

[REVISED 04.01.2015 - SEE REVISIONS BELOW](#)

CSO Solicitation No. 2241

Consultant Liaison Engineering Services for the State Bridge and Federal Local Bridge Programs Prequalification Category - Bridge and Structure Design

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 the category listed above, to provide Consultant Liaison Engineering (CLE) services to aid in administering the State Bridge and Federal Local Bridge Programs. The selected firms may be required to provide the following services during this assignment.

- Providing liaison services between the Department and Consulting Engineers retained by the State to provide contract documents for specific bridge projects. This includes administrative support, contract and invoice oversight, management of project schedules and processing of PS&E packages.
- Providing bridge rehabilitation study evaluation reports.
- Preparing survey, hydraulic, and soils engineering services.
- Preparing permit applications and utility agreements/design.
- Reviewing plan submissions.
- Providing services such as plan reviews and assisting the Towns to progress design contracts they are administering for their local bridges.
- Providing construction support services.
- Providing other engineering services required to rehabilitate/replace state and local bridges on and off the National Bridge Inventory to bring the bridge to a state of good repair.

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. Selected firm will also 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.

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

The selected firms must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in Bentley Systems, Inc. MicroStation V8i (SELECT series 3) and InRoads Suite V8i (SELECT series 2) formats. Submissions will also be required to comply with the Department's Digital Design Environment and the Digital Project Development Manual (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668&PM=1>).

If your firm would like to be considered for this assignment, your submittal should consist of a one page letter-of-interest and Department Form CSO 255, along with 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/business/consultant/selection.) **Four (4) copies of the submittal are required and they must be either postmarked or hand-delivered by 3:00 p.m. on April 23, 2015.**

Included in the submittal must be the following: A brief narrative summarizing your current design workload; A narrative description of your proposed staff and their qualifications, discipline experience, current workload, and availability; Project experience which demonstrates your expertise in (1) Highway design; (2) Bridge design; (3) Maintenance and Protection of Traffic; (4) Liaison engineering services; (5) Design Support Services

including Soils and Hydraulic Engineering, Surveys, Environmental Permits, and Utility Coordination/design; (6) Familiarity with procedures for State/Municipal contract administration with federal funding; and (7) Familiarity with FHWA and Department Policies and Procedures. The office location of where the work will be performed, and the staff size of that office, should also be indicated.

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.

You are advised that a Small Business Participation Program Enterprise (SBPPE) goal applies to this assignment. The goal will be no less than 4 percent of the agreement value. Within the letter of interest submittal, you must include the designated certified SBPPE subconsultant(s) which you plan to use. The SBPPE subconsultant(s) must be currently certified as one of the following:

- o A Connecticut Department of Transportation certified Disadvantaged Business Enterprise (DBE);
- o A Connecticut Department of Administrative Services certified Small Business Enterprise (SBE) or Small/Minority Business Enterprise (SBE/MBE); or
- o Certified under one of the United States Small Business Administration's Programs; (8(a) firm; Small Disadvantaged Business(SDB); HUBZone; US SBA Loan recipient (Loan Note documentation required).

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~~by the Connecticut Department of Transportation as a Disadvantaged Business Enterprise (DBE), or certified by the Connecticut Department of Administrative Services as a Small/Minority Business Enterprise (SBE/MBE) or certified under one of the United States Small Business Administration's Programs; (8(a) firm; Small Disadvantaged Business (SDB); SBA Loan; HUBZone; US SBA Loan recipient (Loan Note documentation required).~~

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, 4a-81, and 4-252a, 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), Form 5 (Consulting Agreement Affidavit, Rev. 3-28-14), and Form 7 (Iran Certification, 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. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, 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, 5 and 7 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 and

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 the negotiations process.

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 assignment(s) of a similar nature for a separate selection, should it be necessary prior to the interview phase of the selection process.

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

All letters of interest shall be addressed to:

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

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than **3:00 p.m. on April 23, 2015**. 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.