

# **Connecticut Department of Transportation** **Prequalification Submissions Instructions for 2016**

## **General Information**

The Connecticut Department of Transportation (Department) 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 15<sup>th</sup> of the previous year.

The Department will analyze all submittals postmarked by the November 15<sup>th</sup> deadline and, by January 1<sup>st</sup>, determine those consultants that are qualified to perform services for the Department in each prequalification category.

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 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 – 2017, 2019), firms who were prequalified for any categories the previous year will be able to submit a reduced application for those categories.

**Prequalification applications for the 2016 calendar MUST be a full application which contains all the necessary documentation and information. .**

## **Instructions for Prequalification Submissions**

TAKE THE TIME TO READ THESE INSTRUCTIONS CAREFULLY.

DO NOT USE OLD FORMS FROM PREVIOUS YEARS. **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.\*\*\***

Before contacting the Consultant Selection Office, you can find answers to common questions at: at [www.ct.gov/dot/business/consultant/selection](http://www.ct.gov/dot/business/consultant/selection)

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 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 2016. Ensure the categories listed match the categories marked on the 2016 Category Checklist (number 2 below)

2. 2016 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. If binding the application, the second copy may be left loose, for ease of removal. It should still be placed in the application in the proper location.
3. Annual Prequalification Submittal Form: A complete and accurate Annual Prequalification Submittal Form (rev 8/15) must be included and contain an original, or electronic, 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 Category Cover Page 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 licensing requirement) that are most likely to be used on CTDOT projects. Personnel whose license is included in the Licensing section, should be indicated by ‘bold’ typing their name or adding the note, “license included” next to their name. 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). Categories should be organized in the order they appear on the Category Checklist. *NOTE: It is very helpful if tabbed dividers are used to identify where each Category Cover Page is located in the submission.*
5. Personnel Resumes: One copy of the resume for personnel listed on the Prequalification Category Cover Page(s) should be included. Only one copy is required, even if they are listed for multiple categories. Resumes should be organized in alphabetical order by the last name and may be a maximum of two (2) pages in length. Resumes must include the following information: Name; Title; Education; Years with Firm; Prequalification Categories Listed For; Professional Licenses/Registrations/Certification; Relevant Experience and Qualifications.
6. Licenses: This shall be the final section of the application. Firms shall submit a copy of their current Connecticut Professional Engineering Corporate (if applicable) license, along with the Connecticut Professional Engineering individual licenses of the personnel indicated on the Prequalification Category cover pages. Including redundant licenses for each category is not necessary. Each license must show an expiration date which indicates it is in current standing. (Please refer to the 2016 Prequalification Category Descriptions and Requirements document for license information). Any applicable corporate licenses should be presented first, followed by individual licenses in alphabetical order by the last name of the employee. Status of licenses may be found at: <https://www.elicense.ct.gov/lookup/licenselookup.aspx>. Only CT Individual and Corporate PE licenses should be included.

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 13, 2015 or postmarked by Sunday, November 15, 2015 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.**