

**CSO Solicitation No. 2170**

**Consultant Liaison Services for Highway Design (Consultant Design)**

**Prequalification Categories – Highway Design; Bridge & Structural Design**

**THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.**

The Connecticut Department of Transportation is seeking to engage one (1) consultant engineering firm to perform consultant liaison engineering (CLE) services for various highway and bridge improvement projects. The selected consultant will act as the Department's "Project Engineer" and as a liaison with various consultant engineering firms who are responsible for the engineering and preparation of contract plans, specifications, estimates and other documents.

The selected CLE contract will be administered by the Division of Highway Design's Consultant Design unit. The firm's primary responsibilities will be as follows:

- Project scoping, estimating, scheduling, assisting with fee negotiations, and review of progress payments
- Task planning, direction and tracking in all areas of design development including; rights-of-way, environmental permitting, estimating, contract development, utility coordination, and all technical areas of expertise typically required in the bridge and highway construction industry. Design development shall be consistent with federal and state regulations, policies, procedures and best practices including the principles of Context Sensitive Solutions
- Guidance in public involvement
- Review of engineering documents, plans, specifications and estimates
- Preparation of environmental documents
- Preparation of project-related correspondence and documentation
- Coordination with Department staff, State and Federal agencies, municipalities and the public
- Possible performance of surveying, discrete engineering tasks, or other related activities

The contract will be limited to three (3) years plus one (1) additional year to complete previously assigned tasks. No new work will be assigned after three (3) years from the start of the contract.

Please be advised that the selected firm will not be eligible to provide services, either as a prime consultant or sub-consultant, on any phase of any project which is managed under this assignment. This shall also include any break-out projects that occur from the projects managed under this assignment.

The selected firm will be required to maintain a Connecticut office for the duration of assignment, with the firm's Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

If your firm would like to be considered for one of these assignments, your submittal should consist of a letter-of-interest limited to one (1) page, a Department FORM CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at [www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant).) Four (4) copies of the submittal are required and must be either postmarked by, or if hand delivered, received by 4:00 p.m. on September 21, 2012.

Included in the submittal must be a brief narrative summarizing your current highway and bridge/structural engineering workload and a narrative description of proposed staff, qualifications, discipline experience and expertise in (1) highway design; (2) bridge and structure design; (3) traffic engineering; (4) project administration/scheduling; (5) environmental permitting; (6) survey and property acquisition maps; (7) familiarity with Federal Highway Administration and Department design standards, policies and design development and administrative procedures.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for this assignment. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371> to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)."

For all State contracts, as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. . The State Elections Enforcement Commission's Notice can be found online at [www.ct.gov/SEEC](http://www.ct.gov/SEEC) by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit, affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

Circumstances may require rescheduling or cancellation of projects and, should such action be necessary, the Department would be under no obligation to provide supplementary work for the firm selected for this assignment. The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All letters-of-interest shall be mailed to:

Mr. Richard B. Armstrong  
Principal Engineer  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06111

Hand delivered letters must be brought to Mr. Armstrong in Room 3303 at the above address, no later than 4:00 p.m. September 21, 2012. Responses hand carried or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters-of-interest shall be directed to Mr. David M. Mancini of the Consultant Selection Office at (860) 594-3017.