

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE

CSO Solicitation No. 2234

Request for Letters of Interest

Task Order Historic and Archaeological Support Services

The Connecticut Department of Transportation (Department) is seeking to engage two (2) consulting firms for historic and archaeological resource services on a “task order” basis.

The services to be performed by the selected firms shall include archaeological investigations and historic documentation studies for transportation projects in accordance with State and Federal regulations.

Please be advised that the firms selected for this assignment will be required to have archaeological laboratory capabilities in house.

The contracts will be limited to three 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 years from the start of the contract. Up to 100 assignments is anticipated with an expected commencement date of January 2015. The scope and fee for each task under the agreements will be negotiated independently.

If your firm desires to be considered for this assignment, 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 Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. **Four copies of the submittal are required, and they must be postmarked by Friday, October 24, 2014, or, if hand delivered by 3:00 p.m. on that date.** (The CSO 255 form can be found online at www.ct.gov/dot/business/consultant/selection.)

Included in the submittal must be a brief narrative summarizing your current workload, description of proposed staff, qualifications, location of administrative office/archaeological laboratory; and discipline experience and expertise in the following: (1) Section 106 of the National Historic Preservation Act, Section 4(f) of the Dept. of Transportation Act and The National and Connecticut Environmental Policy Acts; (2) The Environmental Review Primer on Connecticut’s Archaeological Resources; (3) Phase 1 and 2 Archaeological Surveys and Phase 3 Data Recovery Procedures; (4) Industrial Archaeology; (5) Historic American Buildings and Engineering Records and State Level Historic Documentation and building and structures evaluation; (6) Report Writing (include a brief example of National Register Eligibility Determination); (7) Project Management; and (8) Familiarity with Department Policies Procedures and Standards.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) assigned for this contract. However, small/disadvantaged businesses are encouraged to respond. All firms are advised that the prime consultant must perform the majority 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. 3-28-14) and Form 5 (Consulting Agreement Affidavit, Rev. 3-28-14) 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 Connecticut (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://www.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 fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$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 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.

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. Friday, October 24, 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.

Connecticut Department of Transportation
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Employer