

CSO Solicitation No. 2254
Consultant Liaison Services for Highway Design
Prequalification Categories - Highway Design and Bridge & Structural 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 one (1) prequalified consultant engineering firm, in the category listed above, to provide consultant liaison engineering (CLE) and design and engineering support services for various highway and bridge improvement projects. The selected consultant will act as the Department's "Project Engineer" and as a liaison with various consultant engineering firms who are responsible for the engineering and preparation of contract plans, specifications, estimates and other documents.

The selected CLE contract will be administered by the Division of Highway Design. Anticipated tasks include, but are not limited to:

- Assisting with project scoping, cost and manhour estimating, scheduling, and review of progress payments
- Task planning, direction and tracking in all areas of design development including; rights-of-way, environmental permitting, estimating, contract development, utility coordination, and all technical areas of expertise typically required in the bridge and highway construction industry. Design development shall be consistent with Federal and State regulations, policies, procedures and best practices including the principles of Context Sensitive Solutions
- Guidance in public involvement
- Review of engineering documents, plans, specifications and estimates
- Preparation of environmental documents
- Preparation of project-related correspondence and documentation
- Coordination with Department staff, State and Federal agencies, municipalities and the public
- Provide design and engineering support services for discrete engineering tasks, or project design

The proposed 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 new work will be assigned after five (5) years from the start of the contract. The total value of the contract is estimated at approximately Seven Million Dollars (\$7,000,000) and will be either paid on a cost-plus fixed fee or lump sum basis, depending on the nature of the assignment. The contract will be funded from individual project work orders.

Please be advised that the selected firm will not be eligible to provide services either as a prime consultant or subconsultant 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. The selected firm will be required to maintain a Connecticut office for the duration of the

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 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.) **Four (4) copies of the submittal are required and they must be either postmarked or hand-delivered by 3:00 p.m. on February 2, 2016.** Firms that 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 April 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. Also indicate the location and staff size of the office where the work will be performed. 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 = 10%
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
 - a. Highway Design. Weighted scoring value = 10%
 - b. Bridge and Structure Design. Weighted scoring value = 10%
 - c. Traffic Engineering. Weighted scoring value = 5%
 - d. Project Administration/Scheduling/Liaison Engineering. Weighted scoring value = 20%
 - e. Environmental Permitting. Weighted scoring value = 10%
 - f. Survey and Property Acquisition Maps. Weighted scoring value = 5%
- (3) Familiarity with FHWA and Department design standards, policies and administrative procedures and design development. Weighted scoring value = 30%

You are advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for this contract. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. 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 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 a 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 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, in its sole discretion, reserves the right to award subsequent phases of an assignment to other qualified firms.

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 February 2, 2016**. 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.