



Town of East Hartford

ADDENDUM N^o. 1

**SPRINGSIDE AVENUE DRAINAGE
OUTFALL REPLACEMENT**

Bid No. 21-07

Issued February 18, 2021

The following summarizes revisions to the Bid Documents included in Addendum N^o. 1 for the SPRINGSIDE AVENUE DRAINAGE OUTFALL REPLACEMENT (Bid No. 21-07).

- Responses to questions received by email and discussed at the pre-bid meeting on Wednesday, February 17, 2021 are as follows:

1. Is this contract subject to state set-aside and contract compliance requirements?

Answer: No, that was an error on the Invitation to Bid (Page 5 of 209 of the Bid Specification).

2. How will bids be submitted?

Answer: "Bid and R.F.P. Process Changes Due to COVID-19" were updated to describe the drop off procedure (Page 6 of 209 of the Bid Specification).

3. What permits are needed for this project?

Answer: The only permit needed is Inland Wetland. The Town has already gone through the Inland Wetland permitting process.

The following documents & drawings are attached and included in Addendum N^o. 1:

Revised Bid Documents

- Replace "Invitation to Bid" (Page 5 of 209) with attached.
- Replace "Bid and R.F.P. Changes Due to COVID-19" (Page 6 of 209) with attached.
- Insert "Appendix B: Inland Wetland – Environmental Commission Approval" (Page 209A to 209D).

End of Addendum N^o. 1

TOWN OF EAST HARTFORD, CONNECTICUT
INVITATION TO BID
BID NO. 21-07
SPRINGSIDE AVENUE DRAINAGE OUTFALL REPLACEMENT

Work under this contract includes reconstruction of an existing drainage outfall at the cul-de-sac at the end of Springside Avenue in the Town of East Hartford. It also includes other appurtenant work such as shoring, riprap scour hole, and surface restoration.

Sealed Bids must be received by the office of the Purchasing Department, Town Hall, 740 Main Street, East Hartford, CT 06108 no later than 11 AM, TUESDAY, MARCH 2, 2021. Bids will be opened publicly and read via Microsoft Teams – see attached *Bid Process Changes Due to COVID-19*.

The Town will conduct a NON-MANDATORY PRE-BID MEETING will be held via Microsoft Teams on WEDNESDAY, FEBRUARY 17, 2021 AT 10 AM. Anyone interested in attending the pre-bid meeting must email the Purchasing Agent requesting a link to the meeting.

IN ORDER TO BE CONSIDERED AN OFFICIAL PLAN HOLDER AND ELIGIBLE BIDDER FOR THE PROJECT, THE PURCHASING AGENT MUST RECEIVE AN EMAIL indicating interest in bidding, company information, and main contact information on, or before FRIDAY, FEBRUARY 26, 2021. All companies that send a representative to the non-mandatory pre-bid meeting or register on the Town's website to download the documents will also be considered an official plan holder eligible to bid the project.

Requests for information (RFIs) will be accepted via email to the Purchasing Agent on or before FRIDAY, FEBRUARY 26, 2021.

Drawings and Specifications are available for download on the Town of East Hartford's Purchasing Website:

<http://www.easthartfordct.gov/bids>

Bid security in the form of a 5% bid bond, payable to the Town of East Hartford, is required of all bidders and a 100% Performance Bond will be required of the awarded bidder.

~~This contract is subject to state set-aside and contract compliance requirements.~~

The Town reserves the right to reject any or all bids, or any part of all bids, to waive any informality, and reserves all other rights as detailed in the Contract Documents when such action is in the best interest of the Town. The Town is an equal opportunity employer. Contractor must comply with all Federal, State and Local requirements under this contract.

All bidders are requested to note that the award of this Contract is subject to the following conditions and contingencies:

1. The approval of such governmental agencies as may be required by law.
2. The appropriation of adequate funds by the proper agencies.

Michelle Enman
Purchasing Agent
menman@easthartfordct.gov
(860) 291-7270

EFFECTIVE IMMEDIATELY:
BID and R.F.P. PROCESS CHANGES DUE TO COVID-19

Due to the current health crisis, the Town of East Hartford Purchasing Department is implementing new procedures for bid openings.

1. Bid and R.F.P. responses will be received at the time indicated in the bid documents. Due to the fact that Town Hall is closed to the public, vendors must utilize the United States Postal Service, UPS or Fed Ex to send in their Request for Proposal. For sealed contractor bids, the green drop off bin located in the Town Hall parking lot may be used. All bids must be received prior to the bid opening date and time stated in the bid.
2. Bid openings will be held virtually through Microsoft Teams. **Request for Proposals (R.F.P's.) and Request for Qualifications (R.F.Q.'s) submissions will not be opened via Microsoft Teams.** You may contact the Purchasing department via email to find out the names of the companies that have submitted proposals at a later time. (menman@easthartfordct.gov).
3. To view the bid opening live, you must email me the correct email that will be used to view the bid opening. Then, you will receive an invite to participate. After you receive the invitation, then follow the instructions to log into the meeting.
4. The virtual bid opening will be held ****30 minutes**** after responses are due. This is to allow vendors time to log-in.
5. The virtual bid opening will be exactly the same as a regular bid opening – the Purchasing Department staff will open the bid and read the results out loud. Results are not final until reviewed, and the requisitioning department will recommend award after a complete analysis of the submissions. Tabulations for bids will be compiled and posted to the Purchasing Department website.
6. Again, R.F.P's and R.F.Q's will not be opened via Teams.

We are learning more about COVID-19 every day, and our goal in East Hartford is to balance the health and well-being of our community with the need to keep Town business moving forward in a safe manner. We will be reassessing daily and any changes will be posted on the Purchasing Department's web page at www.easthartfordct.gov/purchasing.

Questions: Call the Purchasing Department at (860) 291-7271 or email at menman@easthartfordct.gov

Michelle Enman
Purchasing Agent
Town of East Hartford

APPENDIX B

**INLAND WETLAND – ENVIRONMENTAL
COMMISSION APPROVAL**

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Phone: 860 291-7380
Fax: 860 289-0831



740 Main Street
East Hartford, Connecticut 06108

ENGINEERING DIVISION

VIA: CERTIFIED MAIL

September 24, 2020

Mr. Doug Wilson, Town Engineer
740 Main Street
East Hartford, CT 06108

**Re: Inland Wetland – Environment Commission Application
Drainage Outfall Replacement
Springside Avenue
East Hartford, CT**

Dear Mr. Wilson,

This letter is to notify you that at the September 22, 2020 meeting of the Inland-Wetlands-Environment Commission of the Town of East Hartford, the Commission has tabled the following:

- A. Tabled File #2020-18, Application of the Town of East Hartford to conduct a regulated activity in an Inland Wetlands and Inland Wetlands Upland Review area in conjunction with the replacement of a storm drainage outfall at the cul-de-sac at the end of the Springside Ave.

The Commission determined that the proposed activities are not a significant impact to the inland wetlands and the application will be heard again at the Commission's meeting on October 27, 2020, beginning at 7:30 P.M. Please plan on attending the meeting to present the proposals and answer any questions the commission may have relevant to the applications.

Sincerely,

Warren W. Disbrow, P.E.
Designated Agent for the Inland
Wetlands-Environment Commission

Copy to: Jeff Cormier, Town Planner

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Phone: 860 291-7380
Fax: 860 289-0831

740 Main Street
East Hartford, Connecticut 06108

ENGINEERING DIVISION

VIA: CERTIFIED MAIL

October 28, 2020

Mr. Doug Wilson, Town Engineer
740 Main Street
East Hartford, CT 06108

**Re: Inland Wetland – Environment Commission Application
Drainage Outfall Replacement
Springside Avenue
East Hartford, CT**

Dear Mr. Wilson:

This letter is to notify you that at the October 27, 2020 meeting of the Inland-Wetlands-Environment Commission of the Town of East Hartford, the Commission:

Approved: File #2020-18, Application of the Town of East Hartford to conduct a regulated activity in an Inland Wetlands and Inland Wetlands Upland Review area in conjunction with the replacement of a storm drainage outfall at the cul-de-sac at the end of the Springside Ave.

This approval was granted with the following conditions:

1. The permit is non-transferable without the written consent of the Town of East Hartford Inland Wetlands – Environment Commission.
2. Soil sedimentation and erosion controls acceptable to the Town Engineer are to be maintained at all times.
3. All work in the Inland Wetlands and/or Inland Wetland Upland Review Area shall be commenced within five (5) years from the effective date. The activity shall be completed within one (1) year from the commencement of the activity.
4. Written notice shall be submitted to the Town Engineer 48 hours prior to the starting date of the approved activity.
5. In evaluating this application, the Inland Wetlands - Environment Commission has relied on information provided by the applicant, and if such information subsequently proves to be false, deceptive, incomplete and/or inaccurate, this permit shall be modified, suspended, or revoked.
6. Approval is granted based on the maps submitted with the application with plans dated Sept/02/2020.

Sincerely,



Warren W. Disbrow, P.E.
Assistant Town Engineer
Designated Agent for the Inland
Wetlands-Environment Commission

Copy to: Jeffrey Cormier, Town Planner