

verify online at [www.elicense.ct.gov](http://www.elicense.ct.gov)

*[Signature]*  
Bryan T. Cafferelli, Commissioner

# ANNEXURES

## CERTIFICATE OF LICENSED BUILDING OFFICIAL



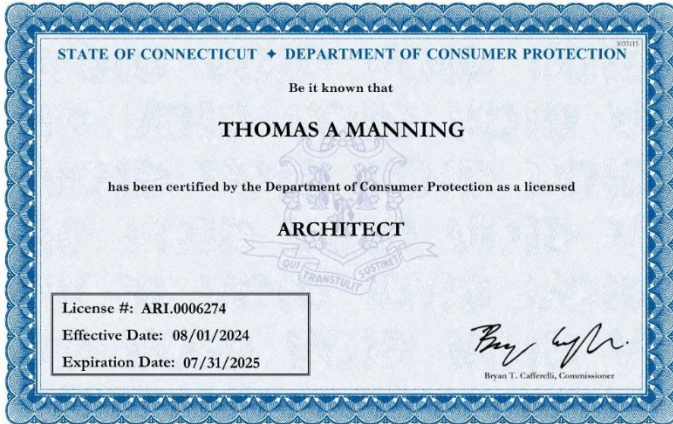
## CERTIFICATE OF FIRE AND BUILDING SAFETY





# ANNEXURES

## CERTIFICATE OF LICENSED ARCHITECT



## CERTIFICATE OF LICENSED ARCHITECT



## CERTIFICATE OF LICENSED PROFESSIONAL ENGINEER





## ANNEXURE II – LETTER OF RECOMMENDATION

Young Pharmaceuticals, Inc.  
105 Progress Drive  
Wethersfield CT 06109 USA

P 860.529.7919  
F 860.436.9334  
www.youngpharm.com



Committed to  
Quality Health Care  
Products and Services

January 6, 2025

Russell and Dawson Inc.  
1111 Main Street  
East Hartford, CT 06108

To whom it may concern:

Young Pharmaceuticals retained Russell and Dawson Inc. for full service Architectural and Engineering Design Services of our new headquarters of 20,000 sq. ft. at Progress Drive, Wethersfield, Connecticut. The new headquarters has two floors of 10,000 sq. ft. each. The plot slopes gently downwards onto a grassed open space envisioned as the edge of a larger quadrangle. The design incorporates historic references of the Filoli mansion in California and the clock towers of Sir Christopher Wren. The CEO office is a physical transplant of interior carved panels from a room that dates to 18th century England and was relocated and reconstructed from a New York City residence.

It is our future plan to develop additional land into an incubator campus with up to 200,000 s.f. of space. Architect John Wilcox of Russell and Dawson is working with us to provide schematic planning. We look forward to continuing working with him to develop an exciting worldwide medical research and education center.

The entire Russell and Dawson team has done an exceptional job in the design and execution of the project within tight budget and time expectations. From conceptual design to obtaining approvals from the Town Planning and Zoning committee through development of bid documents and supervision of the construction contractor, they have provided outstanding architectural and engineering services. Notably the building has recently won recognition as a “Building of the Year” from the Associated Builders and Contractors of Connecticut.

I am pleased to recommend the Russell and Dawson Inc. architectural and engineering team.

Sincerely,

John E. Kulesza  
President



## ANNEXURES



**G L E N D O W E R**

360 Orange St, 3<sup>rd</sup> Floor  
New Haven, CT 06511

(p) 203.498.8800  
(f) 203.497.9259

Russell and Dawson  
1111 Main Street  
East Hartford, CT 06108

February 9, 2022

To Whom it May Concern:

In 2021, Elm City Communities, under its management team at The Glendower Group, retained Russell and Dawson Inc. for preparation of construction documents for Renovations at Elm City Communities' Scattered Sites Project in New Haven, CT. The project will be funded by CHFA.

The services consisted of architecture and engineering services for the following; 1) An analysis of existing conditions of 88 townhouses that were a mix of 2 and 3 stories, scattered across 7 different locations within New Haven, CT. 2) Documenting existing conditions and defining scope of work for exterior envelope roof, siding and window upgrades, and interior bathroom, kitchen, finishes and mechanical upgrades. 3) Preparation of 40% construction documents, book specifications and preliminary construction estimates along with filling CHFA forms.

Russell and Dawson Inc., and its team, completed the construction documents in accordance with the approved scope of work to a very tight time frame and within budget. The R&D team was also very professional, responsive and a pleasure to work with. Based on my experience, I have no hesitation in recommending Russell and Dawson Inc. for any similar project.

I welcome responding to any questions or further need of information you may have.

Sincerely,

Michael Southam, B.A. LEED AP (BD&C)  
Construction Manager,  
Glendower Group  
(475) 282-3571

## ANNEXURES

March 15, 2022

Russell and Dawson  
1111 Main Street  
East Hartford, CT 06108

To Whom it May Concern:

Chapman Acres, LLC retained Russell and Dawson Inc. to provide Architecture, MEP and Structural Engineering Design services for two projects 1) Mayfield Place in Enfield, CT and 2) The Mansions in Vernon, CT.

Russell and Dawson Inc. has vast project experience relating to multi-family apartments and they have used this experience to their fullest extent for our projects.

Mayfield Place is a luxurious, multi-family, residential development with 340 apartment units (660,000 SQFT) spread over 69 acres at Gardner's Way, Enfield, CT. It is a three-phase construction project including 340 apartment units.

The Mansions at Hockanum Crossing Apartments in Vernon, Connecticut offers one and two-bedroom apartments across 67,600 Sq. Ft. Russell and Dawson Inc. provided the design and construction administration services for several phases of this community, including the 100 plus apartments and the clubhouse building.

Russell and Dawson Inc., and its team, is working on both the projects in accordance with the approved scope of work and within budget. The R&D team was also very professional, responsive and a pleasure to work with. Based on my experience, I have no hesitation in recommending Russell and Dawson Inc. for any similar project.

Any questions or further need of information will be responded.

Sincerely,



Cliff Chapman,  
President  
Chapman Acres, LLC

## ANNEXURES

# Alexandria Manor LLC

55 Tunxis Ave. Bloomfield CT 06002

### Letter of Recommendation

Russell and Dawson Inc.  
1111 Main Street,  
East Hartford, CT 06108

March 15, 2022

We are pleased to write the letter of recommendation for Russell and Dawson Inc. We have chosen Russell and Dawson Inc for their extensive project experience in multi-family housing projects after evaluating many firms in Connecticut.

Russell and Dawson inc. are the architects and engineers for the following multi-family projects:

1. Alexandria Manor, Bloomfield, CT
2. Ellis Manor, Hartford, CT
3. Meadows Manor, Enfield, CT

The scope of work included full-service Architectural, MEPF Engineering, and Structural Plans for renovations of existing buildings into multi-family apartments. Russell and Dawson Inc. has well understood the scope of work for the projects and has delivered quality work within time and budget. We are immensely delighted with the level of details in the design and documentation.

We look forward to work with them in our future projects too.

Any questions relating to the project experience are welcomed.

Sincerely yours,



Zalman Glick  
Project Manager



# ANNEXURE III – INSURANCE CERTIFICATE



RUSSAND-CL

PBEAUCHENE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/3/2024

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> <b>Smith Brothers Insurance, LLC.</b> 68 National Drive Glastonbury, CT 06033	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(860) 652-3235</b> FAX (A/C, No): <b>(860) 652-3236</b> E-MAIL ADDRESS: <b>GeneralMailbox@SmithBrothersUSA.com</b>	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : <b>Hartford Underwriters Insurance Company</b>	<b>30104</b>
	INSURER B : <b>Arbella Protection Insurance Company Inc.</b>	<b>41360</b>
<b>INSURED</b>  <b>Russell and Dawson, Inc.</b> 1111 Main Street East Hartford, CT 06108	INSURER C : <b>Hartford Ins Group - DBC</b>	<b>00914</b>
	INSURER D : <b>Hiscox Insurance Company</b>	<b>10200</b>
	INSURER E :	
	INSURER F :	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
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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
<b>A</b>	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			<b>02SBABC7DFM</b>	<b>1/4/2024</b>	<b>1/4/2025</b>	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COMPIOP AGG \$ <b>4,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
<b>B</b>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			<b>1020128939</b>	<b>5/4/2024</b>	<b>5/4/2025</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<b>A</b>	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>			<b>02SBABC7DFM</b>	<b>1/4/2024</b>	<b>1/4/2025</b>	EACH OCCURRENCE \$ <b>4,000,000</b> AGGREGATE \$ <b>4,000,000</b>
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>N</b>	<b>N/A</b>	<b>02WECBC7DWR</b>	<b>1/4/2024</b>	<b>1/4/2025</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
<b>D</b>	<b>Cyber Liability</b>			<b>MPL512756224</b>	<b>4/1/2024</b>	<b>4/1/2025</b>	<b>1,000,000</b>

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
<b>Russell and Dawson, Inc.</b>	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 

ACORD 25 (2016/03)

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# ANNEXURES



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/28/2024

**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 have ADDITIONAL INSURED provisions or 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).**

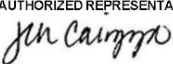
<b>PRODUCER</b> AssuredPartners Design Professionals Insurance Services, LLC 19689 7th Ave NE, Ste 183 PMB #369 Poulsbo WA 98370	<b>CONTACT NAME:</b> Rachel Sheridan <b>PHONE (A/C, No, Ext):</b> 360-930-6094 <b>FAX (A/C, No):</b> 360-930-6094 <b>E-MAIL ADDRESS:</b> rachel.sheridan@assuredpartners.com
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A : QBE Specialty Insurance Company 11515 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
<b>INSURED</b> Russell and Dawson Inc and Chirag B Thaker its President 1111 Main Street East Hartford CT 06108	License#: 6003745 RUSSAND-01

**COVERAGES** CERTIFICATE NUMBER: 1482499614 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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab; Claims Made			ANE3582403	4/1/2024	4/1/2025	Per Claim \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Additional Insured Status is not available on Professional Liability Policy.

<b>CERTIFICATE HOLDER</b>  General Proof of Insurance	<b>CANCELLATION</b>  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 

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