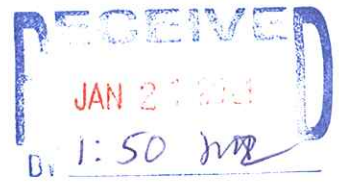


A&E SERVICES GROUP, LLC

145 Brooks Hill Road, Wolcott, CT 06716
203-518-2054 ~ peter@aesgrpllc.com



January 21, 2021

Mr. Aroscha Jayawickrema
Berlin Town Manager
240 Kensington Avenue
Berlin, CT 06037

Re: Town of Berlin
Request for Proposal
CDBG Small Cities Program

Dear Mr. Jayawickrema:

It is my pleasure to submit the attached proposal for the preparation, submission, and administration of the proposed 2021 Small Cities Application and the administration of the Town's Small Cities Program Income.

I am confident that my experience in the administration of Small Cities Community Development Block Grant funds during the past 30 years will prove to be satisfactory to the Town should I be hired to perform the duties outlined in the RFP referenced above.

A&E Services Group has a proven record of success in obtaining funding from the State of Connecticut Department of Housing. Securing \$2.5 million in funds during the FY2019 and \$3.5 million in funds in FY2020.

As administrator of CDBG funds while employed at L. Wagner & Associates I was directly involved and responsible for the completion of the Town's 2006, 2009 and 2012 Small Cities grants.

I look forward to the opportunity to discuss my firm's qualifications with you. Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter J. Testa, Jr.", written over a horizontal line.

Peter J. Testa, Jr.
A&E Services Group, LLC

TOWN OF BERLIN

REQUEST FOR PROPOSAL

2021 SMALL CITIES
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM APPLICATION AND ADMINISTRATION



JANUARY 21, 2020

A&E SERVICES GROUP, LLC
145 Brooks Hill Road
Wolcott, CT 06716
203-518-2054 ~ peter@aesgrpllc.com

1	PROPOSED SCOPE OF WORK PROJECT APPROACH
2	EXPERIENCE & EXPERTISE
3	RESUME/REFERENCES CERTIFICATIONS
4	FEE SCHEDULE
5	CERTIFICATE OF INSURANCE

Proposed Scope of Work & Project Approach

The proposed scope of services to be offered relevant to the preparation, submission and administration of the Town's 2021 Small Cities Community Development Block Grant and the Town's Program Income Account. Preparation and administration shall include, but not be limited, to the following:

Application Preparation

1. Coordinate with the Town in establishing public hearing advertisement dates and public hearing format.
2. Attend public hearing to assist the Municipality in answering any questions or comments.
3. Prepare 2021 Small Cities Community Development Block Grant Application for submission to the State of Connecticut Department of Housing.
4. Prepare the Environmental Review Record (ERR) information pertaining to the proposed Project. The ERR shall be prepared and clearance level determined in accordance with 24 CFR Part 58, as amended and DOH program regulations or other pertinent regulations as applicable.
5. Prepare appropriate notices of environmental effect and Request for Release of Funds
6. Establish publication dates for the Notice of Intent to Request for Release of Funds (NOI-RROF) and coordinate publication as required.
7. Coordinate application for Release of Funds under the environmental review regulations.
8. Assist the Municipality in responding to any public comment regarding the environmental effect of the proposed projects.
9. Prepare State contract with forms and documentation required to establish the Municipalities contract with the Department of Housing.
10. Prepare the Project Expenditures Account Agreement. Assist with forms and documentation required to establish the Municipalities financial process including Authorized Signature Forms.
11. Prepare Sub-Recipient Agreement for signature between the Municipality and Sub-Recipient if applicable.
12. Prepare Use Restriction for Sub- Recipient if applicable.
13. Provide general administrative, grant management and technical support to the Municipality as deemed necessary by the Municipality to implement the Program/Project on an on-going basis during the approved budget period.

14. Provide Municipal staff with information pertinent to changes in Federal and/or State policy or regulations affecting the implementation of the Program.
15. Provide technical assistance as required by the Municipality to ensure compliance with Federal, State and local requirements.
16. Provide advice and training to Municipal staff as requested, in order that they may effectively administer the Program.
17. Prepare and submit reports to the Municipality and/or DOH as required by DOH to implement the Program including but not limited to monthly and Bi-Annual Progress Reports.
18. Monitor project specific activities for requirements included in the approved Application for compliance with Federal and State program requirements such as Davis-Bacon, Fair Housing, Section 3, etc., necessary to carry out the activities and administer the Program.
19. Provide assistance to the Municipality in the financial administration and management of program funds tracking program expenses.
20. Prepare Drawdown Requests to DOH during the project period for the required funds.
21. Prepare and submit a payment requisition(s) to the Municipality for program expenses. Information shall include the amount, payee, program year and budget line items.
22. Maintain financial forms in a manner suitable for DOH review of program expenses and encumbrances. Tracking and expenditure of any program income generated by project activities.
23. Provide such financial data and reports as may be required by the Municipality, DOH or others, including Bi-Annual Program progress reports. This does not include the Municipalities Single Audit; however, the Program Manager shall provide support data and be available for clarification of financial records as necessary.
24. Provide technical support services to the Municipality to assist in carrying out its approved Program and specific "Project".
25. Perform such other activities and items necessary to effectively implement the project funded activities and provide grant compliance. The Program Manager shall not be required to provide architectural or engineering services as part of this Agreement.
26. The Municipality and the Program Manager attest that the Program Manager shall not nor shall be required to provide direct construction, management services pursuant to the Municipalities Assistance Agreement for this Project.
27. Provide assistance to the Municipality for Department of Housing monitoring visits.

28. The Program Manager shall provide the services identified pursuant to this Agreement for all funds available under the approved Program including any funds generated as Program Income during the term of this agreement.

Specific Services Relevant to Public Housing Modernization

1. Coordinate and consult with Housing Authorities architect on scope of work, specification, drawings and grant application requirements
2. Review/comment on draft bid documents and provide program/grant compliance material for inclusion in the bid documents.
3. Order applicable State and or Federal wage rates for insertion into final bid documents. Obtain 10-day Federal Updated wage rates as required.
4. Establish and coordinate bidding and advertising dates.
5. Advertise notice of Invitation to Bid(s) in newspaper.
6. Coordinate/post Invitation to Bid and Bid Package on DAS website. Send Invitation to Bid to contractors including Section 3 firms, Woman Owned Businesses, Small Businesses and Minority Owned Businesses.
7. Attend Pre-bid meeting.
8. Review bids received for proposed renovations.
9. Verify status of low bidder on SAMS website, State DOL Debarment lists, Consumer Protection and Secretary of the State.
10. Verify Bid Bonds, Performance and Payment Bonds on the most recent IRS Circular 570.
11. Send letter to Town based on results of contractor and contractor information verification.
12. Attend Preconstruction/Contract signing meeting to review compliance/requirements with awarded Contractor.
13. Prepare Preconstruction Meeting Minutes if no architect/engineer is involved in the project.
14. Issue Notice to Proceed if no architect/engineer is involved in the project.
15. Conduct employee Interviews throughout course of project
16. Review Certified Payroll reports, daily work logs, subcontractor certifications forms, OSHA, etc. on a regular basis.

Specific Services Relevant to Infrastructure Programs

1. Coordinate and consult with Municipality and Architect on scope of work, specification, drawings and grant application requirements
2. Review/comment on draft bid documents and provide program/grant compliance material for inclusion in the bid documents.
3. Order applicable State and or Federal wage rates for insertion into final bid documents. Obtain 10-day Federal Updated wage rates as required.
4. Establish and coordinate bidding and advertising dates.
5. Advertise notice of Invitation to Bid(s) in newspaper.
6. Coordinate/post Invitation to Bid and Bid Package on DAS website. Send Invitation to Bid to contractors including Section 3 firms, Woman Owned Businesses, Small Businesses and Minority Owned Businesses.
7. Attend Pre-bid meeting.
8. Review bids received for proposed renovations. Verify status of low bidder on SAMS website, State DOL Debarment lists, Consumer Protection and Secretary of the State.
9. Verify Bid Bonds, Performance and Payment Bonds on the most recent IRS Circular 570. Send letter to Town based on results of contractor and contractor information verification.
10. Attend Preconstruction/Contract signing meeting to review compliance/requirements with awarded Contractor.
11. Conduct employee Interviews throughout course of project
12. Review Certified Payroll reports, daily work logs, subcontractor certifications forms, OSHA, etc. on a regular basis.

Specific Services Relevant to Rehabilitation of Private Residential Structures

1. Provide application intake, income qualification of applicants and determination of eligibility.
2. Coordinate with 3rd party title searching companies to perform title searches on subject property.
3. Perform initial property inspections to assess the conditions and needs for the structure.
4. Prepare Estimated Scope of Work & Budgets for review and approval of the owner.
5. Coordinate with 3rd party lead-based paint risk assessors for property inspections on an as needed basis.
6. Prepare technical specifications for review and approval by owner.
7. Coordinate bid dates and publications of invitation to bid notices, and DAS postings.
8. Perform contractor outreach to contractors including Section 3 firms, Woman Owned Businesses, Small Businesses and Minority Owned Businesses.
9. Attend Pre-bid meeting. Issue addendum when applicable.
10. Review bids received for proposed renovations.
11. Verify status of low bidder on SAMS website, State DOL Debarment lists, Consumer Protection and Secretary of the State.
12. Provide owner with relevant contractor information for review and of selection of contractor.
13. Prepare loan documents, schedule and conduct loan closing.
14. Prepare contract documents, schedule and conduct contract signing.
15. Conduct Preconstruction/Contract signing meeting with owner and awarded Contractor.
16. Prepare Preconstruction Meeting Minutes.
17. Issue Notice to Proceed.
18. Attend job meetings as required and submit monthly construction reports to DOH.
19. Review/approval of all payments (including Change Orders, lien waivers, etc.).
20. Assist in obtaining all documentation for close out of project.

Experience & Qualifications

Although, newly formed, A&E Services Group, LLC offers over 30 years of experience in administering Small Cities Community Development Block Grant (CDBG) Programs, and over 40 years cumulatively in the residential construction industry.

A&E Services Group secured \$3.5 million in the recently announced 2020 Small Cities Application round. Town of Cheshire received \$1.5 million for renovations to the Cheshire Housing Authority Beachport Property, \$1,000,000.00 for the Borough of Naugatuck Cherry Street Flood & Drainage Project and \$1,000,000.00 for the Brough of Jewett City Flood Control Project.

A&E Services Group secured an additional \$2.5 million in the 2019 Small Cities awards the most of any private firm. The City of Derby received \$1,000,000 for Public Housing Modernization at CiCia Manor and the Town of Plainville was awarded \$1,500,000 for Public Housing Modernization.

Additional awards include SC18 Town of Sprague Town-wide Housing Rehabilitation Revolving Loan Program \$400,000., SC18 Vernon Regional Crumbling Foundation Testing Program, \$480,000.,

As a former employee of L. Wagner & Associates, as Director of Housing Rehabilitation, Mr. Testa provided the administrative and technical support services with the direction and involvement required for the implementation and successful completion of over a 100 Small Cities CDBG funded grants totaling over \$38 million dollars including projects.

Having personally completed several hundred housing units of residential property, performing both private and public residential renovations Mr. Testa has a vast knowledge in the administration of CDBG funded projects as well as the personal skills to work cohesively with the State, Town, Owner and Contactors.

Experience in project types include commercial façade program, public housing modernization, 1-4 private housing rehabilitation, radon mitigation, Davis Bacon wage rate compliance, street scape improvements, limited clientele, and the removal of architectural barriers in publicly owned buildings represents the range and diversity of the grants and projects administered.

Having over 40 years of construction related experience, first as a self-employed, hands on building & remodeling contractor, specializing in residential remodeling, additions and new home construction. Acquiring a broad knowledge and personal understanding of construction materials, means and methods has served as a valuable resource when performing property inspections and the creation or review of technical plans and specifications. This understanding of building components allows for the identification and proper resolve to most any residential construction related condition.

This knowledge allows for the prescription of the most effective and logical approach to the renovations. This appeals to both the applicant and prospective construction contractor knowing that the materials and methods specified are feasible, cost effective and practical.

Utilizing the construction knowledge and dovetailing it to coincide with the Federal and State regulations that dictate the usage of Small Cities Community Development Block Grant has proved to be effective and beneficial to all parties involved.

With a sound understanding of Federal Regulations CFR 24, Section 3, Lead Based Paint- Hazard Reduction Act, Labor Standards and Fair Housing has allowed for the understanding and basis to administer regulatory compliant Programs.

Having a longstanding and mutually respectful working relationship with the staff at the State Department of Housing facilitates the ability to have constructive interaction with their department obtaining information as needed concerning regulatory issues. Resource material includes scores of various technical specifications, resulting in less time to prepare the information based on the project condition and need.

All staff members of A&E Services Group are Certified Grant Administrators with the State of Connecticut Department of Housing. Mr. Testa has completed training and certification in the following areas relevant to the Small Cities & CDBG funding: National Community Development Associates CDBG Basics Training, CCDA Housing Rehabilitation Training, University of Massachusetts, Division of Continuing Education Lead Inspector, U.S. Dept. of Housing and Urban Development, Cook College, Radon Measurement & Mitigation, Visual Assessment Course, Lead Safe Work Practices, RRP Certified, Construction Lien Law, Construction Law OSHA 10 Certified.

A & E SERVICES GROUP, LLC

A & E Services Group, LLC was established in 2017 to provide administrative support and technical assistance to both the public and private sectors for projects and programs in the areas of: housing, community development and economic planning and development.

Peter J. Testa Jr., - A&E Services Group Owner and managing member. Mr. Testa has over 30 years of Community Development Block Grant (CDBG) Small Cities project management experience administering over \$38 million of CDGB related construction activities.

Technical training includes State of Connecticut Department of Housing Certified Grant Administrator, National Community Development Program Practitioner, National Community Development Certified in HOME Program Basics, National Environmental Health Association Healthy Home Specialist, EPA Lead Certified Renovator and Radon Measurement and Mitigation Certified.

Jessica L. Johnson Ms. Johnson provides administrative assistance for A&E Services Group. In addition to running her own business, her abilities reflect a decade of office management. She is experienced in billing, client management as well as federal and state regulatory compliance. Current duties include project oversight, financial management, contractor compliance, application processing and the preparation of bid packages, contracts, and loan documents.

Nancy Wagner, Compliance Plus Ms. Wagner has over 25 years of experience in State and Federal labor compliance requirements, Davis Bacon prevailing wage rates, Section 3 compliance and labor laws. Ms. Wagner is also a State of Connecticut Department of Housing Certified Grant Administrator and National Community Development Program Practitioner.

Cynthia S. Testa - A&E Services Group Mrs. Testa is a State of Connecticut Department of Housing Certified Grant Administrator. Her responsibilities include processing of drawdown requests to the State of Connecticut Department of Housing, processing payment requisitions and financial management. Mrs. Testa has worked as office manager for Eastern Maine Medical Credit Department.

Peter J. Testa, Jr.

peter@aesgrpllc.com

A&E SERVICE GROUP, LLC

2017 Managing member.

EXPERIENCE:

- Thirty-one years of successful management Community Development Block Grant (CDBG) Small Cities Programs.
- Initiated and completed numerous housing authority projects requiring Section 3, Davis-Bacon Wage Rate compliance, certified payroll review, employee interviews and related reporting.
- Initiated numerous Housing Rehabilitation Programs. Provided project implementation, administration, oversight and completion.
- Develop relationships and establish lines of communications with Town's officials, board members, administrative assistants, and department heads in the establishment of the overall operation and administrative management of CDBG programs.
- Completed several hundred units of residential rehabilitation. Ensuring compliance with Section 8, Housing Quality Standards.
- Administration of in excess of \$38 million of CDBG related construction activities.
- Initiated and completed numerous housing authority projects which required Davis-Bacon Wage Rate compliance, certified payroll review, employee interviews and related reporting.
- Creation of construction cost estimates, technical specifications, bid documents and construction contracts.
- Creation of loan and contract documents. Schedule and conduct loan closings and contract signings.
- Extensive knowledge and experience in residential construction and rehabilitation industry, along with a broad knowledge in the related International Building Code, NFPA 72, and residential plumbing codes.

1990 - 2017 L. Wagner & Associates: Director, Housing Rehabilitation Services.

1982-1990 Testa Building Company. Self-employed General Contractor, specializing in residential construction and remodeling for eight years.

EDUCATION: Graduate Wolcott High School 1977

CERTIFICATIONS: Department of Housing Certified Connecticut Grant Administrator.

National Community Development Association

CDBG Basics: Training for Practitioners

National Community Development Association Home Basics Course

Certificate of Achievement – Administration of CDBG Program

Connecticut Community Development Association Housing
Rehabilitation Training 4 Part Series Seminar

The National Environmental Health Association & National Center for
Healthy Homes, Healthy Homes Specialist.

The National Healthy Homes Training Center Healthy Homes
Practitioners Course

Healthy Homes Rating System Assessor

University of Massachusetts, Division of Continuing Education
Lead Inspector – CT 107E S3

Enviro-Med Services Inc, Lead Inspector Training

Environmental Training & Assessment RRP Certification

Lead Safe Work Practices Certification

U.S. Dept of Housing and Urban Development Visual Assessment Course

Cook College, Radon Measurement & Mitigation

Building Officials & Code Administrators International, Inc.
1&2 Family Dwelling Building Residential Inspection Seminar

Lorman Education Services Construction Lien Law

Lorman Education Services Comprehensive Construction Law

Jessica Johnson

admin@aesgrpllc.com

Administrative Assistant

Ms. Johnson is a Magna Cum Laude and Deans list graduate of the University of New England with a Bachelor's degree in Psychobiology. Ms. Johnson provides direct assistance to Mr Testa in the administration of the Housing Rehabilitation Programs. Her duties include the intake and qualifying of housing rehabilitation applications, correspondence with the Municipalities and owners, creation of construction contracts and loan documents, payment requisitions, financial management and file maintenance.

Ms. Johnson is also certified as a Department of Housing Grant Administrator

SEPTEMBER 2001 - MAY 2005

Magna Cum Laude, Phi Sigma Biological Honor Society, Dean's List

Guilford High School, Guilford, CT — *High School Diploma*

AUGUST 1997 - JUNE 2001

High Honors, 2001 Graduate

Nancy M. Wagner

nancy@compliancep.com

Labor Compliance Specialist

Responsibilities included the review and oversight of Federal & State wage rate compliance in relationship to Federally funded construction projects which include Davis-Bacon and State of CT prevailing wage rates and Section 3 compliance.

Provide Municipal staff with relevant and appropriate information concerning changes in Federal and/or State policy or regulations affecting the implementation of the Community Development Block Grant Program.

Provide technical assistance and advice as required by the Municipality to ensure compliance with Federal, State and local requirements.

Prepare and submit such reports as required by HUD and/or DOH to implement the CDBG Program including but not limited to Semi- Annual Progress Reports, etc.

Monitor project specific activities for requirements included in the approved Application for compliance with Federal and State program requirements such as Davis-Bacon, Fair Housing, Section 3, etc., that which are necessary to carry out the activities and administer the Program.

Review/comment on draft bid documents and provide program/grant compliance material for inclusion

Order applicable wage rates for insertion into final bid documents (State and/or Federal)
Check Debarred status on SAMS website, State DOL Debarment lists, Consumer Protection and Secretary of the State website. Check Bid Bonds on the most recent IRS Circular 570.

Conduct employee Interviews throughout course of project. Review required documentation including but not limited to Certified Payroll reports, daily work logs, subcontractor certifications forms, OSHA certifications. Review/approve all contractor payments including Change Orders, lien waivers. Assist in obtaining all documentation for project close out.

Attend monitoring /audits conducted by DOH and/or HUD

Department of Housing Certified Connecticut Grant Administrator.

Cynthia S. Testa

cyndi@aesgrpllc.com

A & E Services Group, LLC

2018 – Present

- Office Manager, Administrative Assistant.
- Accounts payable and receivable.
- Department of Housing Certified Connecticut Grant Administrator

Tradewind Aviation, LLC

2011 – September 2018

2015 – 2018 – Payroll Manager

- 180 employees
- General Ledger payroll review and reconciliation.
- Health Insurance review and invoicing.
- Retirement Plan administration.
- Workman Compensation filing.
- Filing for Tax ID and Unemployment insurance in various states.

2012 – 2015 – Staff Accountant

- Billing and reconciling.
- Management and submission of financial records to Company Controller for strategic planning.
- Reconciling American Express Statements for held by employees (75 accounts)

2011 - 2012 – Administrative Assistant.

- Administrative Duties, answering the phone, mail, office supplies.
- Verifying flight time from logs. Daily expense entries from flights. Verify Landing Charges.

Waltham Services, LLC – Office Manager

2006 - 2011

Responsible for all commercial accounts. Creating new accounts in the software system.
Coordinate technicians schedule for initial service and continuing service to those accounts.

72 Degrees - Office Manager/Administrative Assistant

1995 – 2001

EMMC Federal Credit Union - Vice-President, Branch Manager 1988-1995

Professional References

<p>Thomas G. Dunn Mayor Town of Wolcott 10 Kenea Avenue Wolcott, CT 06716 203-879-8100</p>	<p>Edmund V. Moen First Selectman Town of Thomaston 158 Main Street Thomaston, CT 06787 860-283-4421</p>
<p>Robert E. Lee Town Manager Town of Plainville 1 Central Square Plainville, CT 06062 860-793-0221 x 205</p>	<p>Barbara Henry First Selectman Town of Roxbury 29 North Street Roxbury, CT 06783 860-354-6638</p>
<p>Mr. Timothy Sharkey Borough Warden Borough of Jewett City 28 Main Street Jewett City, CT 0631 860-376-6405</p>	<p>Fred B Allyn Mayor Town of Ledyard 741 Colonel Ledyard Highway Ledyard, CT 06339 860-464-3221</p>
<p>Mr. Michael Purcaro Town Administrator Town of Vernon 14 Park Place Vernon, CT 06066 860-870-3665</p>	<p>Cheryl Allen Blanchard First Selectman Town of Sprague 1 Main Street Baltic, CT 06330 860-822-3000</p>
<p>Mary Ann Chinatti Town Planner Town of Plainfield 8 Community Avenue Plainfield, CT 06374 860-230-3028</p>	<p>Elizabeth Burdick Director of Land Use & Planning Town of Ledyard 741 Colonel Ledyard Highway Ledyard, CT 06339 860-464-3215</p>
<p>Abigail St. Peter Kenyon, AICP Director of Community Development Town of Granby 15 North Granby Road Granby, CT 06035 860-844-5318</p>	<p>Edward Carter ZEO, Blight Officer & Small Cities Borough of Naugatuck 229 Church Street Naugatuck, CT 06770 203-720-7208</p>
<p>Leslie S. Campolongo Project Coordinator Town of Vernon 14 Park Place Vernon, CT 06066 860-870-3678</p>	<p>Lisa Metayer Community Dev. Coordinator Town of Plainville 1 Central Square Plainville, CT 06062 860-793-0221</p>

Fee Schedule

Application Preparation & Submission

The following is a summary of services to be provided in the preparation and submission of the 2021 Small Cities Community Development Block Grant application.

1. Coordinate with and assist the Municipality in preparing legal notice for Public Hearing for Citizens Participation.
2. Attend/participate in Citizens Participation Public Hearing.
3. Assist the Municipality in rating and ranking any requests from the public for funding based on National Objective, eligibility and potential for Department of Housing (DOH) funding.
4. Coordinate and attend meetings with Municipality, potential subrecipient, and representatives of as needed to compile the required information for the application.
5. Coordinate with and assist the Municipality and any potential subrecipient in compiling the required information necessary for the proposed application.
6. An Environmental Review of the Exempt and Categorically Excluded not Subject to 58.5 will be performed as part of the Application preparation.
7. Prepare and submit 2021 Small Cities application to the DOH on required format.
8. Provide (1) one digital (1) hard copy of the application to the Municipality and (1) one digital copy to any potential subrecipient.

Total \$ 3,000.00

Post Award Administrative Costs paid from Grant

Administrative costs are limited to \$33,000.00 for Housing Rehabilitation Programs and \$28,500.00 for all other Programs except for Public Service activities. Public Housing Modernization administrative costs are limited to \$28,500.00. A&E Services Group utilizes the limits stated as the General Administrative delivery costs.

Administrative costs are costs associated with the overall management of the Program. These costs include finalization of material required by DOH upon award, completion of the Environmental Review Record, State contract preparation, Assistance Agreement preparation, Use Restrictions, Citizen's Participation Plan, financial statements, prepare and submit Semi-Annual reports and related monthly reports to DOH for the administration of the Program. Attend second public hearing for Citizens Participation.

Post Award Program Costs paid from Grant

Program costs are limited to 12% of the overall grant award. Program costs are costs associated with the delivery of a project or projects. These costs include staff salaries, preparation of specifications, bid documents, construction contracts, wage rate compliance and review, inspections, reports and payments directly related to the delivery of a project or projects. A&E Services Group utilizes 10% as the Program Cost delivery budget.



A&ESERV-01

MPAULINO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

TBD

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lambert Corporation 1980 Main Street Stratford, CT 06615	CONTACT NAME:		
	PHONE (A/C, No, Ext): (203) 377-2300	FAX (A/C, No): (203) 386-9520	
INSURED A&E Services Group LLC 145 Brooks Hill Rd Wolcott, CT 06716	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Citizens Insurance Company of America		
	INSURER B: The Hanover Insurance Company		22292
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			OHED45668700	12/24/2018	12/24/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			OHED45668700	12/24/2018	12/24/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			OHED45668700	12/24/2018	12/24/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A	WHED45668500	12/24/2018	12/24/2019	PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

*****SAMPLE*****

COVERAGE TYPES AND AMOUNTS
TYPICAL
COI ISSUED UPON CONTRACT
AWARD

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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