

***NEW HAVEN PORT AUTHORITY***

***REQUEST FOR PROPOSAL (RFP) FOR DEVELOPMENT OF A STRATEGIC  
PORT MASTER PLAN***

***September 2023***

***New Haven, Connecticut***

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Any firms wishing to respond to this RFP should contact the New Haven Port Authority Official Contact to ensure that they are included in any responses to questions or addenda. Please be sure to include responder contact information.

## NEW HAVEN PORT AUTHORITY

### REQUEST FOR PROPOSAL (RFP) FOR PORT STRATEGIC MASTER PLAN DEVELOPMENT

#### OVERVIEW

The New Haven Port Authority (NHPA) is seeking a Port Planning Firm to prepare a Strategic Master Plan for the Port of New Haven (the Port), providing specific recommendations to help it achieve its mission to stimulate the shipment of freight and commerce through the Port, to develop and promote the facilities within the Port District and thereby to create jobs and increase the tax base of the City of New Haven (the City), to work with NHPA and the City in maximizing the usefulness of available public funding by consolidating and coordinating efforts to assist the waterfront of the City and to cooperate with the State and Federal agencies in connection with the maintenance, development, improvement and use of the facilities within the Port District.

To inform these recommendations, the NHPA is seeking a Strategic Master Plan that incorporates the following:

- An update to the New Haven Port Authority's 2007 Strategic Land Use Plan to include specific recommendations for infrastructure development that will support increased multimodal freight volumes through the Port.
- An economic impact report, detailing the value the Port brings to the City, State, and region.
- A strategic assessment of the role NHPA should play in the Port District and with its stakeholders to achieve its goals, including how visible an actor the NHPA should be.
- Identify long-range emerging markets requiring access to a deep-water port and identify new business opportunities for which the Port has unique regional advantages .

NHPA believes that this Port Strategic Master Plan should require between six (6) months and one (1) year beginning at the time of contract signature to complete but is asking bidders to propose a schedule.

#### **Submission deadline:**

All submissions are due by 4:00 pm EST October 25, 2023. A pre-bid meeting will be held on October 6, 2023 at from noon to 2:00 p.m. in Meeting Rooms #1 and #2 in the New Haven City Hall, 165 Church Street, New Haven, CT.

## **BACKGROUND**

### *The Port of New Haven*

The Port is the second most active port in New England, (second only to Boston) and has the highest volume of commercial shipping in Long Island Sound. It serves a large portion of New England and is the busiest of Connecticut's three deep-water ports.

### *The Port District*

The Port District consists of 366 acres, not all of which are occupied by maritime-related businesses. The Port can currently accommodate ships ranging from 20,000 to 40,000 deadweight tons. It has ten berthing facilities at terminals ranging from 200 to 1,500 feet. There is approximately 250,000 square feet of indoor storage and 50 acres of outdoor storage within the Port District. The port primarily handles petroleum products, chemicals, scrap metal, metallic products, cement, sand and stone, salt, and general breakbulk cargo. The Port of New Haven's fuel facilities are part of the U.S. Government's strategic heating oil reserve. There has been a significant increase in rail traffic associated with the Port and indications are that rail movements in and out of the Port will continue to grow. In addition, \$72 million has been appropriated to deepen the federal navigation channel in New Haven Harbor.

### *The NHPA and the Board of Commissioners*

The New Haven Port Authority was created by the New Haven Board of Alders in 2003 to stimulate the shipment of freight and commerce through the Port and to develop and promote facilities within the Port.

The Board of Commissioners of New Haven's Port Authority is comprised of seven voting members, appointed by the Mayor of New Haven, and approved by the Board of Alders. The term of each member is three years and may be renewed twice.

## DELIVERABLES

The Strategic Master Plan for the Port will include specific deliverables, as well as specific recommendations to mitigate conditions impeding Port development and to identify new opportunities. Recommendations related to the Strategic Master Plan should be prepared in a format that will allow NHPA staff and Commissioners to easily propose future RFPs and apply for relevant funding.

<i>Deliverable</i>	<i>Details</i>
Update to the 2007 Strategic Land Use Plan	<p>A key element of the final Strategic Master Plan is to identify potential areas for improvement, while also providing specific remedial recommendations to identified infrastructure challenges. The following list should not be considered exhaustive but should appear in the final strategic land use plan:</p> <ul style="list-style-type: none"> <li>• Flooding of the track at East and Chapel Streets prior to reaching Belle Dock.</li> <li>• Height and weight restrictions that limit the movement of freight by rail and truck.</li> <li>• Rail/road/pipeline access as identified by terminal owners and other Port operators.</li> <li>• Port District land use including security, truck circulation and staging improvements.</li> <li>• Identify development opportunities both within the currently defined Port District or inland to maintain and enhance the value of the Port in both the near and far term.</li> </ul>
Economic Impact Analysis	<p>Prepare an Economic Impact Analysis identifying the impact of the Port on the City, State, and region. The following list should not be considered exhaustive but should be included in the final economic impact analysis.</p> <ul style="list-style-type: none"> <li>• Both direct and indirect (resulting from businesses, manufacturing, and end customer) impacts of the Port activities on the number of jobs in the city, state, and region.</li> <li>• Both direct and indirect impacts of the Port activities on income levels in the City, State, and region</li> <li>• Both direct and indirect impacts of the Port activities on taxes in the City, State, and region</li> <li>• Impact of the Port activities on real GDP in the City, State, and region</li> </ul>
Assessment of NHPA's Role	<p>Assessment of the appropriate role for the New Haven Port Authority, including:</p> <ul style="list-style-type: none"> <li>• What role should the NHPA play with Port partners?</li> <li>• What role should the NHPA play with other stakeholders?</li> <li>• How visible a role should the NHPA play?</li> </ul>

New Business Opportunities	Identify long-range emerging markets and new business opportunities requiring access to a deep-water port and identify new business opportunities for which the Port has unique regional advantages. <ul style="list-style-type: none"><li>• Identify long-range regional markets for imports and exports requiring a deep-water port.</li><li>• Identify new business opportunities which the Port has unique advantages as compared to other ports.</li></ul>
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For each recommended action, the report should include:

- Define the current situation and its history.
- Identify alternative solutions and include recommended alternatives, including location maps and site plans as appropriate.
- Outline potential permitting requirements for recommended alternatives, if applicable.
- Identify resource owners and required partners for recommended alternatives, if applicable
- Identify potential sources of funding to implement recommended alternative, if applicable

## SCOPE OF WORK

The successful bidder will be expected to incorporate all Federal, State, and local regulations relative to the maritime industry and the Port and environmentally sound port and freight practices in the development of the Strategic Master Plan. The successful bidder will further be expected to meet with all Port Terminal Operators and related businesses as well as representatives of CSX (Genesee and Wyoming) railroad and appropriate local representatives.

Material available to the bidders includes the following Port and State infrastructure studies, with which the successful bidder is expected to be familiar. Links to these studies can be found on page 17 of this RFP.

- The 2001 “Economic Impact of Connecticut’s Deepwater Ports: an IMPLAN and REMI Analysis” prepared by the University of Connecticut Center for Economic Analysis.
- The 2007 “Port of New Haven Strategic Land Use Plan” prepared by PB Americas in association with Fitzgerald and Halliday for the City of New Haven
- The 2012 “Connecticut’s Deepwater Port Strategy Study” prepared by Moffatt and Nichol for the State of Connecticut Office of Policy and Management
- The 2015 “Economic Impact of Connecticut’s Deepwater Ports Revisited: A REMI Analysis” prepared by the University of Connecticut Center for Economic Analysis.
- The 2019 New Haven Port Authority Traffic Study prepared by CDM Smith for the New Haven Port Authority
- The 2019 New Haven Freight Study prepared by wsp for the South-Central Regional Council of Governments
- The 2019 “Impacts of the Connecticut Maritime Industry” prepared by Connecticut Economic Research Center, Inc. for the Connecticut Port Authority.
- The 2022 Connecticut Statewide Freight Plan Update prepared by CDM Smith for the Connecticut Department of Transportation
- The New Haven Harbor Navigation Improvement Study documentation, prepared by the U.S. Army Corps of Engineers

Specific Scope Items are as follows:

- 1) Phase 1:
  - a. Data gathering – including interviews with appropriate parties (such as Port partners, related businesses, NHPA staff, City staff, CSX railroad personnel, State personnel), as appropriate. Also including review of relevant regulations and documentation
  - b. Analysis of information gathered.
  - c. Preparation and submittal of First Draft Strategic Master Plan

- 2) Phase 2:
  - a. Review of First Draft, including:
    - i. Presentation of draft to NHPA Board of Commissioners
    - ii. Stakeholder meetings with Port area partners
    - iii. Stakeholder meetings with select City staff.
    - iv. Submittal of Second Draft Strategic Master Plan
  - b. Preparation and submittal of second draft
- 3) Phase 3:
  - a. Review of second draft with NHPA staff and Commissioners
  - b. Preparation and submittal of Final Strategic Master Plan
  - c. Presentation of Final plan to NHPA Board of Commissioners

The bidder should include additional regular updates of the NHPA Board of Commissioners at a schedule to be proposed by the bidder, a proposal for additional stakeholder and public meetings, and other roll-out activities based on time and materials.



## RFP PROCEDURES AND COMMUNICATIONS

<i>Official Contact</i>	<i>Sally Kruse, Executive Director New Haven Port Authority P. O. Box 8716 New Haven, CT 06531 203-946-6778 <a href="mailto:portauthority@newhavenct.gov">portauthority@newhavenct.gov</a></i>
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A pre-bid meeting will be held on October 6, 2023 at from noon to 2:00 p.m. in Meeting Rooms #1 and #2 in the New Haven City Hall, 165 Church Street, New Haven, CT. The bidders shall submit by 4:00 p.m. EST on October 25, 2023.

- One original signed proposal together with two (2) copies for evaluation via U.S. mail postmarked by the submission deadline above or overnight carrier at [insert the address] and/or one (1) electronic copy to the New Haven Port Authority.

Questions or clarifications regarding this RFP should be directed by email to Executive Director, New Haven Port Authority at [portauthority@newhavenct.gov](mailto:portauthority@newhavenct.gov) and will be responded to in the form of addenda. If addenda are issued, all bidders will be notified via email. To ensure that all addenda are received, please contact the New Haven Port Authority at the above email address immediately upon deciding to respond and provide the appropriate contact email. Such addenda will also be posted on the NHPA website, [click here](#).

The responses should be provided in the format found on page 11.

### Communicating with the NHPA

- All inquiries and communications with NHPA regarding this RFP must be directed in writing to Executive Director, New Haven Port Authority via email at the address stated above. All other communications with NHPA, with any person representing NHPA concerning this RFP or with the City, including its officials and employees, are prohibited. Any violation of this prohibition by bidders or their representatives will result in disqualification.
- NHPA reserves the right to alter, modify, amend, or revoke this RFP, including but not limited to modifying requirements for bidders and modifying services to be provided to NHPA and will do so in the form of one or more addenda, which will be posted on NHPA's website.
- All submissions must be submitted before the deadline, be complete, and be signed by the preparer, who is authorized to do so on behalf of the respondent. NHPA, at its sole discretion, may disqualify any proposal that fails to meet the requirements.

- If a respondent discovers an error in its submission prior to the response submission deadline, the respondent may request in writing that the submission be withdrawn. Such a request must be signed by an authorized representative of the firm. If the request is approved, the respondent may submit a revised response, if such revised response is received prior to the response submission deadline.
- No alterations or corrections to the responses are permitted after the responses have been opened by NHPA. If an error is discovered after the response opening, but before contract award, the respondent may request in writing that its response be withdrawn. Such a request must be signed by an officer or authorized representative of the firm. The decision to permit withdrawal of the response will be at the sole discretion of the NHPA.
- All services not specifically mentioned in this RFP which are necessary for the performance of the services described in this RFP should be included in the response.
- NHPA reserves the right to ask for clarification of any responses to this RFP and to request additional information from a respondent and the failure to provide such clarification or information could result in the rejection of a response to this RFP. Any respondent, if requested, must be prepared to present evidence of experience, ability, service capacity, and financial standing.
- NHPA reserves the right to waive any informalities in the responses received.
- All costs for the preparation and presentation of the response to this RFP and all costs incurred with respect to the negotiation of the contract between the respondent and NHPA if the respondent receives the award for the project shall be the sole responsibility of the respondent.
- Changes to Proposal. Except as otherwise permitted by the NHPA, no additions or changes to a proposal will be allowed after submittal.
- Collusion. By responding, the respondent implicitly states that its proposal is not made in connection with any competing respondent submitting a separate response to this RFP and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no Commissioners of the NHPA participated directly or indirectly in the respondent's proposal preparation.

## RFP REQUIREMENTS

- All bidders should be professional engineering firms licensed to practice in the State of Connecticut and have a minimum experience of 10 years in Port Planning. The name and license number of the proposed professional engineer for the project must be included in the response.
- All bidders should provide the following information:
  - Bidder company information
    - Firm's background and history performing similar tasks.
    - Whether the bidder is registered with the Connecticut Secretary of State and authorized to do business in Connecticut
    - Overview of services and capabilities
    - Names and qualifications of those that would be working with the NHPA, including relevant experience and anticipated duties. Please include brief resumes.
    - Contact information.
    - Past or present assignments, relationships, or other employment that bidder has or has had with the NHPA, the City or the Connecticut Port Authority.
- All bidders should identify any proposed partnership or subcontractor with an itemization of products and/or services to be supplied by the partner or subcontractor. Note: Nothing shall be construed as creating any contractual relationship between such partners or subcontractors and the NHPA.
- All bidders shall submit a proposed budget based on time and materials charges with a not-to-exceed value, or a lump sum proposal for development of the Strategic Master Plan. Please include a detailed fee schedule with specific hourly rates for each category of employee who will work on the assignment. Such budget shall also include all costs for which the bidder would bill NHPA.
- In addition, all bidders should include provision for assistance with public rollout of the Strategic Master Plan as well as participation in additional stakeholder meetings at a time and materials rate.
- All bidders should provide a proposed schedule for completion of the work outlined in this RFP.
- All bidders should identify any conflicts of interest that they have in providing the requested services.
- All bidders should provide references from three previous clients for whom the bidder has completed similar projects.
- Please complete the Respondent Information Cover Sheet and Certification form found on the final page of this RFP.

- Ownership of Proposals. All materials submitted by respondents in response to this RFP shall be considered public information. Following the execution of one or more contracts in connection with this RFP, proposals will be available for review upon request. All proposals in response to this RFP will be the sole property of the NHPA and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
- Oral Agreements. No contract, unless it shall be in writing, executed by an authorized representative of the NHPA following the obtaining of all necessary approvals and in accordance with all applicable law, shall be binding on the NHPA. No oral agreement or arrangement made with the NHPA or any NHPA Commissioners shall be binding on the NHPA.
- Presentation of Supporting Evidence. Any respondent, if requested, must be prepared to present evidence of experience, ability, service capacity, and financial standing.
- EEO-4 Form. The proposal shall include a copy of the company's latest equal opportunity policy.

## RESPONSE FORMAT

NHPA requests that responses be submitted in the following format:

- 1) Respondent Information Cover Sheet and Certification form.
- 2) Introduction containing:
  - a. Bidder's background and overview of services and capabilities
  - b. Bidder's history performing similar work and references.
  - c. Bidder's registration with Connecticut Secretary of State and authorization to do business in Connecticut.
  - d. Past or present assignments, relationships, or other employment that bidder has or has had with NHPA, the City or the Connecticut Port Authority.
  - e. Any actual or potential conflicts of interest in providing requested services.
  - f. Bidder's contact information
- 3) Key Personnel for project:
  - a. Names and qualifications of those that would be working with the NHPA, including relevant experience and anticipated duties. Include brief resumes.
  - b. Any proposed partnership or subcontractors with an itemized list of products and/or services to be supplied and the names and qualifications of personnel of the proposed partners or subcontractors that would be working with the NHPA.
- 4) Deliverables:
  - a. Phase 1 – Proposed data gathering and analysis methodologies including material to be reviewed and interviews. Proposed schedule for completion of first draft
  - b. Phase 2 – Proposal for review of the first draft, including presentation of first draft, stakeholder meetings, and incorporation of feedback. Proposed schedule for completion of second draft
  - c. Phase 3 – Proposal for review of the second draft, incorporation of feedback. Proposed schedule for completion of final plan and for presentation to the Board of Commissioners.
  - d. Proposed schedule for regular updates of the Executive Director and the Board of Commissioners throughout all phases of the project.
  - e. Proposed cumulative duration of all phases of the project and final plan submission.
- 5) Price:
  - a. Proposed budget based on time and materials with a not-to-exceed value or a lump sum proposal for development of the Strategic Master Plan.
  - b. Detailed fee schedule with hourly rates for each category of employee who will work on the project.
  - c. Proposal for assistance with roll-out of the Strategic Plan based on time and materials.

- d. Proposal for participation in additional stakeholder meetings based on time and materials.
- 6) EEO-4 Form.
- a. Bidder's latest equal opportunity policy

NHPA reserves the right to consider responses that are not in this format, but failure to follow this format will make response evaluation more difficult and potentially result in response merits not being adequately recognized.

## **EVALUATION CRITERIA**

The bidders will be rated on their experience and knowledge in the following areas:

- Combined knowledge and experience of port and freight infrastructure planning.
- Submission of similar studies performed.
- Staff availability
- Project understanding and approach to work
- Outline of typical work tasks to be performed as well as the estimated effort associated with each task to be performed.

Following receipt of the proposals, the responses will be reviewed, and several prospective firms may be interviewed prior to selection. A selection committee comprised of NHPA Commissioners or other designees as deemed appropriate will evaluate the proposals submitted in response to this RFP and recommend a successful bidder to the Board. Proposals are subject to potential rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this RFP. NHPA reserves the right to accept or reject any or all proposals submitted for consideration under this RFP and reserves the right, at its sole discretion, not to award the study to any bidders. NHPA reserves the right to reject any proposal if any proposed subcontractor is in default of any prior contract with the NHPA or the Connecticut Port Authority or for any misrepresentation. NHPA also reserves the right, at its sole discretion, to award subsequent stages/phases of an assignment to selected firm(s). Experience, qualifications, and availability of current staff, including sub-consultants, quality, and reasonableness of the responses for each item in the proposal will be considered as well as rates and efficiency.

## SUCCESSFUL BIDDER

- The NHPA will review all submitted proposals and at its discretion select a qualified firm for the work. NHPA reserves the right to evaluate all factors deemed appropriate for the award of the project, whether or not such factors are stated in the RFP.
- NHPA reserves the right to award the project to a respondent that it determines will provide services that are in the best interest of NHPA, even if respondent is not the lowest bidder.
- The successful bidder will be required to execute a contract with NHPA. Where an agreement cannot be reached, NHPA reserves the right to alter or revoke this RFP or select another firm qualified to perform the work at its own discretion.
- NHPA also reserves the right to add terms to the contract that are not set forth in the RFP.
- The contract shall require that the successful bidder shall maintain a minimum of \$2,000,000.00 of general liability, Worker's Compensation, Automobile liability of \$100,000/\$300,00, Products and Completed Operations of \$2,000,000, Fire Damage legal liability of \$300,000, Medical Payments for any one person \$10,000, and \$1,000,000.00 professional Liability Insurance. The New Haven Port Authority shall be named as the certificate holder and an additional insured .
- The contract shall require that the successful bidder agree to hold harmless, indemnify and defend the NHPA and its Commissioners arising from negligence, or willful acts of the firm or its subcontractors in performance of its services under the executed agreement.
- The contract shall require the successful bidder to honor the financial terms set forth in the response to the RFP during the term of the contract, which shall be at minimum 12 months.
- The contract shall provide both parties with the right to terminate the contract without cause with 30 days' notice.
- NHPA also reserves the right to add terms to the contract that are not set forth in the RFP.
- Conformance with Statutes. The performance of any contract awarded as a result of this RFP by a respondent must be in full conformance with all municipal State Federal Government laws, rules, and regulations.
- Ownership of Subsequent Products. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP will be sole property of the NHPA unless stated otherwise in the contract and will also be subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
- Timing and Sequence. Timing and sequence of events resulting from this RFP will ultimately be determined by the NHPA.
- Clerical Errors in Awards. The NHPA reserves the right to correct inaccurate awards resulting from its clerical errors.
- Except as expressly proposed in the respondent's proposal, the agreement to be entered into by the NHPA and the respondent selected under this RFP may not be subcontracted or assigned by the respondent, in whole or in part, without prior written



consent of the NHPA. Such consent, if granted, shall not relieve the respondent of its responsibilities under the contract, except as otherwise expressly provided therein.

- Upon execution of a contract, the successful bidder will, with due diligence, perform the work required within the proposed period unless a schedule modification is mutually agreed upon.

## **CONFLICT OF DOCUMENTS**

Should any of the terms of any documents connected to the offer, acceptance, supply of goods, performance of services, and/or any verbal representations conflict with this RFP, as it may be amended, the terms of the RFP shall supersede all other documents and/or verbal representations, except for the contract.

## **SEVERABILITY**

The invalidity of any portion of this RFP will not and shall not be deemed to affect the validity of any other provision. If any provision of this RFP is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if it had been amended subsequent to the expungement of the invalid provision.

## **RIGHTS RESERVED BY THE NHPA**

The NHPA reserves the right to select any number of proposals submitted in response to the RFP or to reject any or all such proposals.

## **NOTIFICATION OF AWARD**

The selected respondent(s), if any, will receive a Notice of Award. The Notice may contain certain contingency requirements that must be satisfied within a designated time frame. Failure to comply with all provisions of the Notice of Award will disqualify that respondent and the award may be directed to another respondent.

## **PRICE AND PAYMENT**

Unless otherwise noted, all salaries and other budgetary information quoted shall be firm through term of a contract and shall not be subject to increase during the period of such contract.

## LINKS TO EXISTING STUDIES

- The 2001 University of Connecticut CCEA Economic Impact of Connecticut’s Deepwater Ports: An IMPLAN and REMI analysis, [website Link](#)
- The 2007 “Port of New Haven Strategic Land Use Plan” prepared by PB Americas in association with Fitzgerald and Halliday for the City of New Haven, [available here](#).
- The 2012 “Connecticut’s Deepwater Port Strategy Study” prepared by Moffatt and Nichol for the State of Connecticut Office of Policy and Management, [available here](#).
- The 2022 Connecticut Statewide Freight Plan Update prepared by CDM Smith for the Connecticut Department of Transportation, [available here](#).
- The 2019 New Haven Port Authority Traffic Study prepared by CDM Smith for the New Haven Port Authority, [available here](#).
- The 2019 New Haven Freight Study prepared by wsp for the South-Central Regional Council of Governments, [available here](#).
- The 2019 “Impacts of the Connecticut Maritime Industry” prepared by Connecticut Economic Research Center for the Connecticut Port Authority, [available here](#).
- The New Haven Harbor Navigation Improvement Study documentation, prepared by the U.S. Army Corps of Engineers, [available here](#).

Respondent Information Cover Sheet and Certification

Respondent Information:

Name:	
Address:	
Contact Person:	
Title:	
Telephone Number:	
Email Address:	Website Address:
FEIN No.:	State Sales Tax No:

Respondent Certification:

It is hereby represented by the respondent (undersigned) that to the best of my knowledge and belief, all information or data contained in the proposal or in the attachments are true and correct and that no material information has been omitted. It is also positively certified that the conditions of this RFP have been adhered to in this proposal.

Certifying Representative:

Name and Title (typed or printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<i>Official Contact</i>	<i>Sally Kruse, Executive Director New Haven Port Authority P. O. Box 8716 New Haven, CT 06531 203-946-6778 <a href="mailto:portauthority@newhavenct.gov">portauthority@newhavenct.gov</a></i>
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