

CSO Solicitation No. 2246

Task Order Railroad Engineering Services

Prequalification Category - Rail Design; Bridge and Structure Design; and Facility Design (All Modal Buildings/Vertical Structures)

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 two (2) prequalified consultant engineering firm, in the category listed above, to provide provide task order engineering services to support the Office of Rail in the implementation of railroad design, field inspections, design reviews, design analysis, and value engineering of railroad bridges, culverts, retaining walls, station facilities, buildings, track, communications and signal systems, and traction power. Tasks may include, but not be limited to:

- Perform inspections and rehabilitation/replacement design of railroad bridges and structures, culverts, and retaining walls owned by the State.
- Perform inspections and rehabilitation/replacement design of railroad station facilities and buildings owned by the State.
- Prepare program priorities for repairs or replacement of railroad bridges, culverts, station facilities and buildings.
- Prepare the design of railroad track, communications and signal systems, and traction power.
- Provide any necessary support documentation to develop contract document. This may include, but not be limited to hydrology studies, hydraulic analyses, scour screening, design reports, and technical correspondence.
- Provide peer reviews on contract documents prepared by others.
- Perform value engineering for selected projects and/or review value engineering reports prepared by others.

The contracts will be limited to five (5) years to assign new work, with the stipulation that assignments initiated during the term of the contract will be allowed to continue to completion of work. No new tasks will be negotiated after five (5) years from the start of the contract.

Please be advised that the selected firms will not be eligible to provide services, either as a prime consultant or sub-consultant on any phase of any project which is assigned under these contracts. This shall also include any break-out projects that may 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>).

The selected firms 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 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 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 August 21, 2015.**

Your CSO 255 form should identify the following: your proposed staff and their qualifications, experience, and availability to perform the required services. Project experience must demonstrate your proposed teams' expertise in: (1) Field inspection and design for repairs of railroad bridges, culverts, and retaining walls owned by the State; (2) Field inspection and design for repairs of railroad station facilities and buildings owned by the State; (3) Design for replacement of railroad bridges, culverts, retaining walls, station facilities, and buildings owned by the State; (4) Perform hydrology studies, hydraulic analyses, scour screening, and other support documents for railroad bridges and culverts over waterways; (5) Design of railroad track, communication and signalization, and traction power; and (6) Familiarity with CTDOT standards, policies & procedures, and AREMA (American Railroad Engineering Maintenance-of-Way Association).

Responding firms must provide copies of the following required licenses, certifications and/or registrations for the proposed personnel that indicate they are in current standings.

- Project Manager Licensed as a Professional Engineer in the State of CT

You are advised that a Small Business Enterprise (SBE) goal and a Disadvantaged Business Enterprise (DBE) goal apply to this contract, depending on the funding source per task. The SBE goal will be no less than fifteen percent (15 %) of the agreement value for State funded tasks. And tasks which are federally funded have been assigned an eight percent (8 %) DBE goal. Within the letter-of-interest submittal, you must include the designated certified SBE/DBE sub-consultant(s) which you plan to use. To be eligible for SBE/DBE credit, the sub-consultant(s) must be currently certified by the Department. If the prime consultant is a Connecticut certified SBE/DBE firm, they will satisfy the SBE/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 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(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 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 firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. A minimum of five million dollars (\$5,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$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 rights 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 August 21, 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.