

City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Request for Letters of Interest with Qualifications

**RFQ No.: 2016-15 Professional Design Services for the Creation of a Recreational/Bike Trail-
Public Works Department, City of New London, CT**

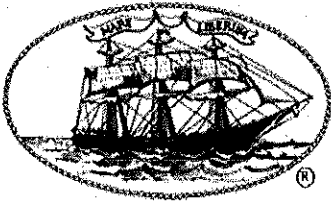
A qualified Engineering or Landscaping Consultant Firm is being solicited by the City of New London to provide all the required professional consultant services to create/develop a one-half mile (1/2 mi.) or one (1) mile round trip, Pedestrian/Bike Recreational Trail within the location as shown on the plan view map provided.

The Project Design is being funded through the Connecticut Department of Energy and Environmental Protection (DEEP) Grant titled: Connecticut Recreational Trails Program as submitted on July 1, 2015.

RFQ Submittal Deadline Date: July 1st. 2016.

All submittals must be made in accordance with the attached specifications and shall be submitted to:

Ms. Alicia Smith
Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320



City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

PLEASE RETURN THIS FORM IMMEDIATELY

Acknowledgement: Receipt of Request for Letters of Interest with Qualifications

Proposal No.: **2016-15**
Professional Design Services - Recreational/Bike Trail

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: 6/09/2016

Date documents received: _____/_____/_____

Do you plan to submit a response? Yes _____ No _____

Print or type the following information:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Received by: _____

Note: Faxed or e-mailed acknowledgements are requested.

Fax No.: (860)447-5297

E-mail: asmith@ci.new-london.ct.us

Fax this sheet only. A cover sheet is not required.

Request for Letters of Interest with Qualifications

No. 2016-15 Professional Design Services for the Creation of a Recreational/Bike Trail - Public Works Department, City of New London, CT

The City of New London, hereinafter "City" or "Owner", is requesting letters of interest with qualifications for various Engineering and/or Landscape consultant services, for the development of final plans and technical specifications to create a combined impervious Pedestrian and Bike Path Trail through the areas as designated by the attached documents.

Background

The City has been awarded a \$61,650 grant from the State of Connecticut, Department of Energy and Environmental Protections (DEEP), to provide final Plans and Construction documents to construct a one-half mile (1/2 mi.) or a (1) one mile round trip Pedestrian and Bike Trail beginning at City Pier and terminating at a point adjacent to Fort Trumbull within the City of New London, CT.

Qualification Criteria

Eligible bidders will be those design teams that meet the following qualification criteria:

1. Each major member firms design team that will be providing Surveying, Engineering, Structural and Landscaping design services, along with limited construction inspection and community/customer relations, must provide adequate evidence and information showing that it has provided these types of services on at least three (3) projects of similar scope and scale in Connecticut within the past ten (10) years. Information shall include description of projects, scope of services provided by the consultant and the budget for those services and acceptable references for each project.
2. All other member support firms as part of the design team, must also provide adequate evidence and information showing that they have provided the type of services it proposes to provide for the project on at least three (3) projects of similar scope and scale in Connecticut within the past ten (10) years. Information shall include description of project, scope of services provided, and the budget for those services and acceptable references for each project.
3. The Professional Consultant firm, as the entity contracting with the City on behalf of the design team, must provide an affirmative written statement as to its intent to negotiate in good faith and execute an agreement for these services.
4. Each member support firm as part of the design team must provide the information further requested herein, and provide an affirmative written statement as to its understanding of the qualification and bid process contemplated herein, as well as its intent and ability to comply with the terms and conditions noted herein.

Scope of Services

The City is seeking a design team to provide the following professional services for the project:

- a) Develop final design plans and technical specifications for the development of an impervious surfaced Pedestrian/Bike Path Trail that happens to have a major portion of the trail located over

the Cities owned and maintain Hurricane Barrier. The remaining portion of the trail is located on City owned and maintained properties.

- b) Develop final design plans and technical specifications to included but not limited to, Surveying, any and all Structural requirements, Engineering that included Surface material design, Temporary and Permanent Erosion control protection/methods, Signage/trail markings (both directions), All local, State and Federal Permits that include but not limited to Army Corp of Engineers, DEEP. Coordination with abutting property Owners and City Officials.
- c) Coordinating all design work with the various local utility companies if required.
- d) Assist the City in the bidding process and contractor selection.
- e) Perform periodic daily inspection services of all the contractual work that includes but not limited to: coordination of any utility work, meeting with any Governing Officials as it pertains to any permits, daily work schedules of the contractor or his/her sub-contractors, along with maintaining the quantities of work completed and acceptance of the quality of work.
- f) Provide an "As-Built Drawing" of the completed work professionally stamped/signed by the design consultant.
- g) **The Design, cost estimate and contract documents are to be completed and submitted to the City no later than October 3, 2016. Additional time may be allotted should environmental permits be required.**

Agreement Period

The agreement period for any contract or purchase order resulting from this Request and subsequent bid process is anticipated to be from the date of award through project completion.

General Information

1. The City is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The City is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate based on disability in admission to, access to, or operation of its programs, services, or activities.
2. Any contract or purchase order resulting from this Request will be based on a three-step process. The first step will be review and evaluation the qualification information provided by each design firm in response to this Request, and the City's determination of those design teams pre-qualified to be further interviewed. The second step will involve the City sending out an Invitation to those selected Engineering firms, to present their qualifications and project outline approaches to the Scope of Services being requested to a selection team. The third step will be requesting from one or more of the final firms selected, to submit prices for their consulting services to be further investigated by the city.
3. Respondents must be prepared to negotiate in good faith and execute a contract with the City within two (2) weeks of notice of intent to award the project.
4. All **questions and communications** about this Request and any submission requirements must be directed in writing to Alicia Smith, Purchasing Agent; and must be received at the above address, by fax (860-447-5297) or by email at asmith@ci.new-london.ct.us **no later than 12:00 P.M. on June 21, 2016.** Prospective respondents must limit their contact regarding this request to Ms. Smith or such other person otherwise designated by Ms. Smith. Written responses to questions submitted in writing by the date noted above will be in the form of an addendum to this Request; which will be posted on the State of Connecticut Department of Administrative Services, and the City of New London websites at least five (5) working days before qualifications packages are due.

Conditions:

All respondents must be willing to adhere to the following conditions and must positively state this in the response:

1. All responses to this Request shall be the sole property of the City. Respondents are encouraged not to include in their responses any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the Request shall be the sole property of the City.
3. The timing and sequence of events resulting from this Request will ultimately be determined by the City.
4. The City may amend the terms or cancel this Request any time prior to the execution of a contract or purchase order for these services if the City deems it to be necessary, appropriate or otherwise in the best interests of the City. Failure to acknowledge receipt of addenda to the proposal, in accordance with the instructions contained in the subsection (i.) under the Respondent Information Section, may result in a proposal not being considered. At its option, the City may provide all respondents with a limited opportunity to remedy any technical deficiencies identified by the City in its initial review of responses.
5. All sub-consultants hired by the respondent awarded a contract or purchase order as a result of this Request, must have approval of the City prior to and during the agreement period.
6. Any costs and expenses incurred by respondents in preparing or submitting a letter of interest are the sole responsibility of the respondent.
7. A respondent must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the City to satisfactorily meet the requirements set forth or implied in the response.
8. No additions or changes to the original will be allowed after submittal. While changes are not permitted, clarification of information may be required by the City at the respondent's sole cost and expense.
9. The respondent may be required to give presentations to the extent necessary to satisfy the City's requirements or needs. In some cases, respondents may have to give presentations or further explanation to a selection committee established by the City.
10. The respondent represents and warrants that the submission is not made in connection with any other respondent and is in all respects fair and without collusion or fraud. The respondent further represents and warrants that no agent, representative or employee of the City participated directly in the respondent's preparation.
11. All responses to the Request must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this Request may be considered appropriate cause for rejection of the response.

12. Any contract or purchase order resulting from this Request process will represent the entire agreement between the respondent and the City and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for payment of services under the terms of the contract or purchase order until the successful respondent is notified that the contract or purchase order has been accepted and approved by the City. Any contract resulting from this Request may be amended only by means of a written instrument signed by the respondent and the City.

H. Submission Requirements & Required Format

Submissions must be delivered in a sealed envelope with the title **“RFQ 2016- Professional Design Services for the creation of a Recreational/Bike Trail - Public Works Department, City of New London, CT** One original (clearly identified as such) and six (6) paper copies must be received **no later than 2:00 PM on July 1st, 2016.**

DO NOT USE 3-RING BINDERS.

All submissions are to be mailed or delivered to:

Ms. Alicia Smith, Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320

Respondents must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.

Each respondent shall submit its qualifications on Standard Form 330 (rev. 3/2013) Architect-Engineer Qualifications (Standard Form). Failure of a respondent to use this form shall result in that respondent's qualifications package being disqualified.

Any required respondent information listed below that does not have a specific block in the Standard Form shall be submitted in Section H. Additional Information.

1. Respondent Information: Please provide the following information:

- a. Firm Name
- b. Permanent main office address
- c. Date firm organized
- d. Legal Form of ownership. If a corporation, indicate where incorporated.
- e. Number of years engaged in services you provide under present firm name
- f. Names, titles, reporting relationships, background and experience of the principal members of your organization, including officers.
- g. List any contracts or purchase orders in the last seven (7) years between the respondent and any agency of the City of New London.
- h. Conflict of Interest. Disclose any current (within the last 5 years) business, financial, personal or other types of relationships, which may pose a conflict of interest.
- i. Should the City issue addenda to the Request, acknowledgement of receipt of the addenda is required in the Proposal package.

2. Information Regarding: Failure to Complete Work, Default and Litigation.

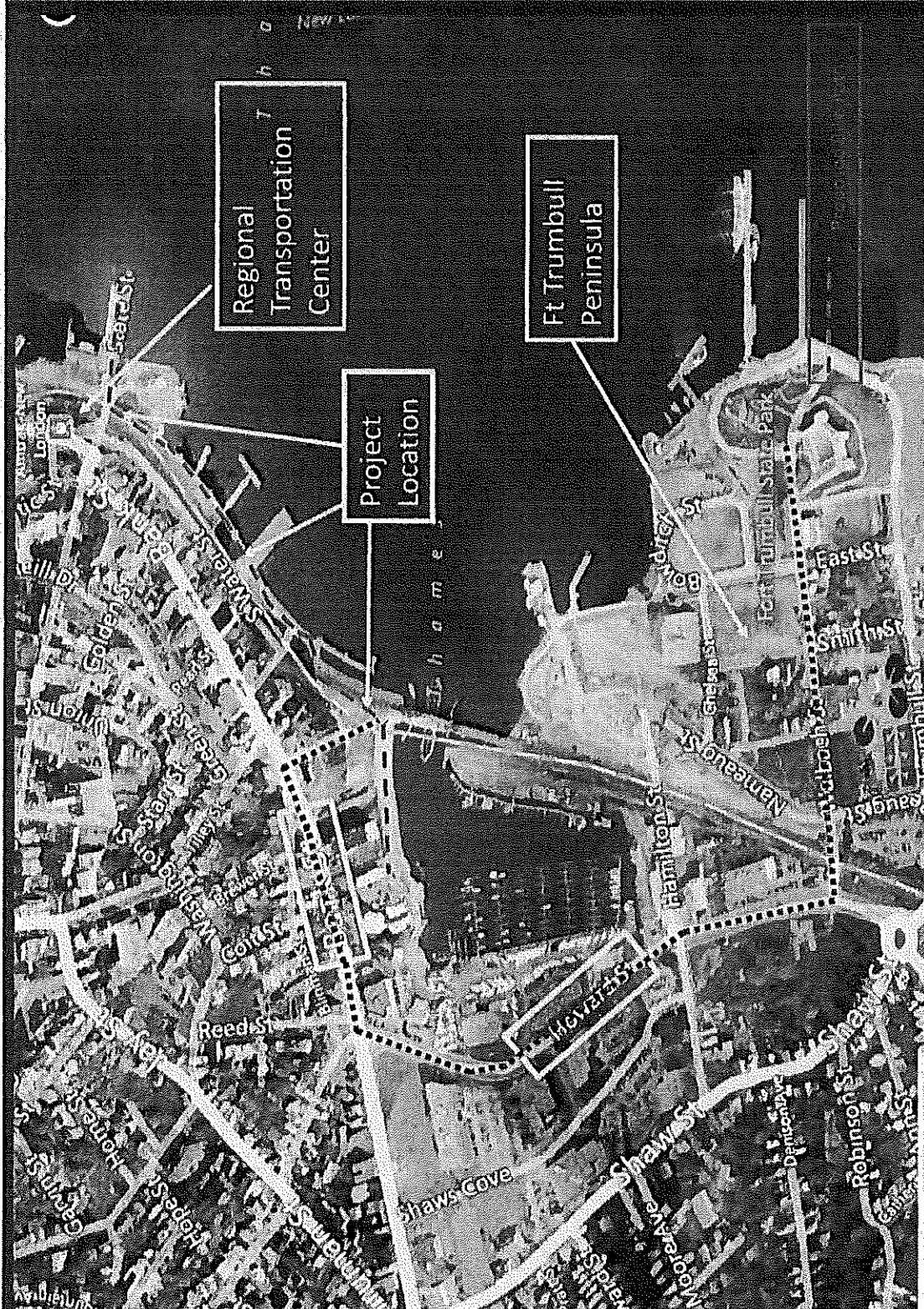
Please respond to the following questions:

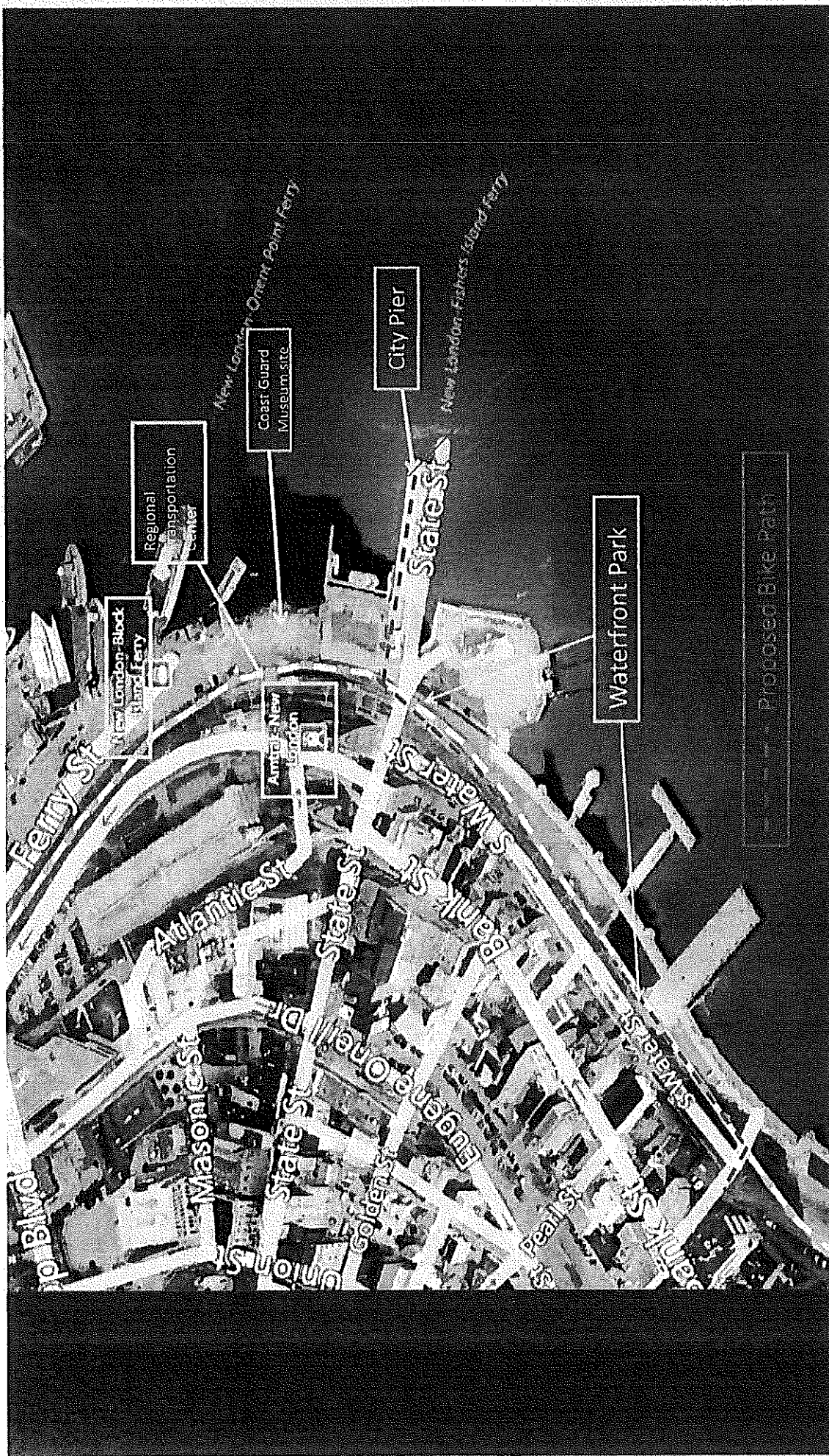
- a. Have you or any member of your design team ever failed to complete any work awarded to you? If so, where and why?
- b. Have you or any member of your design team ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation involving you or any member of your design team which could affect your ability to perform this agreement? If so, please describe.
- d. Has your firm or any member firm of your design team ever had a contract terminated for cause within the past five (5) years? If yes, provide details.
- e. Has your firm or any member firm of your design team been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
- f. Has your firm or any member firm of your design team been taken to arbitration and lost within the past five (5) years? If yes, provide details.
- g. During the past seven years, has your firm or any member firm of your design team ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- h. Are there any other factors or information that could affect your firm's or your design team members firms' ability to provide the services being sought about which the City should be aware?

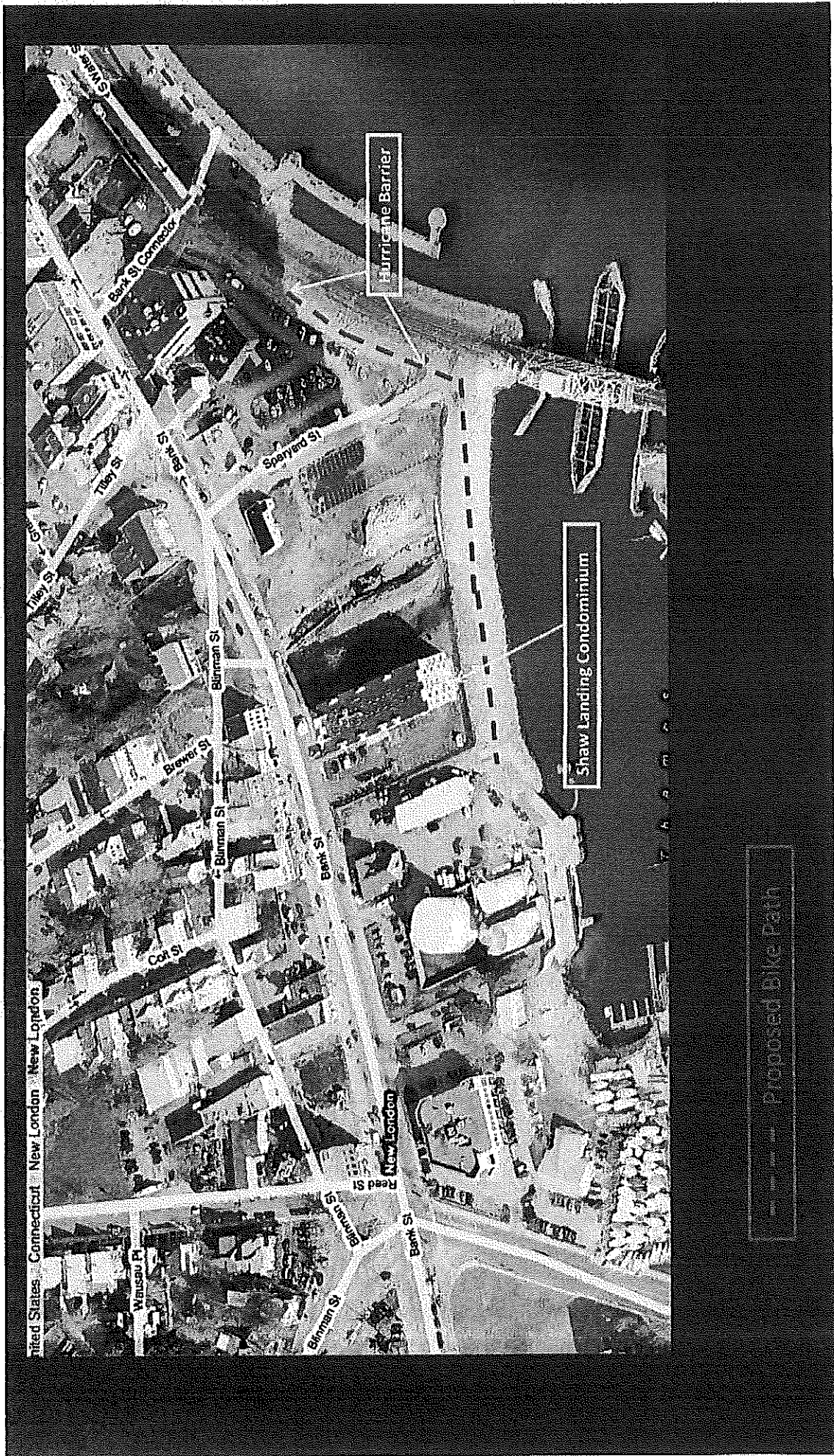
3. Exceptions and Alternatives. Respondents wishing to take any exceptions to any requirement in the Request shall state and explain such exceptions on a separate informational sheet entitled "Exceptions to the Request". The City may accept or reject any taken exception to any requirements in this Request, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request.

I. Rights Reserved To the City

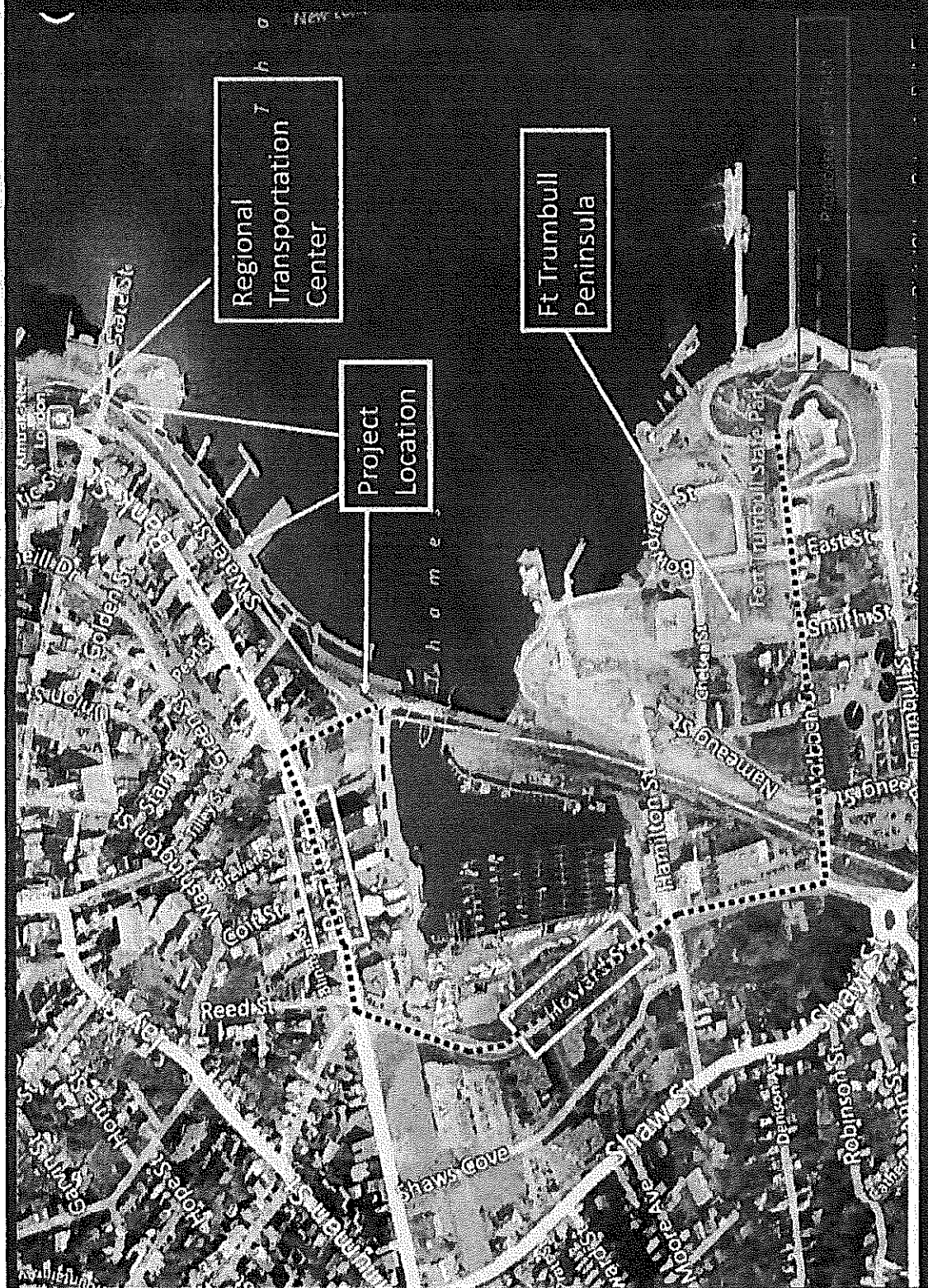
The City reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior City contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request The City also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City of New London.







--- Proposed Bike Path





Connecticut Department of
Energy & Environmental Protection
Bureau of Outdoor Recreation
State Parks & Public Outreach Division

Connecticut Recreational Trails Program Application

(For any Federal and/or State funds that may become available in 2015-16)

Deadline for Submission, July 1, 2015

Print or type unless otherwise noted.

NOTE: Projects selected for funding under this program are subject to the requirements of the National Environmental Policy Act (NEPA); the Clean Water Act (CWA); the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (Uniform Act); the American with Disabilities Act and the Civil Rights act of 1964; and the National Historic Preservation Act (NHPA), each as amended. No recreational project using federal or state funds shall discriminate on the grounds of race, color, or national origin and may not exclude any person from the use of such improvement or new trail facility. For more information please see 49 CFR Part 21. The requirements of Section 4(f) of the FHWA regulations do not apply to this program.

Part I: General Information

Project Title: New London Multi-Use Path

Estimated Project Cost: \$ 61,650 (include labor)

Total Amount Requested: \$49,320 (up to 80% of total cost)

Total Project Area: Acres: 49,320 acres Length of Trail: 1 mile

Project Proposal Type (check appropriate box):

☒ Development ☒ Renovation ☐ Maintenance ☐ Acquisition ☒ Education

Part II: Applicant Information

1. Applicant Information:

Name: Abel Donka

Title: MD

Mailing Address: 500 Pequot Avenue

City/Town: New London

State: CT

Zip Code: 06320

Business Phone: 440-668-6491

ext.

Fax:

Email: magyar1956@hotmail.com

2. Chief Executive Officer:

Name: Daryl Justin Finizio

Title: Mayor of New London

Mailing Address: 181 State Street

City/Town: New London

State: CT

Zip Code: 06320

Business Phone: 860-447-5201

ext.

Fax: 860-447-7971

Email: DFinizio@ci.New-London.ct.us

Part II: Applicant Information (continued)

3. Grant Administrator:

Name: Tammy Daugherty

Title: Director, Develop&Plannin

Address: 181 State Street

City/Town: New London

State: CT

Zip Code: 06320

Business Phone: 860-437-6392

ext.

Fax: 860-437-4467

Email: TDaugherty@ci.New-London.ct.us

4. Organization or Municipality's Tax ID (FEIN) Number: 06-6001880

5. Legal name for your Organization (www.concord-sots.ct.gov) or Municipality (www.ct.gov):

City of New London

6. Legislative District (STATE):39,20,41

(www.cga.ct.gov)

7. US Congressional District: 2

(www.house.gov)

8. Property owner information, if different than applicant:

Name: N/A

Title:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Email:

Note: If the applicant is not the property owner, permission for public recreational access must be documented. Include such documentation as **Attachment A**.

Part III: Project Information

1. **Project Description** Provide the following information (no more than 2 pages) as **Attachment B**:

- what is the need for this project and what user group(s) will it serve;
- what is the physical extent of the project (refer to your map, Item 2 below and in **Attachment C**);
- what type of ground disturbance (specify depth and any tree cutting if stumps will be removed) will occur;
- what type of equipment will be used;
- what type of amenities will be installed or repaired (for example: parking lots, benches, signs which must be located on your map in **Attachment C**);
- will bridges or boardwalks be installed or repaired;
- are permits necessary (list them) and are they obtainable?

Part III: Project Information (continued)

2. **Project Maps.** Your application will be rejected unless you provide maps that will allow a field inspection to occur with ease. Include a project location map presented on a USGS Quadrangle (<http://edcsns17.cr.usgs.gov/EarthExplorer>) and a more detailed site plan showing the proposed trail bed improvements, trail heads, locations and technical drawings of trail amenities (parking areas, benches, plantings, fencing, bathrooms, etc.) and signs and/or kiosks and bridges and/or boardwalks as **Attachment C**. Digital photos and maps (digital photos taken of hard copy maps are acceptable) are preferred.

3. **Grant Selection Criteria.** Per the RTP Guidelines found on our website, check the Yes or No box as applicable and provide details as specified.

Yes No

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | This is a project that is noted in The Department of Energy & Environmental Protection's (DEEP) Recreational Trails Plan (www.ct.gov/deep/recreation) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | This project connects to and extends trail(s) on state owned land. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | This project is included in a local and/or regional plan. Copies of relevant excerpts will be required if your application is selected. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | This project is located in more than one town or provides a link to one or more towns. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | This is the Next Phase of a project previously completed (no outstanding grant balance) and funded by DEEP's Recreational Trails Program (RTP). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | This project is part of an alternative transportation plan (bike ped, etc). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | This project is part of a CT Greenways Council designated greenway. If Yes, provide the name of the Greenway:

New London Waterfront/Bikeway (2003) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | This project is receiving funding from other State or Federal agencies. If Yes, provide source of funding: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | This project incorporates a Safe Routes to School program. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | This project serves an urbanized area. |

4. **Site Suitability:** Check the Yes or No box as applicable and provide details as specified. If you answer "Yes", you will be required to provide copies if your project is recommended for funding by the Recreational Trails Advisory Committee.

Yes No

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Inland Wetlands permits are needed for this project. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conservation Commission permits are needed for this project. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other permits (Corps of Engineers, etc.) are needed for this project. If Yes, list them in your project description (Part III - Item 1) |

Part III: Project Information (continued)

4. Site Suitability: (continued)

Yes No

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The project is located in a Federal Emergency Management Agency (FEMA) floodzone. You can find FEMA information at your town hall in the building department or on the Internet at FEMA's map center (www.msc.fema.gov): If your proposal is recommended for funding by the Recreational Trails Advisory Committee, it will be forwarded to DEEP's Inland Water Resources Division staff for assessment of the need for Flood Management Certification (FMC). As a part of your contractual obligations, your project work within the flood plain will not be able to begin until FMC is obtained. Other restrictions may be attached. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The project is within an aquifer protection area.
[To view the applicable list of towns and maps visit the DEEP website at www.ct.gov/deep/aquiferprotection .
To speak with someone about the Aquifer Protection Areas, call 860-424-3020] |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The project lies within an area identified by the CT DEEP Natural Diversity Data Base as possibly containing endangered species. If Yes, and your proposal is recommended for funding by the Recreational Trails Advisory Committee, it will be forwarded to NDDDB staff for assessment. Any restrictions will become part of your contractual obligations.
[For more information visit the DEEP website at www.ct.gov/deep/endangeredspecies (Review/Data Requests) or call the NDDDB at 860-424-3011] |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The project may impact significant historical or archaeological sites. If Yes, projects will not be considered by the Federal Highways Administration for federal funding without a letter from our State Historic Preservation Office (SHPO) finding your project will have "no significant impact" on these resources. If your proposal is recommended for funding by the Recreational Trails Advisory Committee, you may be required to complete <u>DEEPs Historic Preservation Review</u> (can be found within Appendix G of The DEEP General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities ("Construction General Permit")). Any costs you incur in obtaining the required SHPO finding will be applied toward your 20% match requirement. Non-profit organizations and municipalities are eligible for up to \$20,000.00 on a non-matching basis to undertake general area (property/properties, municipality, watershed) archaeological reconnaissance surveys. Contact SHPO for details at 860-256-2761. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is the project within the coastal area?
www.ct.gov/deep/gis (GIS Data) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Are there reserved rights/restrictions or environmental intrusions (power lines, dumps, factories, roads, etc.) on or in close proximity to the trail? If Yes, please give details: |

Part III: Project Information (continued)

4. Site Suitability: (continued)

Yes No

- ☒ ☐ The trail passes through a residential neighborhood. If Yes, residents must be informed about the project scope. If your project is recommended for funding by the Recreational Trails Advisory Committee, you will be required to provide letters or other informational material that was provided or minutes from public meeting(s).
- ☐ ☒ The property through which the trail will pass is suspected of containing hazardous and/or contaminated materials. What has been done to screen for these materials?

5. Site Accessibility and User Group Information:

- a) Please identify the major service area(s) (neighborhood(s), city(ies), which would be affected by this trail. Indicate the approximate mileage the primary service areas would need to travel to access this site.

This path would regularly affects New London. However, when New London holds its annual independence firework show, Sailfest events, and after completion of the US Coast Guard Museum there will be intrastate, interstate, regional, and national participants using the path. Also, two universities (Mitchell College and Connecticut College) and the USCG Academy are in close proximity. All less then 2 miles away.

- b) Within the identified primary service area is there any elderly housing projects, housing authority (public housing), ethnic community or low or very low-income areas or neighborhoods?

☒ Yes ☐ No

Please describe the methods or means by which these user groups will access the site.

Residents of the Thames High Rises, managed by the New London Housing Authority are 0.25 miles walk from the Multi-Use Path.

- c) What is the estimated population of the project area?

27,545 of New London alone

- d) Will this trail be multi-use or single-use? To be considered multi-use the trail must allow two (2) or more of the following user groups: foot-travel (hike, ski, roller blade, etc.), bicycle, mountain bike, equestrian, motorized.

Multi-Use Path as defined by the AASHTO guidelines (pedestrian, bicycle, all non motorized modes of transport)

- e) List the user group or groups that would be utilizing this trail? Provide some indication of use intensity expected (i.e. user/week).

USCG museum (500,000-1mil visitors per yr), Regional Transportation Center (Ferries, buses, Amtrak), citizens of NL, surrounding cities

- f) If this project is multi-use, is there the possibility of conflicting use? ☐ Yes ☒ No
If Yes, how will these conflicts be resolved?

Part III: Project Information (continued)

5. Site Accessibility and User Group Information (continued):

- g) To what degree will this project provide assistance to people who have disabilities? Your project must use the best information available to ensure broad usability. List any ADA trailside amenities or trailhead facilities that are available (such as platforms, parking areas, shelters, compost toilets, etc.) to improve accessibility for people with disabilities. Please note: Often times, taking accessibility measures is not feasible on trails due to trail terrain, environmental conditions, nature of the setting, prevailing construction methods or required materials that would be prohibited by federal, state, or local laws or where compliance would cause substantial harm to or alter cultural, historic, religious, or significant natural features of the setting. See the Forest Service website (www.fs.fed.us/recreation) for the best available guidance for trail projects.

The New London Multi-Use Path will be ADA compliant.

6. Public Participation: Public participation can be defined as: special public meetings, proposal reviewed by special interest groups or advisory councils and boards, public fund raising, construction or maintenance, etc.

- a) Please describe how public participation at the local level was included in planning this project. If your project is recommended for funding by the Recreational Trails Advisory Committee, you will be required to provide evidence of this public participation, such as public notices, news releases, public surveys, minutes and news articles.

Support letters are on file with Abel Donka, MD (Applicant of grant as listed in Part II) and attached to the CD from the following organizations/Individuals:

- 1) New London City Council approved resolution No. 051914-1 endorsing the New London Multi-Use Path. The Council "pledges to provide the required 20% match in monies or in kind."
- 2) Letters of support from Representative Ernest Hewett (39th assembly District), Senator Paul Formica (20th Senate District), New London Mayor Daryl Justin Finizio.
- 3) Letter of support from David C. Howes (ISAAC Principal and Executive Director)
- 4) Letter of support from Southeastern Connecticut Enterprise Region
- 5) Letter of support from New London Economic Commission

☐ Check here if additional sheets are necessary, and label and attach them to this sheet.

Part III: Project Information (continued)

7. **Scope of work:** You will be granted 2 years to complete your project. Provide your "Project Tasks and Anticipated Completion Timeline," as **Attachment D** in a table format as shown below.

Project Tasks and Anticipated Completion Timeline		
Tasks	Person(s) Performing Work	Anticipated Completion Date
Task 1	Staff and volunteers	March 2010
Task 2	Consultant (name here)	October 2010

8. **Funding Mechanism:** This is a reimbursement program; funds are to be expended within the approved project period before reimbursement is available for up to 80% of your total project costs.
- a) If your project is recommended for funding by the Recreational Trails Advisory Committee, you will be required to provide documentation, such as a copy of a Capitol Budget, Written Pledges or Special Fund Account showing the source and availability of funds.
9. **Project Cost Estimates:** Provide an Itemized project cost breakdown as **Attachment E**. Describe the means by which said cost was derived. List any engineers, appraisers, contractors or manufacturers that were consulted. Use the following table format shown below

Name of Applicant	
Project Cost Estimates	
Item (should correspond to your scope of work and may have more detail)	Cost
Task 1 Item a	\$1,500.00
Task 1 Item b	\$300.00
Task 2 Item a	\$1,000.00
Task 3 Item a	\$500.00
Task 3 Item b	\$1,000.00
Task 3 Item c	\$700.00
TOTAL Project Costs	\$5,000.00
Match ($\geq 20\%$ of total project costs.)	\$1,700.00
Grant Amount ($\leq 80\%$ of total project costs)	\$3,300.00

10. **Match Requirements:** Fill out and submit with this application the form provided below as **Attachment F**.
11. **Maintenance Plan:** Grantees are required to maintain projects that utilize Recreational Trails Grant funds and to provide assurance of such operation and maintenance for a period not to exceed the life expectancy of the trail, ten years, or until total destruction or degradation by an act of nature, whichever comes first. All projects *must* provide a description of how the trail will be maintained including who will be responsible, who will perform the maintenance and how will it be performed, anticipated maintenance schedule, anticipated maintenance budget and funding mechanism(s). Provide a maintenance plan as **Attachment G**.

Part III: Project Information (continued)

12. If you are proposing a **Land Acquisition Project** and your project is recommended for funding by the Recreational Trails Advisory Committee, you will be required to provide the following information:
- a. Appraisal - You must submit an appraisal of the land to be acquired, and a review of the appraisal by an independent review appraiser. Projects involving federal funds must certify that the appraisal meets the standards of the Uniform Appraisal Standards for Federal Land Acquisitions, found at www.usdoj.gov.
 - b. Regulations - Projects involving land acquisition with Federal Funds must also conform to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601 et seq., as amended, found at www.fhwa.dot.gov. These regulations apply to evaluating the acquisition of real property and any potential displacement activities. Provide proof of compliance with these regulations.
13. If you are proposing an **Educational Project**, complete and submit the "Educational Project Supplemental Application" (DEEP-TRAILS-APP-001A) as **Attachment H**.

Part IV: Supporting Documents

Please check the attachments submitted as verification that *all* applicable attachments have been submitted with this application form. When submitting any supporting documents, please label the documents as indicated in this part (e.g. Attachment A, etc.) and be sure to include the applicant's name.

- | | | |
|-------------------------------------|---------------|--|
| <input type="checkbox"/> | Attachment A: | If the applicant is not the property owner, provide documentation of your permission for public recreational access. |
| <input checked="" type="checkbox"/> | Attachment B: | Project Description as described in Part III, Item 1 of this application. |
| <input checked="" type="checkbox"/> | Attachment C: | Project location map(s) - Provide map (s) and detailed site plan as described in Part III, item 2 of this application. |
| <input checked="" type="checkbox"/> | Attachment D: | Scope of Work - provide project tasks as a described in Part III, item 7 of this application on |
| <input checked="" type="checkbox"/> | Attachment E: | Project Cost Estimates - provide budget information as described in Part III, item 9 of this application. |
| <input checked="" type="checkbox"/> | Attachment F: | Match Documentation - Provide form as described in Part III, item 10 of this application. |
| <input checked="" type="checkbox"/> | Attachment G: | Provide Maintenance Plan as described in Part III, item 11 of this application. |
| <input checked="" type="checkbox"/> | Attachment H: | "Educational Project Supplemental Application" (DEEP-TRAILS-APP-001A). |

Part V: Applicant Certification

The applicant *and* the individual(s) responsible for actually preparing the applicant must sign this part. **An application will be considered incomplete unless all required signatures are provided.** [If the applicant is the preparer, please mark N/A in the spaces provided for the preparer.]

"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.

I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.

I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text."

Signature of Applicant

6/29/2015

Date

Name of Applicant (print or type)

Title (if applicable)

Signature of Preparer (if different than above)

Date

Name of Preparer (print or type)

Title (if applicable)

Submission and Deadline: Proposals must be received by **July 1, 2015.**

- a. Email, laurie.giannotti@ct.gov

OR

- b. Mail reports **on a CD** or other electronic storage device as appropriate to:

Laurie Giannotti, Trails & Greenways Program Coordinator
Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106-5127

OR

- c. If you must send a paper proposal, include color maps and send to the above address.