

CSO Solicitation No. 2218
Inspection of Town-Owned Bridges 20 Feet or Less in Length
Prequalification Category – Bridge and Structure Inspection

FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage four (4) engineering firms to perform safety inspections of town-owned bridges and culverts that conform to the standards prescribed by the American Association of State Highway and Transportation Officials (AASHTO), the National Bridge Inspection Standards (NBIS) and the Department's Bridge Inspection Manual.

Each contract will require the inspection of approximately 500 bridges and culverts carrying local roadways; however, the total assignment may vary depending on the actual inventory of the subject structures.

This assignment will be comprised of two phases. Phase one will involve researching the number and location of structures by directly contacting officials from each assigned town. After the locations have been determined for each town, an initial "screening survey" will be performed, which will involve a field visit, limited visual inspection and preparation of an assessment form. A compilation report of findings and determination of bridges requiring a full inspection will then be prepared.

Phase Two will entail revisiting bridges as determined by the Department based on the Phase One reporting. These bridges will receive a full, more thorough inspection and may include measuring components for analysis or future monitoring of their condition. This would include, but not be limited to, determining bridge component dimensions, material types, and obtaining any required geometry measurements. Culverts may require shape measurements to determine if any deformation is present. Substructure units shall be checked for signs of scour and benchmark measurements taken.

The selected consultants will be required to provide the inspection equipment necessary to complete this project. The firms will also be required to maintain a Connecticut office for the duration of this assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to demonstrate the ability to provide the necessary staffing and equipment upon execution of the contract. For further information, please refer to the Department's Bridge Inspection Manual. (This manual can be found online at www.ct.gov/dot under the publications link.)

If your firm desires to be considered for one of these assignments, your submittal should consist of a one-page letter-of-interest and Department Form CSO 255, with a maximum of five résumés. One of the résumés must be that of the proposed Engineer-in-Charge of the work, as well as assurance that he/she will be available for this assignment. **Four (4) copies of the submittal are required and they must be postmarked by, or, if hand delivered, received by 3:00 p.m. on May 27, 2014.**

Included in the submittal must be a brief narrative summarizing your current inspection workload, safety program, and a narrative description of proposed staff, qualifications, discipline experience and expertise in (1) bridge inspection and evaluation; (2) bridge rehabilitation and maintenance; (3) familiarity with the Department's bridge inspection policies and procedures; and (4) familiarity with AASHTO specifications and NBIS regulations. Also, please indicate the years of staff experience and those that have completed the NBIS Safety Inspection Training, as well as types and availability of inspection equipment. The location of the office where the work will be performed and the staff size of that office should also be indicated.

You are advised that a disadvantaged business subconsultant goal applies to this project. The goal will be no less than 5 percent of the agreement value. Within the letter-of-interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) subconsultant(s) which you plan to use. The DBE consultant(s) must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing assignments 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 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 firms 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.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

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. David Mancini, P.E.
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than 3:00 p.m. on **May 27, 2014**. 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 Mancini of the Consultant Selection Office at (860) 594-3017.