

BID #20-16

**REQUEST FOR PROPOSALS (RFP)
ENGINEERING DESIGN SERVICES
FOR THE DEVELOPMENT AND IMPLEMENTATION
OF A ROAD IMPROVEMENT PROGRAM**

**Issued by: Public Works Department
Engineering Division
Town of East Hartford
740 Main Street
East Hartford, CT 06108**

**Technical Contact: Douglas Wilson, P.E.
Town Engineer
(860) 291-7380**

**Proposal Due: 11 a.m., Wednesday, March 11, 2020
To the Purchasing Department**

**Michelle Enman
Purchasing Agent
Town of East Hartford
740 Main Street
East Hartford, CT 06108
(860) 291-7271**

**TOWN OF EAST HARTFORD
PUBLIC WORKS
ENGINEERING DIVISION**

**REQUEST FOR PROPOSALS (RFP)
ENGINEERING DESIGN SERVICES
FOR THE DEVELOPMENT AND IMPLEMENTATION
OF A ROAD IMPROVEMENT PROGRAM**

1. Description and General Information:

The town of East Hartford (the Town) is inviting Consulting firms to submit their firm's qualifications and rate schedule for services related to the development and implementation of a multi-year road improvement program. The professional services will be provided for a period not to exceed five years. The consultant will be responsible for pavement evaluations, design services, plan and specification development and construction administration services. It is the Town's intent to enter into a contract with a qualified firm to provide services on an as-needed and ongoing basis. The nature of this assignment is to assist the Engineering Division staff by providing services in a timely manner as requested.

The successful consultant must be thoroughly familiar with CONNDOT design standards, rights of way, and construction guidelines. Additionally, the consultant must be able to provide the following services and demonstrate their abilities in the following areas:

1. Sufficient personnel to insure that the work can be done in a timely manner.
2. Evaluation of existing pavements to determine recommended repair types.
3. Pavement design functions including bituminous concrete mix design and alternate repair strategies.
4. Geotechnical and boring services.
5. Land surveying capabilities.
6. Civil engineering services including storm drainage design and traffic engineering required to develop road construction plans and specifications.
7. Environmental engineering services
8. Utility company coordination.
9. Development of regulatory permit applications and presentations.
10. Construction consultation services.
11. Pavement and other testing services.

The Town will have sole discretion as to which projects, if any, will be assigned to the Consultant. The Town has separate "on-call" agreements for land surveying, engineering as well as architectural services and reserves the right to utilize any of the "on-call" agreements for all or portions of a project. In the event the Town does utilize an "on-call" firm for a portion of the work, the Town will supply the Consultant with the necessary information required to complete the Consultant's scope of services. The Consultant will also be required to coordinate their efforts with other Consultants the Town has retained.

The Town reserves the right to advertise by competitive bid or request a proposal for any project it deems appropriate. The selected Consultant will be afforded an opportunity to submit proposals on any advertised RFP outside the scope of this assignment. All work performed under this contract shall be under the direction of a professional engineer, licensed in the State of Connecticut.

2. Scope of Services:

The list below represents some general minimum expectations of the Town and is not intended to be a comprehensive list. At the scoping of each assignment, the Consultant's expected level of detail and degree of effort will be conveyed by the Town to the Consultant.

2.1 Design:

- All preliminary plans and contract documents must be submitted to the Town of East Hartford for review and comment. The preliminary set of contract documents will incorporate all pertinent Town of East Hartford standard contract sections. Also, an itemized cost estimate must accompany each submission.
- After final approval by the Town of East Hartford of all revisions to the preliminary submissions, a final set of the construction drawings, specifications, cost estimates, construction schedules, and contract documents will be prepared and submitted to the Town.
- All design work shall be certified by a Professional Engineer licensed by the State of Connecticut or another appropriate professional for each assignment.

2.2 Construction Inspection:

- At the scoping meeting for each individual inspection assignment, the Town will specify the required qualifications for the individuals assigned to inspect a project. At a minimum, inspectors shall have National Institute for Certification in Engineering Technologies (NICET) level 2 and New England Transportation Technician Certification Program (NETTCP) Concrete Inspector (CI) and Hot Mix Asphalt Paving Inspector (HMAPI) certifications. The Inspector shall have substantial prior experience and understanding of the practices and principals required for each of the projects. A thorough understanding and comprehension of each project's plans and specifications will also be required.
- If requested, the selected Consultant will provide an inspector(s) to monitor construction activities. The inspector will be required to enforce the plans and specifications, make measurements for payment, report to the Division of Engineering weekly on project status and maintain project schedules.
- At a minimum, daily logs will be kept by the Inspector which will briefly summarize the day's activities. The Town will prescribe or will solicit a recommendation from the Consultant minimum inspection and documentation effort for each assignment.
- The Inspector will maintain a safe working environment within his/her area of responsibility. Proper traffic detouring and pedestrian safety will be coordinated by the Inspector.
- The Inspector will hold a semi-final inspection. A review of that project will be performed with the Town of East Hartford and a punch list of items to be corrected will be developed by the Inspector.

2.3 Construction Survey:

- If required, the Consultant will be responsible for all required stake-out and / or construction layout for the project.
- All bench marks as shown on the plans shall be field-verified. All merestones (Town of East Hartford or private), iron pins, etc., shall be shown on the plans and all Town merestones shall be crossed and tied.
- All survey work shall be certified by a surveyor licensed by the State of Connecticut.

2.4 Construction Project Management:

- Fiscal Management - The Consultant will be responsible for tracking construction activities. Monthly Reports will be typed and submitted to the Town of East Hartford for payment to the construction contractor. Construction contractor payment disputes relating to the construction contract will be resolved by the Consultant with final approval from the Town. All change orders will be submitted by the Consultant with prior acceptance of the construction contractor. The Consultant will be the negotiating agent for the Town in determining reasonable and mutually-agreeable prices between the Town and the construction contractor for all additional work. The Town will make the final approval for all additional work.
- Status Report - The Consultant will be reporting formally to the Town of East Hartford monthly. A Project Management Report will be submitted which will outline the activities completed, any variance from the plan for the previous month and planned activities for the upcoming month.
- Project Coordination - The Consultant will coordinate the activities of the construction contractor, surveyors, inspectors, utility companies and others to insure conformance to the project schedules. Advance notification to utility companies shall be made in writing. The Consultant will hold a pre-construction meeting two weeks prior to the start of construction. The Consultant will be required to prepare all written communication relative to completion of the project. This will include requests for utility relocations and replies to questions from construction contractors, Town residents, and Town Departments.
- Record-Keeping - The Consultant shall submit copies of all project correspondence to the Managing Authority. In addition, the Consultant will maintain a duplicate set of files and a complete set of reproducible record drawings. Upon the completion of the contract, the Consultant will provide the Town with all test reports, inspections, field notes, measurements, material slips and other copies of material, including record drawings and pertinent data regarding the contract. These records shall be bound in chronological order, or as otherwise specified by the Town.

2.5 Monitoring and lab analysis:

- All sampling, lab analysis and compliance reports shall conform to EPA, DEEP and/or other agency requirements and the DEEP approved Water Quality Monitoring Plan.

3. Project Management:

The Managing Authority for this project will be the Division of Engineering. The Consultant will report to the Town Engineer or his designee.

The Consultant will provide and maintain project files, status reports, payment records, inspector's daily reports, schedules, bid summaries, delivery receipts, miscellaneous correspondence, etc.

4. Terms & Conditions:

The Consultant must be willing to adhere and agree to the following conditions of the Town for work, and they must have a positive statement to that affect in their proposal:

1. The Consultant must have, or must open an office in the vicinity of the East Hartford area. The actual or proposed location of the office must be identified in the proposal. Travel time between the Town and the Consultants' office will not be considered a reimbursable expense.
2. Have personnel reserve sufficient to assure task continuity, and agree that all personnel proposed are committed for the full duration of the contract. If a change is required, the Town shall be notified and will judge whether the substitution will impair the success of the project.
3. Agree that all sub-consultants hired by the Consultant must be approved by the Town prior to working on any project.
4. Agree that all work produced under this agreement is to become the property of the Town of East Hartford and to turn over to the Town all original documents upon completion or demand.
5. Agree to accept management direction from the Town and, specifically, the Managing Authority.
6. Agree to conform to all applicable laws, ordinances, and statutes of the Federal Government, State of Connecticut, and Town of East Hartford which includes but are not limited to the following:
 - Signing and ink stamping of the plans by the appropriate professional licensed in the State of Connecticut
 - Civil Rights Act of 1964, as amended
 - Executive Orders numbers 1 & 3 of the State of Connecticut
 - Federal Labor Standards (29 CFR Parts 3, 5, and 5a) Davis Bacon Act, as amended (40 USC 327-330)
 - Copeland "Anti-Kickback" Act (18 USC 874), as supplemented in the Department of Labor regulations (20 CFR - Part 3)
 - Flood Disaster Protection Act (PL 93-29 1)
 - Hatch Act (Title 5 USC Chapter 15)
 - Section 504 of the Rehabilitation Act of 1973
 - Immigration Reform and Control Act of 1986
7. Agree that the Town reserves the right to terminate the contract at any time with the assurance that the Consultant shall be entitled to reimbursement for any services rendered prior to Receipt of Notice of Termination
8. Provide a statement that the applicant has no conflicting financial interests and is qualified to perform the services
9. Successful firm may not represent other clients before East Hartford Boards and Commissions without the written consent of the Town, which shall not be unreasonably withheld.

5. Selection Procedure:

All proposals submitted in response to this RFP will be reviewed against criteria listed in Section 6 and award of the contracts shall be made in accordance with the Town's purchasing procedures. A selection shortlist of Consultants submitting RFP's may be invited to an interview with, and to make a detailed presentation to the Selection Committee. Short-listed firms will be notified of the location and the time of interview at a later date.

A Selection Committee composed of Town staff will assist the Managing Authority in selecting Consultants to provide the requested services. The Town intends to award a contract to the most responsible Consultant, or to the Consultant whose proposal is determined to be in the best interest of the Town. The Town reserves the right to reject or modify any proposal or parts thereof for any reason, to negotiate changes to the proposal terms and to waive minor inconsistencies within this RFP.

6. Criteria for Selection:

Proposal packages will be evaluated in accordance with the following criteria:

- The Consultant's demonstration that the firm and the personnel assigned to the assignment have adequate experience with similar assignments.
- The Consultant's demonstration that the firm has adequate depth of staff and other resources to provide responsive and comprehensive services throughout the contract duration.
- The Consultant's demonstration that they understand the services required to be provided for the potential assignments.
- Competitiveness of the Consultant's fees compared to the other firms that submitted for the assignment.
- Completeness of the proposal package with all of the information requested within the RFP.

7. Insurance:

The awarded Consultants will be required to furnish evidence of the insurance coverage within ten (10) days from the notification of the contract being awarded. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to the policy expirations. See Attachment A *INSURANCE AND INDEMNIFICATION REQUIREMENTS* for minimum insurance requirements.

8. Additional Information and Revisions to Proposals:

Information may be provided to responsible respondents who anticipate submitting a proposal for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Consultants shall be afforded fair and equal treatment with respect to access to additional information and revisions of the proposals.

9. Duration of Contract & Task Order Assignments:

The agreement for services to be provided under this RFP, will expire five (5) years from the date of contract signing. Individual service requests under the agreement will be authorized via an endorsed task order outlining the scope of services, proposed fee and schedule of the assignment.

10. Proposals:

Consultants wishing to be considered for this assignment should submit their qualifications on United States General Services Administration standard form 330 along with other information specified within the organization and content portion of this section.

All proposals must be received by **11 a.m., Wednesday, March 11, 2020.**

Three (3) copies (one original, two copies) of the proposal shall be submitted in a sealed envelope to:

**Michelle Enman, Purchasing Agent
Town of East Hartford
740 Main Street
East Hartford, CT 06108**

Proposals shall be plainly marked on the sealed envelope:

**“Bid 20-16 Request for Proposals – ENGINEERING DESIGN SERVICES
FOR THE DEVELOPMENT AND IMPLEMENTATION
OF A ROAD IMPROVEMENT PROGRAM “**

All consultants submitting proposals shall provide a PDF version of the proposal on or after the proposal deadline. The PDF may be forwarded electronically, by email, via file sharing site or by media device (CD, DVD, Flash drive, etc.).

Technical questions about this request for proposal may be directed to Douglas Wilson, P.E. Town Engineer, at 860-291-7380. All other questions are to be directed to Michelle Enman, Purchasing Agent, at 860-291-7270.

Proposal Organization and Content

The proposal submitted shall follow the format below:

1. Cover Letter – this letter of transmittal shall include a statement accepting the terms and conditions specified within section 3 of this request for proposals.
2. Project and Assignment Understanding – This section will convey the Consultant understands of services to be provided under this assignment to the Town.

3. Firm information – This section shall include general information on the firm, information on all proposed sub-consultants, firm brochure, and a minimum of three client references with their contact information. This section will also include a detailed statement indicating the organizational structure under which the firm proposes to conduct business. The relations to any “parent” firm or subsidiary firm, with any of the parties concerned must be clearly defined.
4. Personnel and organizational structure – This section shall include an organizational chart of the personnel and sub-consultants that are intended to be allocated to this assignment. This section shall also include resumes, qualifications, and experience of the personnel identified within the organizational chart.
5. Experience – Provide a concise description of the firm’s experience including, but not limited to, the following:
 - Experience related to services noted within the scope of services
 - Experience with finding cost-saving/cost-effective solutions
 - Experience with providing timely and responsive services on similar assignments
 - Experience with providing environmentally sensitive solutions
 - Qualifications and experience of sub-consultants intended to be used on the project
 - Examples of effective services rendered during the construction phase of project designed by the firm
6. GSA Form 330 – Filled out with information relevant to this request.
7. Consultant Fees on the form provided within Attachment B and Reimbursable Schedule. (All markups shall be clearly identified.)
8. Services expected by the Consultant from the Town, exclusions, and any other material the Consultant feels appropriate to submit.
9. Resolution using the appropriate form, Attachment C.

ATTACHMENT A

**INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICE BIDS**



ATTACHMENT A

TOWN OF EAST HARTFORD, CONNECTICUT

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR CONSTRUCTION, PROFESSIONAL OR LABOR SERVICE BIDS

NOTE: CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

A. INDEMNIFICATION

THE AWARDED BIDDER WILL BE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE

THE AWARDED BIDDER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the Town of East Hartford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Town of East Hartford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Town of East Hartford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Town of East Hartford, the Awarded Bidder, or any other third party) arising in whole or in part, directly or indirectly, out of or in any way relating to the contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Town of East Hartford, the Awarded Bidder shall defend and provide legal representation to the Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder shall pay or, in the sole and absolute discretion of the Town of East Hartford, reimburse, the Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

**THE TOWN OF EAST HARTFORD WILL NOT AGREE TO INDEMNIFY THE AWARDED BIDDER;
SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR**

B. INSURANCE

1. GENERAL REQUIREMENTS

The AWARDED BIDDER 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 AWARDED BIDDERS's 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.

Additional Insured: **The Town of East Hartford, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER'S Insurance Policies** (except Workers' Compensation and Professional Errors & Omissions). Evidence of this must be provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER to the Town of East Hartford in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER shall provide the Town of East Hartford with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford 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 AWARDED BIDDER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. SPECIFIC REQUIREMENTS:

a) Commercial General Liability Insurance

The AWARDED BIDDER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Policy Period:	Annual Policy

b) Workers' Compensation and Employer's Liability Insurance

The AWARDED BIDDER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

Amount of Coverage: Coverage A:	Statutory
Coverage B (Employer Liability):	\$500,000 Each Accident
	\$500,000 Disease, Policy Limit
	\$500,000 Disease, Each Employee

c) Commercial Automobile Liability Insurance

The AWARDED BIDDER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office

form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 combined single limit
Policy Period:	Annual Policy

d) Umbrella Liability Insurance

The Town reserves the right to require the AWARDED BIDDER to carry an umbrella liability insurance policy up to **\$5,000,000**. The necessity and amount of umbrella liability insurance is dependent upon a number of factors including, but not limited to scope, price and duration of the work to be performed. The Town of East Hartford will inform the AWARDED BIDDER as to the necessity and limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIRMENTS

(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. 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. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. The Town of East Hartford will inform the **AWARDED BIDDER** as to the required limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER shall require all subcontractors and independent contractors to carry the coverages set forth in section B. INSURANCE and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AWARDED BIDDER shall require that The Town of East Hartford, its officials, employees, volunteers, boards and commissions be included as an Additional Insured on all subcontractors and independent contractor's insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

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

**THE TOWN RESERVES THE RIGHT TO AMEND THE AMOUNTS OF
COVERAGE REQUIRED AND TYPE OF COVERAGE PROVIDED BASED
ON THE FINAL AGREED UPON SCOPE OF SERVICES**

Updated 23 Jan 2019

ATTACHMENT B
CONSULTANT HOURLY BILLING RATE SCHEDULE

ATTACHMENT B

**CONSULTANT HOURLY BILLING RATE SCHEDULE
FOR BID 20-16**

NAME OF CONSULTING FIRM: _____

Please indicate your firm's hourly fees over the three-year period of the contract.

<u>Billing Category</u>	<u>Hourly Billing Rate</u>
<u>1.0 ENGINEERING RELATED:</u>	
1.1 Principal	_____
1.2 Senior Licensed Professional/Specialist	_____
1.3 Licensed Professional	_____
1.4 Senior Engineer/Designer/Planner	_____
1.5 Engineer/Designer/Planner	_____
1.6 Draftsperson/Technician	_____
1.7 Clerical/Researcher	_____
<u>2.0 SAMPLING RELATED:</u>	
2.1 LEP	_____
2.2 Technician/Obtain Sample	_____
2.3 Unit price per sample	_____
2.4 Report including DEEP approval	_____
<u>3.0 CONSTRUCTION RELATED:</u>	
3.1 Senior Inspector (NICET IV) / Construction Manager	_____
3.2 Inspector (NICET III)	_____
3.3 Field Technician/Inspector (NICET II)	_____

Sub-consultant fees shall be reviewed and approved by the Town on a case by case basis as needed by each task order assigned to the Consultant.

RETURN THIS PAGE WITH YOUR BID OFFER

ATTACHMENT C
RESOLUTIONS

ATTACHMENT C

NEW RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) 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 Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

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

(Name and title of Officer or Officers)

are empowered to execute and deliver, in the name of 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.

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.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

(Corporate Seal)

PRIOR RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) 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 Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

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

(Name and title of Officer or Officers)

are empowered to (recite resolution authorizing submission of bid or execution of contract).

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.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

(Corporate Seal)

SIGNATURE OF SECRETARY

RESOLUTION FOR LIMITED LIABILITY COMPANIES

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all Members of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) 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 Members, duly convened and held on (Date of Meeting), 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 of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of 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 bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

RESOLUTION FOR LIMITED LIABILITY COMPANIES BY MANAGING PARTNER

(TO BE TYPED ON COMPANY LETTERHEAD)

I (name of Managing Member), Managing Member of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) 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 Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members 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 Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of 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 bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature, this (date) day of (month) 20__

(Typed name of Managing Partner)

SIGNATURE OF MANAGING PARTNER

RESOLUTION FOR PARTNERSHIPS

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all (partners/general partners) of (legal name of partnership), a (partnership/Limited Partnership/Limited Liability Partnership) duly organized and operating under the laws of (State) 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/general partners), duly convened and held on (Date of Meeting), 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/general partners) of this Limited Liability Company, or any one of them:

(Name and title of partners/general partners)

are empowered to execute and deliver, in the name of and on behalf of this (partnership/Limited Partnership/Limited Liability Partnership), contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the (partnership/Limited Partnership/Limited Liability Partnership) to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)