

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7270

FAX (860) 282-4857

PURCHASING DEPARTMENT

WWW.EASTHARTFORDCT.GOV

**TOWN OF EAST HARTFORD, CT
INVITATION TO BID**

BID #16-25

RE: R.F.Q. – Brownfields Area-Wide Revitalization Planning Project for Silver Lane Corridor, East Hartford, CT

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until Tuesday, June 7, 2016 at 11 a.m. at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271

INTRODUCTION

In January 2015, the Town of East Hartford was awarded a Brownfields Area-wide Revitalization (BAR) Grant by the Connecticut Department of Economic and Community Development (DECD) Office of Brownfield Remediation and Development (OBRD).

BAR is a pilot program that encourages communities to consider areas such as neighborhoods, downtowns, waterfront districts, or other sections with multiple brownfields and to develop strategies to assess, clean up, and reuse the parcels for business, housing, and public amenities that will generate jobs and revenues and revitalize the entire area.

The focus of the Town's BAR project is the Silver Lane Corridor. Silver Lane is a major mixed-use corridor running from Main Street south of I-84 to the Manchester Town line. The roadway, containing an eclectic range of residential and commercial uses, runs along I-84 and the Hockanum River to the north and the Pratt & Whitney complex to the south, providing access to Rentschler Field, I-84 and the key north-south arterials of Simmons Road/Hillside Street and Forbes Street.

OPPORTUNITIES AND CHALLENGES

The Silver Lane Corridor contains a number of assets that greatly enhance its potential for redevelopment. The area has excellent access to the regional highway system as well as to the rest of East Hartford. In addition, the proximity to Rentschler Field creates economic development possibilities stemming from current and anticipated future development at that site. Silver Lane is also well-served by transit, with numerous bus stops located along the Corridor. Finally, Silver Lane has a strong residential core that provides a consumer population for additional commercial uses.

Silver Lane also faces significant challenges, the most important of which is the large number of vacant and underutilized properties, especially between Main Street and Forbes Street. Many of the strip shopping centers in this area lay completely or largely vacant, creating gaps in the urban fabric. These parcels are in need of substantial reinvestment to make them attractive to tenants. Redevelopment of underutilized sites and infill development of vacant areas is needed to raise the level of activity along the Corridor and generate business for commercial uses.

The BAR Plan will also address pedestrian improvements and other changes that can be made in the neighborhoods within the Corridor to both revitalize the neighborhood and encourage economic integration. This analysis will dovetail with the Silver Lane transportation planning/corridor study currently under development by the Capitol Region Council of Governments (CRCOG). This study aims to address all modes of surface transportation (automobile, transit, bicycle, pedestrian, etc.) and involve a public outreach component aimed at reaching all stakeholders. The study will also include the development and evaluation of multiple alternatives aimed at addressing existing and likely future issues in the area, and reach consensus on the selection of a preferred set of recommendations.

BAR PLAN VISION AND EXPECTED OUTCOMES

The vision of this project is to examine as a whole East Hartford's Silver Lane Corridor, highlighting the area's strengths, weaknesses, challenges and opportunities. Currently, funding restrictions have caused the Corridor to be examined in a piecemeal fashion. The goal of this project is to bring the results of existing and new studies under one umbrella to create a comprehensive plan that will guide future development of this important asset. The main expected outcome is the creation of a comprehensive planning document that can be used to guide development in a critical area of the Town's economic development efforts.

The specific components of the BAR Plan will be finalized with the contracted consultant team. Possible studies include, but are not limited to:

- Maximum Build-Out Scenario
- Retail Market Analysis
- Landscape Plan
- Site Design Regulations Study
- Zoning Review
- Wetland Delineation

In January, 2015, the Town was awarded a \$200,000 Brownfields Hazardous Substances Assessment Grant from the U.S. Environmental Protection Agency (EPA). Environmental assessments to be performed within the Silver Lane Corridor will be funded primarily from this source. The consultant for the BAR Grant will be required to integrate assessment activities into the overall plan. The main focus of the BAR Grant is the development of a comprehensive plan for the Silver Lane Corridor.

CONSULTANT QUALIFICATIONS

Qualifications are requested from consultant teams/firms who will be evaluated on their strengths in the following areas:

- Experience with municipal planning efforts that center on Brownfields redevelopment, including familiarity with the US EPA's Brownfields Area-Wide Planning Grants.
- Experience working on brownfield remediation, neighborhood revitalization and business district development in communities similar to East Hartford, Connecticut.
- A proven track record of planning for innovative transportation, pedestrian and commercial infrastructure in a complicated municipal environment.

- Familiarity with state and federal funding sources that can be leveraged for public and private investment.
- Proven experience in community engagement efforts centered on neighborhood revitalization.
- A sophisticated understanding of how to use new private development – to leverage new businesses to locate in buildings in older, traditional commercial corridor business districts.

The Town reserves the right to contract with more than one firm to accomplish the goals of this project.

PROJECT BUDGET AND SCHEDULE

The Silver Lane BAR Plan must be completed within an 18-month period. Consultants are advised that they will be required to comply with all applicable federal, state, and local requirements based upon the final funding agreements for the BAR Grant.

RFQ SUBMISSION PROCESS AND REQUIREMENTS

A consultant selection committee will review the submissions. The committee will evaluate the submissions based upon the experience of the project team and the proposed project approach.

The committee intends to select a maximum of three firms/teams that will be invited to make a presentation to the selection committee on their proposed approach to the project. Each selected firm/team will be requested to submit a fee proposal for complete services based on the scope of services. The request shall stipulate the date and time for receipt of the fee proposals. The request shall also indicate the terms and conditions of the contract and the required time frame for providing professional services. Those firms not selected to submit fee proposals shall be so notified. The committee will identify a preferred consultant and the Town will negotiate a scope of work, price, and associated contract.

Four (4) hard copies of each proposal must be received by the Town of East Hartford Purchasing Department by 11:00 a.m. on June 7, 2016. Please forward proposals to: Michelle Enman, Purchasing Agent, Town of East Hartford Purchasing Department, 740 Main St., East Hartford, CT 06108. The Town reserves the right to reject all submissions. Faxed or emailed submissions will not be reviewed.

Questions concerning this Request for Qualifications must be submitted by email to posullivan@easthartfordct.gov by 11:00 a.m. on May 20, 2016. Responses to questions will be posted to the Town's Development Department Brownfields webpage at: <http://www.easthartfordct.gov/development-planning/pages/brownfield-remediation-and-development> by May 25, 2016.

The following documents related to this RFQ can be found on the Town Development Department's Brownfields webpage at: <http://www.easthartfordct.gov/development-planning/pages/brownfield-remediation-and-development>

- Town of East Hartford 2014 Plan of Conservation and Development
- East Hartford Silver Lane Corridor Brownfields Area-Wide Revitalization Grant Application
- BAR Plan – Silver Lane Corridor Project Assistance Agreement Between the State of Connecticut and the Town of East Hartford

"The Town of East Hartford is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply."



TOWN OF EAST HARTFORD, CT.

STANDARD INSTRUCTIONS FOR PROPOSAL

1. Sealed proposals will be received by the Purchasing Agent until the date and time specified on the title sheet. Proposals received later than the date and time specified will not be considered and will be returned unopened. **Proposals will not be accepted via fax or e-mail.**
2. All proposals will be opened and recorded and are subject to public inspection. Firms may be present or be represented at all openings.
3. Municipalities are exempt from any sales, excise or federal taxes. Fees must be exclusive of taxes and will be so construed.
4. The Town of East Hartford reserves the right to reject any or all proposals or any part of any or all proposals and to waive any informality when such action is in the best interest of the town and also reserves the right to extend an awarded proposal by mutual consent and negotiate any terms, conditions and prices if it is in the best interest of the town.
5. Firms should familiarize themselves with the items and/or conditions set forth in the Request for Proposal specifications. Failure to be informed will not be accepted as an excuse from fulfillment of the requirements.
6. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after an award if not part of the original proposal terms.
7. For professional services - a selected town committee will evaluate all responses and make a recommendation to the Mayor. **If deemed necessary** by the committee, an interview may be required as part of the selection process.
8. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
9. Per Town Ordinance Sec. 10-10 (d): The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns and interest is delinquent in tax obligations to the town.
10. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

INSURANCE REQUIREMENTS

A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

INSURANCE INDEMNIFICATION CLAUSE

The Town of East Hartford, CT is to be named as an “**additional insured**” and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

INDEMNIFICATION

AGENCY agrees to indemnify and hold the Town of East Hartford, CT harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

A: Any act, error, omission, negligence or fault of **AGENCY** or any of its agents, servants, employees and sub-contractors.

B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the **AGENCY** agrees to indemnify and hold harmless the Town of East Hartford, CT against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford, CT agrees to resist and defend such action proceeding, unless **AGENCY** causes the same to be discharged and satisfied.

A. GENERAL REQUIREMENTS

The **AGENCY** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **AGENCY** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford, CT

The insurer shall provide the Town of East Hartford, CT with **Certificates of Insurance signed by an authorized representative of the insurance AGENCY(ies)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford, CT written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the **AGENCY** responsibility under this contracts.

The **AGENCY** at the **AGENCY’S** own cost and expense, shall procure and maintain all insurance required and shall name the Town of East Hartford, CT as Additional Insured on all contracts, except Workers’ Compensation and Professional Errors & Omissions coverage’s.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **AGENCY** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **AGENCY** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit \$1,000,000 is required. The Aggregate Limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **AGENCY** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

C. **OTHERS: PROFESSIONAL SERVICES – ARCHITECTS, ENGINEERS, ET AL.**

The **AGENCY** shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all **professional services contracts only**. If the insurance coverage is written on a claims made basis, an extended reporting period of at least 3 years after substantial completion of the project is required.

The Town reserves the right to amend amounts of coverage required and type of coverage provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **AGENCY** shall require its subcontractors and independent contractors to carry the coverages set forth in section B and C above and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The **AGENCY** shall require that the Town of East Hartford, CT be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **AGENCY** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, CT, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS
(required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

Qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a
Resolution duly adopted at a meeting of the Board of Directors of such
Corporation, duly convened and held on _____, at which meeting
a duly constituted quorum of the Board of Directors was present and voted in
favor of such Resolution. I further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one
them: _____

_____,
(Name and title of Officer or Officers)
is empowered to execute and deliver in the name and on behalf of this
Corporation contracts, bids and other documents to the Town of East Hartford, State of
Connecticut, and are further authorized to affix the Corporate Seal to such documents and
to bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the
Corporate Seal of the Corporation, this _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of _____
(legal name of LLC)
A Limited Liability Company duly organized and operating under the laws of _____ and _____ (State)
qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on _____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one them: _____

_____,
(Name and title of Members)
is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this _____ day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership) (required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on _____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them: _____

(Name and title of Partners)

is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.