

**CSO Solicitation No. 2223**

**Task Based Construction Engineering and Inspection Services**

**Prequalification Category - Construction Engineering and Inspection (Road & Bridge) AND Construction Engineering and Inspection (Facilities) AND Construction Engineering and Inspection (Rails)**

**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 three (3) prequalified consultant engineering firms, in all the categories listed above, to provide Task Based Construction Engineering and Inspection Services for the Office of Construction. The scope of services may vary from task to task and may include construction engineering and inspection of an entire project, supplement state inspection forces on a project, inspection of multiple projects of similar size and scope, or provide technical administration support for construction inspection activities.

The contracts will be limited to three (3) years, with the stipulation that any assignments initiated during the term of the contract will be allowed to continue through completion. No new tasks will be assigned after three (3) years from the start date of the contract. Up to 100 assignments may be required for each contract.

The selected firms will be required to maintain a Connecticut office for the duration of the 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 provide the necessary staffing upon execution of the contract.

Information regarding the licensing, certification and qualification requirements for CE&I services can be found in the "Construction Engineering and Inspection Information Pamphlet for Consultants" dated August 2008. (This Pamphlet can be found online at [www.ct.gov/dot](http://www.ct.gov/dot) under the publications link.)

Please be advised that the Department currently utilizes Site Manager Software for construction management reporting. Firms should also be familiar with the Department's construction policies as outlined in our Construction Manual. (This Manual can also be found online at [www.ct.gov/dot/construction](http://www.ct.gov/dot/construction) under the publications link.)

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 limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in responsible charge of assigning the work, as well as the assurance that he/she will be available for meetings and discussions of assignments when required. (The CSO 255 form can be found online at [www.ct.gov/dot/business/consultant/selection](http://www.ct.gov/dot/business/consultant/selection)). **Four (4) copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on Monday, September 15, 2014.**

Included in the submittal must be a brief narrative summarizing your current construction inspection workload and a narrative description of proposed staff, qualifications, discipline experience and expertise in (1) Highway Construction; (2) Structure Construction/Rehabilitation (3) Facility Construction; (4) Rails Construction; (5) Environmental protection and permits; (6) Technical knowledge and staff certified with NETTCP and NACE certifications; and (7) familiarity with ConnDOT's construction inspection standards and procedures. Responding firms must also provide copies of the required licenses and certifications for any of the proposed inspectors, resident engineer, and office engineer showing that they are in current standing.

Please be advised that there is no Disadvantaged Business Enterprise goal or (Small Business Enterprise set-aside requirement, if appropriate, based on the task funding source) assigned for these contracts. 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 (c) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (b) 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 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 firms 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 assignment(s) of a similar nature for a separate selection, should additional assignments 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 Monday, September 15, 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.