

Connecticut Department of Transportation

2015 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) utilizes a 2-year cycle, wherein applications for prequalification in even calendar years (2016, 2018, 2020), are full applications with all the necessary supporting materials. In the second year of the cycle (prequalification for odd calendar years – 2015, 2017, 2019), firms who were prequalified for any categories the previous year will be able to submit a reduced application for those categories.

Prequalification for the 2015 calendar year will allow for reduced applications for firms who were prequalified in the 2014 calendar year. Those firms will be able to submit a reduced prequalification application (for that/those category/ies) for categories which they were prequalified in for 2014. **It is important to note that regardless of calendar year, the agency will accept prequalification applications from new firms or from firms who are requesting additional categories.**

DO NOT USE OLD FORMS FROM PREVIOUS YEARS. TAKE THE TIME TO READ THESE INSTRUCTIONS CAREFULLY.

Before contacting the Consultant Selection Office, you can find answers to common questions at:
http://www.ct.gov/dot/lib/dot/2015_Q&A%27s.pdf

***** 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.*****

Instructions for Prequalification Submissions

Firms who are currently NOT prequalified with CTDOT for any categories:

Firms that were NOT prequalified in 2014 with CTDOT must submit a full, complete application according to the instructions below.

New consultant firms that desire 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 submit these 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 2015. Ensure the categories listed match the categories marked on the 2015 Category Checklist (number 2 below)
2. 2015 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 9/14) must be included and contain an original signature. Adding discipline descriptions to Section C, are the only modifications allowed to this form. *By signing this form, you are attesting to the accuracy of the submitted materials.*
4. Prequalification Categories with Relevant Experience and Associated Key Personnel: Each category for which the firm is seeking prequalification shall be clearly identified with a completed Prequalification Category Cover Page that lists the person "In Responsible Charge" as well as 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 each Prequalification Category Cover Page, information must be included showing the firm's relevant project experience in that category over the past five (5) years. (Please refer to the Prequalification Category Cover Page for further instructions). *NOTE: It is very helpful if tabbed dividers are used to identify where the Category Cover Pages are located in the submission.*
5. Personnel Resumes: 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 2015 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.

Firms who are currently prequalified with CTDOT for at least one category:

A. Firms that were prequalified in 2014 with CTDOT for at least one category, and who want to continue to be prequalified in the same category or categories, will only need to submit the following documentation in seeking prequalification for 2015:

1. A completed and signed Annual Prequalification Submittal Form (rev 9/14);
2. Two copies of the completed Category Checklist;
3. Completed Prequalification Category Cover Page for each category being requested;
4. Proof of the firm's corporate licensure (if applicable);
5. Proof of the individual Connecticut Professional Engineer/Architect licenses for those staff identified as "in responsible charge" on the Prequalification Category cover page.
6. Proof of additional licenses, certifications, and registrations that are specifically required for any category.

B. Firms that were prequalified with CTDOT for at least one category in 2014, who want to continue to be prequalified in the same category or categories, and who want to be prequalified in additional categories, must submit a complete, full application for *those additional categories*, along with the information listed above for previously approved categories.

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 hand delivered submittals must be received at the above address by 3:00 p.m. on Friday, November 14, 2014 or postmarked by Saturday, November 15, 2014 and received within 7 days. Submittals not conforming to these requirements will not be considered.

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