



TOWN OF EAST HARTFORD
COMMITTEE OF AWARD

SPECIAL MEETING MINUTES

In accordance with Section 10-12 of the Town Ordinances, a Committee of Award meeting was held remotely on Tuesday, September 19, 2023 using Microsoft Teams.

In attendance were:

Michael P. Walsh, Mayor
Melissa McCaw, Finance Director
Alex Trujillo, Director of Public Works
Douglas R. Wilson, P.E., Town Engineer
Michelle Enman, Purchasing Agent
Sean Dwyer, Assistant Director of Parks and Recreation
Ted Fravel, Director of Parks and Recreation
Jessica Carrero, Project Manager

The meeting was called to order at 10:35 AM

M. Enman presented the results of **Bid #24-01 Renovation of Basketball Courts** for seven (7) Town parks. There was only one bid from Hinding Tennis for \$757,400.00. The breakout of the bid total was reviewed. D. Wilson discussed the evaluation of the bid and the process for Commission on Human Rights and Opportunities (CHRO) compliance. Since this project will expend more than \$500,000 in state funds, CHRO must approve Hinding's Affirmative Action Plan (AAP). Until that approval is received, the Town must retain 2% of all payments that come due. The 2% can be released after the AAP is approved. This retainage is separate from the normal 5% retainage held until final completion of any punch list items.

Other award documents are acceptable. Hinding has excellent references and S. Dwyer reports prior, successful experience with Hinding. C. Sassen approved their insurance. Beyond the award, next steps are to sign a contract, obtain bonds and hold a preconstruction conference.

The scope of work includes 11 courts at 7 different parks. In all but one case, the existing pavement and hoops will be removed by the DPW and replaced by Hinding. Hinding will apply red/green pavement markings, install new basketball hoop systems and benches (at select parks). It's likely that the project can be complete in 7 to 8 weeks. If we assume the contract and PO are ready by October 1, then the work will be complete for December 1. The only possible issues with schedule will be the required delay between paving and coatings (to help the coatings adhere to the new pavement) and the possibility that rain or low temperatures may inhibit applying the surface coatings.

MOTION by M. Walsh
 seconded by A. Trujillo
 to award the bid in the amount of \$757,400.00 to Hinding Tennis, LLC of
 Branford, CT

Motion carried unanimously.

ADJOURNMENT

MOTION by D. Wilson
 Seconded by M. Walsh
 to adjourn (10:48 AM)

Motion carried unanimously.

All relevant materials are available on the Town's website at:

<https://www.easthartfordct.gov/committee-of-award/agenda/committee-of-award-bid-no-24-01-renovation-of-basketball-courts>

Any questions regarding this meeting should be directed to Douglas R. Wilson, P.E., Town Engineer at dwilson@easthartfordct.gov or (860) 291-7380.

C: Michael P. Walsh, Mayor
 Melissa McCaw, Finance Director
 Alex Trujillo, Director of Public Works
 Douglas R. Wilson, P.E., Town Engineer
 Michelle Enman, Purchasing Agent
 Sean Dwyer, Assistant Director of Parks and Recreation
 Ted Fravel, Director of Parks and Recreation
 Jessica Carrero, Project Manager

Respectfully submitted
19 September 2023



Douglas R. Wilson, P.E.
Town Engineer
Department of Public Works
Engineering Division