

Connecticut Department of Transportation

2014 Instructions for all Prequalification Submissions

General Information

CTDOT prequalifies consulting firms annually in accordance with Connecticut General Statutes, Section 13b-20e et seq. In order to become technically prequalified to provide consulting services for the Department in any calendar year, firms must submit the appropriate credentials and qualifications to the Department by November 15th of the previous year.

CTDOT will analyze all submittals postmarked by the November 15th deadline and, by January 1st, determine those consultants that are qualified to perform the services in each category identified by CTDOT.

Only the specific categories listed on the Prequalification Checklist for the appropriate prequalification year will be considered for prequalification. For all consultant projects that fall under a listed prequalification category, a solicitation will be extended to the firms that are prequalified in that category notifying them of the project needs, and the form and content required for a letter of interest submittal. Only those firms that are prequalified in the particular category, or categories, listed in the solicitation letter, will be eligible to submit a letter of interest. Please be advised that firms must continue to be prequalified in the specified category, or categories, listed in the solicitation letter, for the year a shortlist is finalized and/or a selection is made.

The Connecticut Department of Transportation (CTDOT) has implemented a 2-year cycle, wherein applications for even years, are full applications with all the necessary supporting materials. In the second (odd) year, firms who were prequalified for any categories the previous year will be able to submit a reduced application for those categories.

Prequalification for the 2014 calendar year requires a full application. Firms prequalified for 2014 will be able to submit a reduced prequalification application for the 2015 calendar year. **It is important to note that regardless of calendar year, the agency will accept prequalification applications from new firms.** These changes will result in a reduction in the amount of documentation that is required to be submitted to CTDOT for odd numbered calendar years, while still maintaining the integrity of the prequalification process. **DO NOT USE OLD FORMS FROM PREVIOUS YEARS. TAKE THE TIME TO READ THESE INSTRUCTIONS CAREFULLY.** Answers to frequently asked questions are available at: http://www.ct.gov/dot/lib/dot/2014_Q&A%27s_8.29.pdf

Instructions for all Prequalification Submissions

Any consultant firm that desires to provide consultant services to CTDOT shall send one (1) submittal, complete in all respects of the following information concerning its qualifications and experience.

***** Please note that the submittal forms have changed since last year. Only the submittal forms provided with this year's prequalification documents shall be used. The use of any other form will preclude the firm from being considered for prequalification.*****

Please submit the following documents in the following order:

1. **Cover Letter:** The cover letter should identify the specific categories your firm is requesting to be prequalified in for 2014. Ensure the categories listed match the categories marked on the 2014 Category Checklist (number 2 below)

2. 2014 Category Checklist: (2 copies required): All firms are required to complete the checklist and include two copies after the cover letter. Make sure the categories marked match those listed in the cover letter. One copy of this form stays with your application; the other copy will be pulled and used internally by CTDOT during the review process.
3. Annual Prequalification Submittal Form: A complete and accurate Annual Prequalification Submittal Form (rev 8/13) must be included and contain an original signature. This form shall not be altered in any way. *By signing this form, you are attesting to the accuracy of the submitted materials.*
4. Prequalification Categories with Relevant Experience and Associated Key Personnel: This shall be a separate section. Within this section, each category for which the firm is seeking prequalification shall be clearly identified. The first page of each such specific prequalification category must be a completed Prequalification Category Cover Page that lists the person “In Responsible Charge” and Key Personnel (project managers, senior staff and inspectors, including any staff necessary to address the category license, certificate, and registration requirements) that are most likely to be used on CTDOT projects. Following the Cover Page, information must be included showing the firm’s relevant experience in each category. (Please refer to the Prequalification Category Cover Page (rev 8/13) for further instructions). *NOTE: It is very helpful if tabbed dividers are used to identify where the Category Cover pages are in the submission.*
5. Resumes of Personnel: A separate section containing the resumes of personnel listed on the Prequalification Category Cover Pages. Only one resume should be included for each person, even if they are listed for multiple categories. Resumes should be organized in alphabetical order by the last name. (Please refer to the Personnel Resume Form for further instructions.)
6. Licenses, Certifications and Registrations: This shall be the final section of the application. Firms shall submit copies of current and valid corporate and individual licenses, certifications, and registrations of the personnel listed on the Prequalification Category cover pages required for the specific prequalification category that is being requested. Each license, certification, and registration must show a date that indicates it is in current standing. (Please refer to the 2014 Prequalification Category Descriptions and Requirements document and the Contact Information list for license, certification and registration information). Any applicable corporate licenses should be presented first, followed by individual licenses, certifications and registrations in alphabetical order by the last name of the employee. Do NOT include extraneous information, such as other state Professional Engineering Licenses, Engineer in Training certificates, First Aid, CPR, or other certifications and registrations which are not a stated requirement.

Please send one copy of your prequalification submittal package to the:

Connecticut Department of Transportation
CONSULTANT SELECTION OFFICE
2800 Berlin Turnpike
Newington, CT 06111
ATTN: Mr. David Mancini, P.E.

All submittals must be received at the above address by 4:00 p.m. on November 15, 2013 (due date) or postmarked by the due date and received within 14 days thereafter. Submittals that are not received by the due date, or postmarked and received within 14 days of the due date, will not be considered.

Questions may be referred to the Consultant Selection Office at (860) 594-3017.