

TOWN OF EAST HADDAM

Selectman's Office
P. O. Box 385
Moodus, CT 06469

Request for Proposal

Redevelopment Planning for Downtown East Haddam

Town of East Haddam

Prepared By:

Town of East Haddam

Board of Selectmen

Irene M. Haines – First Selectman

Erik W. Dill – Selectman

Tanya M. Bourgoïn – Selectman



March 2025

Legal Notice
Town of East Haddam
Request for Proposals
Redevelopment Planning for Downtown East Haddam

The Town of East Haddam and Redevelopment Agency are seeking proposals for community planning and urban design services, to guide the Agency through the process of creating a Redevelopment Plan. This will include engaging the public to understand the issues and concerns, developing alternatives, further refining the Town's chosen alternative, and creating an implementation plan.

The project is funded by grant funds from the Community Investment Account of the State of Connecticut, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO). Work must be done in accordance with SHPO standards and meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and be prepared by a consultant team that meets the federal qualifications standards under 36 CFR Part 61 for Historical Architect or Preservation Planner.

The information required for this Request for Proposal must be identified as "Proposals for East Haddam Redevelopment Planning" and must be submitted with three (3) copies and one (1) electronic copy, to Town of East Haddam, Municipal Office Complex, Selectman's Office, 1 Plains Road, P.O. Box 385, Moodus, CT 06469, no later than Tuesday, April 15, 2025 at 2:00pm. Electronic copies of the proposals shall be provided on flash drive. Late proposals will not be considered. All costs incurred in the preparation and presentation of the RFP shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Town of East Haddam and is available for review under the Freedom of Information Act.

The Town reserves the right to waive any informalities or defects in any proposal. The Town reserves the right to accept anything other than the lowest proposal if the Town, in its sole discretion, deems it to be in the best interest of the Town to do so. Proposals, amendments to proposals, or withdrawal of proposals, after the time set for acceptance, will not be considered.

Dated at East Haddam, Connecticut
This the 14th day of March 2025

Irene M. Haines
First Selectman

Request for Proposals (RFP) For:
Redevelopment Planning for Downtown East Haddam
Issued By: Town of East Haddam and East Haddam Redevelopment Agency

The Request for Proposal is available in electronic format from the Town of East Haddam
Official Contact:

Name: Irene Haines, First Selectman's Office,
% Linda Zemienieski
Address: Municipal Office Complex, 1 Plains Road, PO Box 385, Moodus, CT 06469
Phone: Phone: 860-873-5021
Email: admin@easthaddam.org

RESPONSES MUST BE RECEIVED NO LATER THAN

DATE: Tuesday, April 15, 2025

TIME: 2:00pm

The Town of East Haddam is an Equal Opportunity/Affirmative Action Employer.

The Town of East Haddam and Redevelopment Agency reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the Town of East Haddam.

The project is funded by grant funds from the Community Investment Account of the State of Connecticut, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).

OFFICIAL CONTACT

The Town of East Haddam and Redevelopment Agency has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Town of East Haddam and Redevelopment Agency.

Name: Irene Haines, First Selectman's Office,
% Linda Zemienieski
Address: Municipal Office Complex, 1 Plains Road, PO Box 385, Moodus, CT 06469
Phone: Phone: 860-873-5021
Email: admin@easthaddam.org

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact.

INTRODUCTION

The Town of East Haddam and Redevelopment Agency are seeking proposals for community planning and urban design services, to guide the Agency through the process of creating a Redevelopment Plan. This will include engaging the public to understand the issues and concerns, developing alternatives, further refining the Town's chosen alternative, and creating an implementation plan.

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PROJECT HISTORY

The Town of East Haddam is a charming New England town located along the eastern bank of the Connecticut River. Among the quaint shops and cozy cafes are several well-preserved historic buildings and structures including the Goodspeed Opera House, the Gelston House, the Nathan Hale Schoolhouse, and the East Haddam Swing Bridge that is currently undergoing reconstruction. A major component of the Swing Bridge construction is the addition of a pedestrian and bicycle lane and as our neighbors across the river continue expanding residential and business opportunities, foot and bike traffic to the East Haddam Swing Bridge Landing will naturally increase. East Haddam may need to expand bike and pedestrian facilities to accommodate (and attract) visitors to the area.

The town offices were relocated over a decade ago to a new Municipal Office Complex over three miles away, in the location of the old middle school (1 Plains Road, Moodus), leaving the former town office buildings vacant. The former Town Offices Site is in a desirable location in the Village overlooking the Connecticut River and directly across from the Historic Goodspeed Opera House and the well-established Gelston House Restaurant & Inn. The future use and redevelopment of the Site has been much debated and discussed, and several redevelopment proposals have been presented to the Town, but a final plan has not been formally adopted.

EAST HADDAM REDEVELOPMENT AGENCY HISTORY

The East Haddam Redevelopment Agency was formed in 2022 for the specific purpose of "redevelopment of the former town office and garage property and certain surrounding properties" and creating a Redevelopment Plan concerning the former Town Offices Site. Members of the Redevelopment Agency were appointed for their experience and expertise in various disciplines including architecture, finance, real estate, local history, and law, among others, and come from varying socioeconomic and political backgrounds. The Redevelopment Agency is organized into various subcommittees: executive, legislative legal, legal, environmental, finance, and planning. Since its formation, the Agency has held monthly public meetings to discuss the best strategy to redevelop the former Town Offices Site.

Community members and stakeholders are invited to participate in these meetings and frequently voice questions, comments, and concerns. Residents are eager to revitalize the Site but have made it clear that the revitalization must meet public approval and align with town values. In fact, some residents are so eager to revitalize the area that they have commissioned their own redevelopment plans and presented them to the Redevelopment Agency.

The Redevelopment Agency has made concrete, measurable strides towards creating the Redevelopment Plan. Monthly meetings have been held as well as regular subcommittee meetings; community members have been encouraged to attend and engage in discourse

regarding the future of the Site; financial experts have been engaged to advise on financing options, including a study to implement tax increment financing; environmental experts have been engaged to study existing environmental issues and remediation options; and grant writers have been engaged to seek out and apply for appropriate grant funding opportunities.

Upon receipt of the SHPO Partners in Preservation Grant, the Town of East Haddam and Redevelopment Agency are soliciting proposals from planning firms that are qualified to shepherd a community-engaged planning process by which the Agency will co-author a Redevelopment Plan with the townspeople of East Haddam, and in doing so, set the project on a path to implementation.

PROJECT VALUES

The East Haddam Redevelopment Agency has worked together to establish a shared set of principles and goals that will guide the redevelopment effort through the planning and implementation phases. Adherence to these principles and goals will ensure that the redevelopment of Downtown East Haddam aligns with the desires and visions of the townspeople.

These values should also be taken into consideration during the formulation of a response to this RFP, as they will be the framework by which the Agency measures a successful process moving forward.

The principles that guide the Agency's Redevelopment Plan are as follows. The Plan must:

1. Honor the unique qualities of East Haddam, and reflect the varied interests of our townspeople
2. Be ambitious and future-facing, while honoring the historical legacy of the town
3. Ensure diverse economic development opportunities by attracting new businesses (including restaurants, cafes, retail)
4. Improve vehicular and pedestrian safety by improving roadway and traffic flow, and integrating increased parking
5. Preserve the natural character of the Village District and maintain a connection to the river
6. Preserve the theater/arts ecosystem
7. Achieve a unique program mixture while maintaining financial feasibility (including a residential mix that meets the housing market trends and projections)
8. Plan for community involvement and input over time

PROJECT EXTENTS

East Haddam Village Map – Town Owned and Surrounding Properties

<https://www.easthaddam.org/media/Redevelopment%20Agency/EH%20Village%20Public%20%20Private%20Area%20Map.pdf>

RELEVANT DOCUMENTS FOR REVIEW:

Linked here in an appendix:

- Town of East Haddam's Plan of Conservation & Development (2019-2029)
<https://www.easthaddam.org/plan-of-conservation-development>
- Town of East Haddam's Planning & Zoning Regulations
<https://www.easthaddam.org/departments/LandUseOffice/2024EastHaddamZoningRegulations>
- Town of East Haddam Historic District Regulations
https://www.easthaddam.org/media/Bids%20RFPs%20%20RFQs/Appendix_I-EH_Historic_District_Guidelines.pdf
- Connecticut River Gateway Commission Regulations

The proposer may also need to do a site file review at the State Historic Preservation Office in Hartford, CT.

SCOPE OF WORK

Through engagement and partnership with a community planning / urban design firm, the Redevelopment Agency will develop a **Redevelopment Plan** that may include maps, drawings and renderings, and recommendations along with an implementation plan. Additionally, and crucial to the ultimate success of implementing the Redevelopment Plan, the Agency will effectively engage residents and community stakeholders in the process through charrettes and other community engagement practices as led by the selected Planner.

The final Redevelopment Plan will include, but may not be limited to:

- Urban design scheme(s)
 - Program uses (commercial types, residential types)
 - Public space & art
 - Historic preservation (*including the fate of the municipal buildings on the Site such as the former town hall and a Victorian structure known as the River House*)
 - Traffic flow, roadway configuration, parking requirements and opportunities
 - Pedestrian / biking facilities / trail connectivity
 - Lighting / wayfinding / streetscaping
- Environmental considerations (*the environmental considerations include an assessment and potential remediation work at the former town public works garage on the site - this work has been ongoing for over a year, and the Town has secured funding to complete the environmental assessment*)
- Potential Financing Options (*one of the proposed methods for financing future improvements is the establishment of a tax increment financing district - the Town has been working toward a TIF district for over a year and the policy is expected to be voted on in the next few months*)
- Impact metrics
 - Sustainability benchmarks
 - Business development
 - Tourism

BUDGET EXPECTATIONS

- The budget for this project is partially funded by a matching Partners In Preservation grant, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).

DELIVERABLES

See Scope of Work section above for an outline of the required contents of the Redevelopment Plan final deliverable. The Town of East Haddam and Redevelopment Agency will require four (4) copies of the final report.

The State Historic Preservation Office will receive one electronic copy of the report. The printed product must also acknowledge the State Historic Preservation Office and include the DECD logo.

PROPOSAL PROCESS & REQUIREMENTS

Inquiry Procedures

All questions regarding this RFP or the Town of East Haddam and Redevelopment Agency's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Town of East Haddam and Redevelopment Agency may or may not respond to questions received after the deadline. The Town of East Haddam and Redevelopment Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The Town of East Haddam and Redevelopment Agency will release the answers to questions on the date(s) established in the Procurement Schedule via addendum and post on the Town of East Haddam Bids, RFQ & RFP web page.

Procurement Schedule

See below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (*). The Town of East Haddam and Redevelopment Agency may amend the schedule as needed.

- RFP Released: March 13, 2025
- Project Inquiry Deadlines: March 25, 2025
- Answers Released: April 1, 2025
- Proposals Due: April 15, 2025
- (*) Proposer Selection: June 4, 2025
- (*) Start of Contract Negotiations: June 5, 2025
- (*) Start of Contract: July 1, 2025

The consultant must be ready to commence project work within thirty (30) calendar days of the contract award. While it is the expectation to begin project work as soon as possible within the thirty (30) days, the Town of East Haddam and Redevelopment Agency reserves the right to extend the project start date within reason due to unforeseen circumstances.

The project shall be successfully completed within six (6) months from the date of the execution of the contract between the Town of East Haddam and Redevelopment Agency and consultant, unless the Town of East Haddam and Redevelopment Agency should request an extension of time.

During the period from your organization's receipt of this Request for Proposals, and until a contract is awarded, your organization shall not contact any member of the Town of East Haddam and Redevelopment Agency or the State of Connecticut for additional information, except during the inquiry period and according to the manner described above.

Minimum Qualifications of Proposers

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Qualifying bidders must meet minimum professional qualifications under the Secretary of

the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of Preservation Planning.

- Qualifying bidders must have the appropriate background and experience
- Qualifying bidders must demonstrate specific work experience in completing similar projects

Selection Criteria

- The selection for award will be based on the candidate's previous experience, qualifications of the bidder including quality of the proposal, references, quality of samples (previous work products), previous experience, and the ability to competently complete the work within the allotted budget and period of time. The proposer must be approved by the SHPO prior to award. The SHPO and the Town of East Haddam and Redevelopment Agency expect to select a planner and award a contract on or about June 4, 2025.
- Bidders are required to produce examples of similar work experience.

Proposal Requirements

Proposal must contain the following items:

Cover Sheet

The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider or vendor submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number:
- Legal Name:
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

CONTENTS OF PROPOSAL

Proposals should not exceed 10 pages (8.5" x 11"), excluding resumes.

Executive Summary

Proposals must include a high-level summary of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

Main Proposal

The proposal must include but is not limited to:

- Firm qualifications

- Team member credentials, including resumes
- Proposed project workplan, schedule, and the fees associated with each phase of work
- Project Understanding/Methodology/Scope. Should include:
 1. *Start Date*
 2. *Timetable / Schedule*
 3. *Tasks, Deliverables*
 4. *Methodologies*
 5. *Measurable Objectives*
- Relevant Project Experience.
 - A copy of a similar product successfully completed by firm is preferred and can be sent separately by email to Official Contact.
- References (minimum of 2, not more than 3)
- Fee Proposal
- Certificate of Insurance

Staffing Expectations

Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of Preservation Planning.

Qualifying Planner must be licensed and registered in the State of Connecticut.

Qualifying bidders must have similar/related background and experience in community-engaged town planning and development.

The Proposer must certify that the personnel identified in its response to the RFP will be the persons actually assigned to the project. Any additions, deletions, or changes in personnel assigned to the project must be approved by the Town of East Haddam and Redevelopment Agency in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by The Town of East Haddam and Redevelopment Agency, and SHPO. At its discretion, the Town of East Haddam and Redevelopment Agency may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of the Town of East Haddam and Redevelopment Agency, regardless of whether they were previously approved by the Town of East Haddam and Redevelopment Agency.

All responses to the RFP must conform to the instructions.

Three (3) copies and one (1) electronic copy provided on flash drive of proposals must be submitted in a sealed envelope marked: "Proposal for East Haddam Redevelopment Planning" and must be received by April 15, 2025 at 2:00pm

Address Proposals To:

Name: Irene Haines, First Selectman's Office,
% Linda Zemienieski

Address: Municipal Office Complex, 1 Plains Road, PO Box 385, Moodus, CT 06469

Phone: 860-873-5021

Email: admin@easthaddam.org

Insurance Requirements

- Proposer and any subcontractors shall maintain all required insurance in amounts, form, substance and quality acceptable to the State, as described more fully in Appendix, attached hereto and made a part hereof. A certificate evidencing such insurance shall be delivered to the Official Contact

TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The Town of East Haddam and Redevelopment Agency is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** The Town of East Haddam and Redevelopment Agency shall not assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Proposed Costs.** All proposed costs must be fixed through the entire term of the contract.
4. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission.
5. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Town of East Haddam and Redevelopment Agency. The Town of East Haddam and Redevelopment Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Town of East Haddam and Redevelopment Agency. At its sole discretion, the Town of East Haddam and Redevelopment Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
6. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the Town of East Haddam and Redevelopment Agency 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 Town of East Haddam and Redevelopment Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of East Haddam and Redevelopment Agency shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Town of East Haddam and Redevelopment Agency.

RIGHTS RESERVED TO THE TOWN OF EAST HADDAM AND REDEVELOPMENT AGENCY

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the Town of East Haddam and Redevelopment Agency:

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Town of East Haddam and Redevelopment Agency.

2. **Amending or Canceling RFP.** The Town of East Haddam and Redevelopment Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Town of East Haddam and Redevelopment Agency deems it to be necessary, appropriate, or otherwise in the best interests of the Town of East Haddam and Redevelopment Agency.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Town of East Haddam and Redevelopment Agency may reopen the procurement process, if it is determined to be in the best interests of the Town of East Haddam and Redevelopment Agency.
4. **Award and Rejection of Proposals.** The Town of East Haddam and Redevelopment Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Town of East Haddam and Redevelopment Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the Town of East Haddam and Redevelopment Agency will be served. The Town of East Haddam and Redevelopment Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. **Sole Property of the Town of East Haddam and Redevelopment Agency.** All proposals submitted in response to this RFP are to be the sole property of the Town of East Haddam and Redevelopment Agency. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Town of East Haddam and Redevelopment Agency unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the Town of East Haddam and Redevelopment Agency and the SHPO without recourse.
6. **Contract Negotiation.** The Town of East Haddam and Redevelopment Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Town of East Haddam and Redevelopment Agency further reserves the right to contract with one or more proposers for such services.
7. **Clerical Errors in Award.** The Town of East Haddam and Redevelopment Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the Town of East Haddam and Redevelopment Agency shall not constitute a breach of contract on the part of the Town of East Haddam and Redevelopment Agency since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town of East Haddam and Redevelopment Agency and the proposer.

APPENDIX

INSURANCE REQUIREMENTS

Bidders and any subcontractors shall procure and maintain for the duration of the approved Project the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder;

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.
2. Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$1,000,000 each accident, and \$1,000,000 Disease – Policy limit, \$1,000,000 each employee.
3. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract, then automobile coverage is not required.
4. Professional Liability: \$1,000,000 each occurrence.
5. Excess Liability: Equal to or greater than \$10,000,000 each occurrence and annual aggregate for General Liability, Auto Liability, Professional Liability and Employer's Liability.

Additional Insurance Provisions

6. The Town of East Haddam and Redevelopment Agency and State of Connecticut Department of Economic and Community Development, its officials and employees shall be named as an Additional Insured on the Commercial General Liability, Professional Liability and Excess Liability policy. Additional Insured status is not required for items 2 through 3 above.
7. Described insurance shall be primary coverage and the Bidder and Bidder's insurer shall have no right of subrogation recovery or subrogation against the Town of East Haddam and Redevelopment Agency OR State of Connecticut.
8. Bidder shall assume any and all deductibles in the described insurance policies.
9. Without limiting the Bidder's obligation to procure and maintain insurance for the duration identified in (A) above, each insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail has been given to the Town of East Haddam and Redevelopment Agency, with the exception that a ten (10) day prior written notice by certified mail for non-payment of premium is acceptable.
10. Each policy shall be issued by an Insurance Company licensed to do business by Connecticut Department of Insurance and having a Best Rating of A-, VII, or equivalent or as otherwise approved by DECD.
11. The State of Connecticut Department of Economic and Community Development has the right to review or reject the proposed insurance.
12. Coverage must remain in place for the entire contract term.