

**Correction to Due date: See highlighted text below**

**CSO Solicitation No. 2245**

**Task Based ITS Engineering Support Services**

**Prequalification Category - Intelligent Transportation Systems**

**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, in the category listed above, to provide engineering services for the upgrade of the Department's Incident Management System (IMS). The IMS infrastructure includes Changeable Message Signs (CMS), Traffic Cameras (CCTV), Traffic Flow Monitors (TFM), Highway Advisory Radio (HAR), Roadway Weather Information Systems (RWIS), Computerized Traffic Signal System Timing Plans, Computerized Traffic Signal System Studies, Video and Data Transport Communications Equipment, Traffic Operations Center equipment, fiber optic cable, telecommunications cable and conduit systems.

The contract will be limited to five (5) years to assign new work, with the stipulation that assignments initiated during the term of the contract will continue to completion of work. No work will be negotiated after five (5) years from the start of the contract. The value of this contract is estimated to be \$6,000,000 and will be on a lump sum basis per task assignment.

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

The selected firm 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>).

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.

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 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](http://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 October 29, 2015.** Firms, who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time and date for their final selection interview. A final selection is anticipated by January 29, 2016.

Your CSO 255 submittal should identify the following: your proposed current staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment.  
Weighted scoring value = 20%
- (2) In-house or Sub-consultant Capabilities/Experience in:
  - a. Intelligent Transportation System Designs for Changeable Message Signs (CMS), Traffic Cameras (CCTV), Traffic Flow Monitors (TFM), Highway Advisory Radio (HAR), Roadway Weather Information Systems (RWIS), Traffic Signal System Timing Plans, Traffic Signal System Studies.  
Weighted scoring value = 30%
  - b. Communications Equipment, Traffic Operations Center equipment, fiber optic cable, telecommunications communications cable and conduit systems.  
Weighted scoring value = 10%
  - c. Systems Engineering Analysis documentation and FHWA reporting.  
Weighted scoring value = 10%
  - d. Development of Structural Plans, Structure Foundations and Review of Working Drawings during Construction for ITS Changeable Message Sign Structures and Poles for CCTV Camera Lowering Devices, Traffic Flow Monitors, Highway Advisory Radio and Roadway Weather Information Systems.  
Weighted scoring value = 10%
  - e. Development of Computerized Traffic Signal System Timing Plans and Computerized Traffic Signal System Studies  
Weighted scoring value = 10%
- (3) Familiarity with CTDOT standards, policies and procedures.  
Weighted scoring value = 10%

You are advised that a Disadvantaged Business Enterprise (DBE) goal applies to this contract. The goal will be no less than nine percent (9%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified DBE sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. 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, 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), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) 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 and the latest versions of these documents, 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(f)(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](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 firm 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 firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. A minimum of \$2,000,000 Professional Liability Insurance coverage, with a maximum deductible of \$250,000, will be required. 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 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 addressed to:

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

Hand-delivered submittals should be brought to the front security desk at the aforementioned address **no later than 3:00 P.M. on October 29, 2015**. Submittals hand-delivered 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 M. Mancini of the Consultant Selection Office at (860) 594-3017.