

CSO Solicitation No. 2225
New Haven Line (NHL) Railroad Bridge Inspections
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 one (1) prequalified consultant engineering firm to provide Bridge and Structure inspection services for the 2014 calendar year.

The Department is seeking to engage one (1) professional engineering firm to perform bridge inspections along the New Haven Line (NHL), which includes the Danbury, New Canaan and Waterbury branches. The inspections must conform to the standards prescribed by the National Bridge Inspection Standards (NBIS), the American Railway Engineering and Maintenance of Way Association (AREMA), and the Department's Railroad Bridge Inspection Manual, (RBIM) Version 1.1, February 2014. This assignment will be 24 months in duration; there will be an option to extend the contract for an additional two years. At this time, it is anticipated the contract will require the inspection of approximately 200 railroad bridges, including 5 movable bridges requiring Underwater, Mechanical and Electrical inspections. There are approximately 25 underwater inspections included in this assignment. High Tower inspections at four (4) movable bridges are also included under this assignment. Each bridge will be inspected annually as either a Routine or Verification inspection within the two-year cycle. The selected firm may be assigned bridge load evaluations, as well as other activities including nondestructive testing and ultrasonic testing as directed in the Railroad Bridge Inspection Manual (RBIM) or by the Office of Rail.

Successful applicants for this request will be required to prepare correspondence concerning the maintenance and preservation of the structures they inspect. Inspection reports and Railroad Maintenance Memorandums (RMM's) shall be prepared using the latest procedures and technology required by the Department, including the development of electronic reports and databases using MS Office software products. The selected consultant will be required to provide the inspection equipment and staffing necessary to meet the requirements of this assignment. A minimum of two (2) team leaders is anticipated.

Firms applying for this assignment should be of adequate size, staff and experience, and able to perform this assignment on an aggressive schedule. Please be advised that the selected firm will be required to maintain a Connecticut office for the duration of 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.

If your firm would like to be considered for this assignment, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 and a maximum of ten (10) 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 <http://www.ct.gov/dot/cwp/view.asp?a=1527&q=500732>.) Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by **3:00 p.m. on June 27, 2014**.

Included in the submittal must a brief narrative summarizing your current inspection workload and a narrative description of the proposed staff experience and expertise as well as availability and type of equipment proposed for this assignment and any safety program your firm has. Your firm's submittal should detail expertise in: (1) Railroad Bridge Inspections; (2) Evaluation of Railroad Bridge Inspection Findings; (3) Load rating Analysis of Railroad Bridges; (4) Underwater Inspections; (5) Preparation of Railroad Maintenance Memorandums; (6) High Tower Inspection experience, including "free climbing" using safety harnesses and tie offs; and (7) Familiarity with ConnDOT Inspection Policies and Procedures, and NBIS and AREMA Standards.

You are advised that a small business enterprise (SBE) set-aside requirement applies to this project. The set-aside will be no less than fifteen (15) percent of the agreement value. Within the letter of interest submittal, you must include the designated certified Small Business Enterprise (SBE) sub consultant(s) which you plan to use. To be eligible for SBE credit, the sub-consultants must be currently certified by the Department of Administrative Services. 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 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. A minimum of ten million dollars (\$10,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$250,000), will be required. Proof of all applicable coverage must be submitted on a form acceptable to the State prior to the start of negotiations. The selected firm shall also carry Railroad Protective Liability and Property Damage Liability Insurance.

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 June 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.