TOWN OF EAST HARTFORD, CT
INVITATION TO BID

BID #20-21
RE: R.F.Q. – Former Showcase Cinemas Mixed Use Development

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until Tuesday, June 16, 2020 at 11:00 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
REQUEST FOR QUALIFICATIONS
TOWN OF EAST HARTFORD, CT
Former Showcase Cinemas Mixed-Use Development

May 21, 2020
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I. Project Summary

| TYPE OF DEVELOPMENT | Town of East Hartford is seeking mixed-use private development on six, contiguous town-owned parcels totaling 25 +/– acres. The site is located within the proposed Silver Lane Design District (SLDD). The redevelopment of these parcels is critical to the advancement of the revitalization of the Silver Lane neighborhood, efforts which have been underway for several years. The Town is seeking a partner with demonstrated capacity to achieve these goals. |
| SITE INFORMATION | 285, 290 Forbes Street; 936, 942, 944, 960 Silver Lane; 25.82 acres Owner: Town of East Hartford |
| SITE CONDITION | Phase I environmental assessment complete. Building demolition is complete and land is graded flat. Large portions of pavement were left in place. |
| ZONING | Silver Lane Design District is under development and will be considered for adoption by Planning and Zoning Commission. District will allow for a wide variety of uses, flexibility with parking, reduced setbacks and potential density bonuses. |
| RESOURCES | Links are provided throughout documents and include: |
| | • Plan of Conservation and Development |
| | • Phase I Environmental Report |
| | • Opportunity Zone information |
| | • Planning Study – July 2018 |
| | • Draft Zoning language |
| | • Site Survey |
| CONTACTS | For inquiries: Michelle Enman, Purchasing Agent menman@easthartfordct.gov |
II. About East Hartford

The Town of East Hartford is a municipal government incorporated in Hartford County in 1783. It has a mayor form of government with a nine-member Town Council which serve at large. The Charter empowers the Mayor to govern the Town in cooperation with the Town Council and Town Treasurer. The Town Hall is located at 740 Main Street, East Hartford, Connecticut. The website is www.easthartfordct.gov

East Hartford is comprised of 18.8 square miles and has a population of 50,812, with a median age of 37.9 and a median household income of $52,049. It is the home of Pratt and Whitney Aircraft, the Rentschler Field stadium, and the Coca-Cola bottling and distribution center. Major business tax payers include Pratt and Whitney Aircraft and Eversource.

The current mil rate is set at 49.92. The Town is a member of the 29-town “Capitol Region Council of Governments” and works regionally on a number of projects with other central Connecticut municipalities. It is a member of the Metropolitan District Commission from which it derives its water services.

Municipal services include full-time Police and Fire Departments, garbage pick-up including single stream recycling, and a parks system comprised of 17 parks and 5 pools. The Public Works Department maintains over 150 miles of paved roads and a levee system designed to prevent flooding by the Connecticut River.

Link to our annual reports:


III. Plan of Conservation and Development

The Town’s Plan of Conservation and Development was last adopted in June 2014 and can be found here:


The Plan included special studies, one of which was Rentschler Field/Silver Lane and can be found in Chapter 11.

IV. Silver Lane Revitalization

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 there. 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. The neighborhoods to the east of Forbes Street are attractive and well-maintained, and many individual homes all along the corridor have been upgraded by their owners, while the new Phillips Farm condominium complex provides an example of the type of infill residential development that is suggested as a component of any redevelopment plan.

The Town has been working steadily for the past several years to put together a comprehensive and aggressive path for the redevelopment of the Silver Lane Corridor. We have assembled an advisory committee made up of dedicated volunteers to oversee the vision for this important commercial corridor. We have successfully pursued a variety of programs, grant opportunities, and incorporated consultants to bolster our efforts.
The Town completed a watershed study of the Willow Brook and upon completion, the Town applied for and has received an update of our flood maps with FEMA. Following the watershed study, we were awarded two grants to conduct studies in the Silver Lane Corridor, specifically from Main Street to Forbes Street. The first is a $200,000 Brownfield Area-Wide Revitalization grant from the Connecticut Department of Economic and Community Development. The funding was used to complete an in-depth land-use planning study, including but not limited to an existing land use review, zoning regulations review, market studies, full-build scenarios, wetland delineation, conceptual designs, and others. We utilized a planning team from the firm of Milone & MacBroom to conduct these activities.

Additionally, the Town received a $200,000 grant from the Capitol Region Council of Governments (CRCOG), funded by the Connecticut Department of Transportation. A consulting firm, Transystems conducted the study which examined transportation data, existing conditions including roadways, sidewalks, bicycle facilities, bus shelters, and transit systems. Further, it considered future conditions including new development on vacant or underutilized parcels of land and future traffic forecasts. Finally, the study developed goals and a vision for moving forward, complete with several alternatives to roadway improvements. Both short-term and long-term goals were identified.

Through our partnership with the Capital Region Development Authority (CRDA), $1 million has been secured to complete items which were identified as priority short-term improvements. CRDA, together with CRCOG and Transystems are completing a scope of work that includes sidewalk replacement and repair, crosswalk and pedestrian safety improvements, bus shelters, benches, and trash receptacles. Construction bids are expected to be posted in spring 2020.

In September 2019, the Town was awarded $400,000 by the state Department of Transportation under The Community Connectivity Grant Program. In East Hartford, these funds will be used to improve pedestrian safety and accessibility on Main Street in and around the intersection with Silver Lane. While these changes will benefit all who traverse the area, these improvements will be particularly beneficial to residents of the Silver Lane neighborhood.

In March 2019, the Town was one of five Connecticut communities awarded $450,000 in funding under the Working Cities Challenge competition, the Federal Reserve Bank of Boston's, economic development effort that builds cross-sector collaboration and leadership to solve challenges affecting urban communities. The Working Cities Challenge initiative in East Hartford, East Hartford CONNects will create a collaborative and accessible system so that residents of its Silver Lane neighborhood can more easily obtain information on career or educational resources through a network of core partners.
Silver Lane Design District Zone

The Planning and Zoning Commission is currently reviewing a working draft for a new zoning district, the Silver Lane Design District (SLDD). The intent of the SLDD is to enable a mixed use, pedestrian-centered development that creates a node of activity in this section of the corridor. This district will generally replace what is currently the Business 6 (B-6) district on Silver Lane from about Simmons Road to Forbes Street. While the B-6 district only allows for commercial uses, the SLDD will permit additional uses, including housing, retail, entertainment, and office, and also increase the amount of developable land by reducing building setbacks and allowing for greater density.
This area on Silver Lane has several large parcels that offer opportunity for projects of sizable scale that can accommodate a mix of uses. To further maximize development potential, additional flexibility will be built into the district that enables shared parking and/or parking reductions. Other amenities, such as bicycle infrastructure and pedestrian improvements, will permit building density bonuses.

The new SLDD will:

- Enable a wide variety of uses including housing, retail, office, entertainment, food and personal service.
- Provide flexibility with parking requirements and allow for shared parking or reductions to parking.
- Encourage integrated site development and allow for parcel consolidation.
- Reduce building setbacks to increase site developable land.
- Provide density bonuses for bicycle infrastructure, pedestrian amenities, and public realm improvements.

V. Subject Parcels

The former Showcase Cinemas property is comprised of a total area of 25.82 acres and the following parcels:
936 Silver Lane – 10.98 acres, former 82,200 square foot theater

942 Silver Lane – 0.31 acre, land

944 Silver Lane – 1.68 acres, land

960 Silver Lane – 5.41 acres, land

285 Forbes Street – 3.19 acres, land

290 Forbes Street – 4.25 acres, land

The theater building was demolished by the Town in January 2020. For reference the former theater had approximately 1,040 parking spaces associated with the property.
The property is set back from Silver Lane with cross easements through the driveway at Charter Oak Plaza, a driveway on the west side of Forbes Street behind the Plaza, and Applegate Lane which is directly off Silver Lane. These access driveways are shared with the Plaza, as well as the Woodcliff Estate Apartments. The only land use between the subject property and I-84 is the East Coast Greenway, a liner trail which traverses the area in an east/west direction and connects to Manchester and beyond.

Traffic counts for Silver Lane in this vicinity show a total count of 10,900 vehicles per day in the vicinity of Applegate Lane and Forbes Street. West of the area, traffic counts peak at 16,200 vehicles per day in the vicinity of Pratt & Whitney. East of the site, traffic counts fall to 8,800 vehicles per day as the uses become more residential. Average daily traffic along Interstate 84 between the Roberts Street interchange at Exit 58 and the intersection with I-384 are about 131,000 according to the CT DOT.

There is an easement for a water transmission line in favor of the Metropolitan District Commission (MDC) that generally follows the existing driveway extending from Silver Lane to the State of Connecticut right-of-way for Interstate Route 84. There is also a sanitary sewer easement in favor of the MDC that generally follows the existing driveway extending from Silver Lane to the vicinity of the existing building.

285 Forbes Street and 290 Forbes Street are regulated wetlands. A portion of 960 Silver Lane also contains a portion of wetlands.

A Phase I and II for the former Showcase Cinemas was completed by Milone & MacBroom, Inc. in 2018. An excerpt of the conclusions are as follows:

- Relatively low levels of residual pesticides are present in the shallow soils. The noted concentrations are less than the applicable I/C DEC and, therefore, are not believed to represent an impediment to site redevelopment. The concentrations suggest routine use of pesticides as opposed to a specific spill or release event; therefore, remediation is unlikely to be required. Some on-site management of the soil in accordance with existing CTDEEP policy may be appropriate if the site is redeveloped for residential purposes.
- It does not appear that the documented release of chlorinated compounds from the dry cleaner located at 832 Silver Lane has had a negative impact upon the soil or groundwater at the subject site.
- The general evaluation of site-wide soil conditions did not identify impacts that would seemingly affect the redevelopment potential of the site.

The report can be found here:


VI. Surrounding Parcels

The neighborhood has experienced some commercial development over the past five years. The Town has seen the construction of several freestanding commercial buildings, including CVS Pharmacy, Aldi’s, and Dollar General.

At the west end of Silver Lane we have the Pratt & Whitney campus which includes their new world headquarters building, United Technologies Research Center, Cabala’s retail store, and the 40,000-seat Pratt & Whitney at Rentschler Field Stadium.

Several properties of note are abutters to the parcel including:
Silver Lane Plaza – 748-850 Silver Lane

This property is a 153,400 square foot retail and office center consisting of 21.81 acres and approximately 600 parking spaces. The site has been largely vacant for many years due to the exit of larger big box stores, from the rear plaza. The site consists of three separate buildings, two retail, and one mixed-use building. The tenants in the side plazas are largely local in nature.

The site is bound by Silver Lane to the south and Applegate Lane to the west. The site is made up of two separate parcels. The following two pictures are of the current state of the Plaza.
Charter Oak Plaza – 934-940 and 950 Silver Lane

The property consists of 30+/- acres and sits immediately adjacent to the subject property to the east. This single-story mall has 225,439 rentable square feet, 1,038 parking spaces, and it currently anchored by a Super Stop & Shop, Burlington Coat Factory, and Big Lots. The end cap at the western side of the plaza is currently vacant. The remainder of the plaza has small local retail shops.
51 Applegate Lane

The property is a 52,617 square foot former health care/rehabilitation facility that has been vacant for approximately one year. The lot size totals 4.26 acres with 63 parking spaces. The property formerly had 150 beds in 92 rooms.

Woodcliff Estate Apartments – 181 Nutmeg Lane

Abutting the subject property to the west is an apartment complex consisting of 561 rental apartment units in 6 buildings. There are 232 one-bedroom and 329 two-bedroom units. The buildings were constructed between 1969 and 1971. Amenities include swimming pool, two tennis courts, sand volleyball court, picnic/barbecue area, fitness center, clubhouse, and playscape. The complex allows pets. Rents range from $930 to $1,250 per month.

https://www.woodcliffestates.com/
VII. Financial Tools

The Town has adopted the City and Town Development Act (Chapter 114 of the Connecticut General Statutes) and can be considered as an option to assist development.

Opportunity Zones -

The property is located in a newly approved federal Opportunity Zone. The new Opportunity Zone program, created as part of the 2017 federal Tax Cuts and Jobs Act (P.L. 115-97), is designed to spur economic development and job creation in distressed communities by providing special tax benefits for private investments in the zones. The program has two major components. The first requires state chief executive officers to designate eligible low-income areas as qualified opportunity zones (QO zones). The second qualifies investors for tax benefits if they make certain investments in qualified funds that are created to invest in eligible businesses and property in the zones.

The tax benefits are structured as a tax deferral on gains earned from prior investments that are subsequently invested in a QO fund. Taxpayers may also receive additional tax benefits based on how long they hold their QO fund investment. If investors hold their investment for five years, 10% of the amount invested is excluded from federal income tax. If they hold it for seven years, an additional 5% is excluded from tax. In addition, if investors hold their investments for at least 10 years, they may elect to exclude any gain from the QO fund investment from tax.

https://eig.org/opportunityzones

https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx
VIII. Response Format and Other Submission Requirements

Firms will provide their qualifications, experience with mixed-use and residential development, demonstrated success of a multi-layered financial structure, long-term sustainability of challenged sites and an understanding of an inner-ring municipal environment as it intersects with private development. At this time, interested firms do not have to provide a full build-out of the site, but should provide a clear representation regarding end-use intentions and basic site layouts and illustrations. Firms will be notified in writing if chosen to prepare a full, site-specific proposal.

The response package must be submitted the following format – 5 hard copies of the proposal and one electronic copy.

Firm Background:

Provide a description of the firm, including roles and responsibilities of each team member, including any consultants and subconsultants.

Experience:

The related experience of the Project Team with development must be identified and presented. Additionally, the submittal shall provide the following:

- Provide a list of at least three (3) similar projects you have undertaken and completed and your role in these projects.
- Information on the location of past projects, their type, cost, funding sources, current status and continued financial or operating interest in them.
- Previous relevant development experience working with public entities.
- Prior experience with mixed-use development and housing developments, leasing, and/or property management.
- Prior experience with team/coalition building.

References:

Provide a list of three (3) references from municipalities or clients with which members of the Team have worked. The list should include a specific contact name, address, phone number, email, and agency of employment. Each reference should include a brief description of the project.

Financial Capacity:

The development team must describe its financial capacity and demonstrated success in multi-layered financing and its ability to secure such financing.

The development team must describe its willingness to provide its own funding or to see outside funding for development costs if selected to develop a site specific proposal. The description should include prior successful efforts to seek funding.
Evaluation Criteria:

- The Team’s overall experience with similar projects
- The extent to which the qualifications demonstrates the development team’s ability to successfully redevelop the site in a manner with the Town’s goals.
- The Team’s experience in successful projects of a similar nature.
- Demonstration of financial capacity and willingness to work with partners and the community.
- Ability to incorporate larger neighborhood revitalization into plans which would result in both tangible and intangible economic impacts (i.e. placemaking) for the Town.
- Recognition of Town Plan of Development

IX. Resources:

Plan of Conservation and Development – see Chapter 11 Special Study Area – Rentschler Field/Silver Lane

Willow Brook Flood Study

Silver Lane Advisory Committee materials
https://www.easthartfordct.gov/silver-lane-committee

Area Market Assessment

Planning Study – Silver Lane Revitalization Study – July 2018

Inland Wetlands Map

Draft Zoning Language
Site Survey

TOWN OF EAST HARTFORD, CONNECTICUT

INSTRUCTIONS FOR
CONSTRUCTION AND/OR LABOR SERVICE BIDS

1. A Certificate of Insurance naming the Town as an additional insured will be required of the awarded bidder. The insurance indemnification clause is contained with the bid specifications (see Insurance Requirements).

2. Before starting any work awarded bidders are responsible for obtaining permits as required by Federal, State, MDC, Utilities and/or Town regulations. Any applicable fees shall be included in the total bid price. Town of East Hartford permits will be issued at no charge.

3. The bidder shall abide by all OSHA, Federal, State and local laws, ordinances and regulations, which any manner affect those engaged or employed on the Work, or the materials or equipment used in the Work, or in any way affect the conduct of the Work, and no pleas of misunderstanding will be considered on account of ignorance.

4. It is the responsibility of each bidder before submitting a bid, to familiarize themselves with the specifications and conditions that may affect cost, progress, performance or completion of the project.

5. The awarded bidder may utilize the services of specialty subcontractors on those parts of the Work which, under normal contracting practices, are performed by specialty subcontractors. The awarded bidder shall not award any work to any subcontractor without prior written approval of the Town, which approval will not be given until the awarded bidder submits to the Town a written statement concerning the proposed award to the subcontractor, which statement will contain such information as the Town may require. The awarded bidder shall be as fully responsible to the Town for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of person directly employed by him. The awarded bidder shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the awarded bidder by the terms of the General Conditions and other contract documents insofar as applicable to the work of subcontractors and to give the awarded bidder the same power as regards to terminating any subcontract that the Town may exercise over the Contractor under any provision of the Contract documents. Nothing contained in this bid shall create any contractual relation between any subcontractor and the Town.

6. The awarded bidder shall not assign the whole or any part of this contract or any moneys due or to become without written consent of the Town, which in its sole discretion may be denied. In case the awarded bidder assigns all or any part of any moneys due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and or any moneys due or to become due to the contractor shall be subject to prior claims of all person, firms and corporations for services rendered or materials supplied for the performance of the Work called for in this contract.

7. The submission of a bid offer will constitute an incontrovertible representation by the bidder that he/she has complied with every requirement of the specifications and that the bid documents are sufficient in scope and detail and convey understanding of all terms and conditions for performance of the Work.
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

To the fullest extent permitted by law, 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 out of or resulting from, or alleged to arise out of or arise from Awarded Bidder’s performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder or any person or organization employed or engaged by Awarded Bidder to perform all or any part of 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.

<table>
<thead>
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<th>Type of Coverage:</th>
<th>Occurrence Basis</th>
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<tr>
<td>Minimum Amount of Coverage:</td>
<td>$1,000,000 per occurrence</td>
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<td>$2,000,000 aggregate</td>
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</tr>
<tr>
<td>Policy Period:</td>
<td>Annual Policy</td>
</tr>
</tbody>
</table>

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 REQUIREMENTS

(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 contractors 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

Revised 26 March 2020
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__

(Corporate Seal)

Typed name of Corporation’s Secretary)

IGNATURE OF SECRETARY
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)