

## **CSO Solicitation No. 2252**

### **Task Based Consultants for Engineering Services, Bridge and Structural Design 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 two (2) prequalified consultant engineering firms, in the category listed above, to provide “task-based” services to supplement the Department’s in-house bridge and structural design staff. Services will include the preparation of structural design plans, estimates, specifications, and related data and studies.

The selected firms may be required to provide the following services during this assignment:

- Bridge Load Ratings, including Bridge Inspection
- Bridge and Structure Analysis and Design
- Traffic Structure Analysis and Design
- Highway Design
- Traffic Engineering
- Survey, Soils and Hydraulic Engineering, including Soils Scientist
- Preparation of Environmental Documents, Permit Applications and Stormwater Certification
- Preparation of Property Maps, Title Search and Drafting
- Preparation of Engineering Studies, Reports and Department Manual Revisions
- Photography and Graphics for Public Hearings
- Document Processing or other Project Administration Duties
- On-site placement of engineering staff to assist in-house design team efforts
- Peer Review of select tasks

The contracts will be limited to five years to assign new work, with the stipulation that assignments initiated during the term of the contract will continue to completion of work. No new work will be negotiated after five years from the start of the contract. The value of each contract is estimated to be \$10,000,000, will utilize federal funding when possible, and will be either lump sum or cost-plus fixed fee, depending on the specific assignment.

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. The selected firms 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 services under this assignment. This shall also include any break-out projects that occur from the projects managed under this assignment. Bridge Load Ratings are not considered to be “design services,” and are excluded from this eligibility restriction.

The selected firms must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models (surfaces), Alignments, Contract Plans, and 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 resumes which are limited to two 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 copies of the submittal are required and they must be either postmarked or hand-delivered by 3:00 p.m. on August 14, 2015. A final selection is anticipated by October 30, 2015.**

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

- Experience and qualifications of current staff, including subconsultants, proposed for this assignment. Weighted value = 10 percent.
- Bridge Load Ratings including Bridge Inspection; particular attention will be paid to experience with AASHTOWare Bridge Rating software as well as MIDAS and LARSA. Weighted value = 30 percent
- Bridge and Structure Analysis and Design. Weighted value = 20 percent
- Traffic Structure Analysis and Design. Weighted value = 10 percent
- Highway Design. Weighted value = 5 percent
- Traffic Engineering. Weighted value = 5 percent
- Design support services including Survey, Soils and Hydraulic Engineering, including Soils Scientist, Environmental Permitting, Engineering Studies and Report Preparation and Document Processing. Weighted value = 10 percent
- Familiarity with Department Standards, Policies and Procedures. Weighted value = 10 percent

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. The office location of where the work will be performed, and the staff size of that office, should also be indicated.

You are advised that there is neither a Disadvantaged nor Small Business goal for this assignment. It is the Department's intent to seek federal participation in the agreement. Assignments will be either lump sum or cost-plus and fixed-fee.

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 assignment 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 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](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 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 August 14, 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.