

The mission of the Connecticut Port Authority (CPA) is to coordinate the development of Connecticut's ports and harbors, while working with other state, local and private entities to maximize the economic potential of the state's maritime commerce and industries. In pursuit of this mission, the CPA has created the Small Harbor Improvement Projects Program or SHIPP as a central part of its strategy to support economic development throughout Connecticut's waterfront communities.

The CPA hereby issues this Request for Applications (RFA) in order to generate a pool of prospective Harbor Improvement Projects for consideration of funding under this competitive grant program.

The CPA will review applications and select SHIPP Grant recipients in accordance with provisions of this RFA, and the rating criteria established in Attachment A incorporated herein.

Funding is authorized under Public Act 15-1, Section 13(h)(1), and is subject to State Bond Commission approval.

What is a "Harbor Improvement Project"?

Connecticut General Statutes, Section 13b-55a(c), states "Harbor improvement projects include the preparation of plans, studies and construction for the alteration and improvement of various state, municipal and other properties in or adjacent to the waters of the state, for purposes of improving the economy and infrastructure of the state."

Section 13b-56(b) provides "Any municipality may undertake a harbor improvement project, including the development, improvement, construction and installation of berthing areas, channels to berthing areas, sea walls, piers, docks, navigation aids, bridges and other related facilities and structures, pursuant to a harbor improvement plan."

What are the goals of the Small Harbor Improvement Projects Program (SHIPP)?

To identify which proposals best meet the definition of "Harbor Improvement Projects" and the rating criteria established in Attachment A of this RFA, in order to be awarded grants under the Small Harbor Improvement Project Program ("SHIPP"); and

To maximize the economic potential of Connecticut's ports and harbors, support and enhance the overall development of the state's maritime commerce and industries, and coordinate the planning and funding of capital projects promoting the development of the state's ports and harbors.

Who may submit an application?

Only Connecticut municipalities and other properties in or adjacent to waters of the state may apply for a SHIPP Grant.

What is the format for the written proposal?

- Complete the CPA SHIPP Application Form and provide all required information and backup documentation.
- A narrative description of the current conditions.
- A statement of the vision for the future and economic development within port or harbor.
- A detailed description of the proposal (e.g., work plan, budget, site map, etc.) and how it relates to both the existing conditions and the future vision.

- Provide economic viability of a Harbor Improvement Project through a market analysis, to the extent possible, an estimate needed to advance the proposed project to full build-out (construction).
- A description on how the proposal will support the state's maritime policies and encourage maritime commerce and industry.
- A brief assessment of what is considered to be the most critical hurdle(s) to overcome in order to realize the vision, and to what extent, if any, state agencies might be needed to facilitate a coordinated solution.

How will proposals be rated?

Proposals that meet the definition of "Small Harbor Improvement," or are directly supportive of such efforts, and are part of a competitive application shall be rated and selected in accordance with the criteria and weighing set forth in Attachment A of this RFA.

Review Committee. A Review Committee comprised of Authority Board Members or other designees as deemed appropriate will evaluate qualified proposals submitted in response to this RFA and recommend finalists for consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements. Proposals not meeting the Minimum Submission Requirements will not be reviewed.

Rights Reserved to the Connecticut Port Authority (CPA).

The CPA reserves the right to award in part, or to reject any and all proposals in whole or in part. The CPA may, in its sole discretion, reject any bid or proposal which limits or modifies any term and condition and/or specification of this RFA. The CPA reserves the right to waive any technical defect, irregularity or omission.

The CPA reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a grant already made to a proposer and subsequently awarding the grant to another proposer. Such action on the part of the CPA shall not constitute a breach of contract on the part of the state since the grant with the initial proposer is deemed to be void ab initio and of no effect as if no grant ever existed between the CPA and the proposer.

The CPA shall not be responsible for any costs or expenses incurred in preparing and submitting a proposal in response to this RFA.

The CPA may amend or cancel this RFA, prior to the due date and time, if the CPA deems it to be necessary, appropriate or otherwise in the best interest of the CPA. Failure to acknowledge receipt of amendments, in accordance with instructions contained in the amendments, may result in a firm's proposal not being considered.

All responses to this RFA must conform to all requirements of this RFA including the Minimum Submission Requirements and failure to do so may be considered appropriate cause for rejection of the response.

Application and related questions submit to:

Applications and any questions related to this RFA shall **ONLY** be submitted in writing to: Fayola Haynes, Finance Director, Connecticut Port Authority, 455 Boston Post Road, Old Saybrook, CT. 06475, or via e-mail to: shipp@ctportauthority.com. Applicants shall submit one (1) original hard copy and (1) electronic copy of their Proposal by 4:00 PM (ET) on Monday, July 1, 2024. The Proposal must be clearly labeled as the "Original" and must be signed by an authorized officer of the proposer. Unsigned proposals will be rejected. For submissions that are submitted via mail or package delivery service, the name and address of the proposer must appear in the upper left-hand corner of the envelope or package. Late submissions or proposals transmitted by facsimile will not be accepted.

Applications must be received no later than **4:00 PM (ET), July 1, 2024.**

Communication Notice.

All communication with the CPA or any person representing the CPA concerning this RFA are strictly prohibited, except as permitted by this RFA. Any violation of this prohibition by proposers or their representatives may result in disqualification or other sanctions, or both.

Minimum Submission Requirements.

Proposals must be (1) submitted before the deadline of 4:00 PM (ET), July 1, 2024, (2) satisfy the packaging and labeling requirements, (3) follow the required format, (4) be complete, (5) include all required forms, and (6) be duly executed. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed.

No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the CPA at the proposer's sole cost and expense.

This RFA is not an offer and neither this RFA nor any subsequent discussion shall give rise to any commitment on the part of the CPA or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the CPA and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The CPA shall assume no liability for payments of services under the terms of the grant until the successful proposer is notified that the grant has been accepted and approved by the CPA. The grant may be amended only by means of a written instrument signed by the CPA and the proposer.

Proposal Milestone Dates:

Deadline:

Deadline for Application Submittal	July 1, 2024 (4:00 PM ET)
CPA Deadline for Rating/Selection	August 1, 2024 (SHIPP Review Committee)
CPA Request to State Bond Commission	August 2024 (Pending SBC Meeting)