

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE

The Connecticut Department of Transportation
Request for Letters of Interest
CSO # 2260 - Task Order Fabrication Inspection Services
CSO #2261 – Task Order Materials Testing Services

The Connecticut Department of Transportation (Department) is seeking to retain two (2) consultant engineering firms to perform Task Order Fabrication Inspection Services and two (2) consultant engineering firms to perform Task Order Materials Testing Services. Firms are eligible to pursue and be selected for both assignments; however, each assignment requires a separate submittal as detailed below. Each assignment selection will be determined by a separate interview process.

Details of each assignment are as follows:

CSO #2260 – Task Order Fabrication Inspection Services

Firms selected for this assignment will be required to provide inspection services for Structural Steel Fabrication, Steel Coatings, and Precast/Prestressed Concrete Fabrication. Structures that are fabricated and/or painted at various plants throughout the United States will typically require on-site inspections. Required certifications for inspectors are as follows:

- Structural Steel – Qualified in accordance with the programs established and presented by the American Welding Society (AWS) as a Certified Welding Inspector (CWI).
- Structural Coatings – Qualified in accordance with programs established and presented by NACE International (NACE International Coating Inspector Training and Certification Program – NICITCP) as a Certified Coating Inspector.
- Precast Concrete – Qualified in accordance with programs established by the American Concrete Institute (ACI) as an ACI Level 1 Field Testing Technician and Northeast Transportation Training Certification Program (NETTCP) as a Concrete Technician.
- Prestressed Concrete – Qualified in accordance with programs established and presented by the Prestressed Concrete Institute (PCI) including a Quality Control Personnel Level I and II certification.

The Fabrication Inspection contracts will be limited to five (5) years, 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. The value of each contract for this assignment is estimated to be up to \$5,000,000 and will be on a billable rate basis.

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 and a Department FORM CSO 255 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, who is an employee of the prime inspection firm, 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/consultant).

Four copies of the submittal are required, and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on November 20, 2015. 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 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) Proposed team and qualifications, including certifications. (Weighted scoring value = 5%)
- (2) Experience inspecting structural steel fabrication. (Weighted scoring value = 30%)
- (3) Experience inspecting steel coatings. (Weighted scoring value = 25%)
- (4) Experience inspecting precast/prestressed concrete fabrication. (Weighted scoring value = 20%)

- (5) Required Certifications. (Weighted scoring value = 10%)
- (6) Firm's familiarity with the Department's fabrication inspection and materials testing standards and procedures. (Weighted scoring value = 10%)

Responding firms must also provide copies of the required certifications for the proposed inspectors showing that they are in current standing. Further information can be found at www.ct.gov/dot (Publications - Manuals - 2015 Materials Testing Manual).

CSO #2261 – Task Order Materials Testing Services

Firms selected for this assignment will be required to provide local services for the sampling and testing of materials such as Hot Mix Asphalt Mixtures, Aggregates, and Portland Cement Concrete, as well as applicable office engineering tasks. Required certifications for inspectors are as follows:

- Hot Mix Asphalt (HMA) and Aggregate Testing – NETTCP certifications include Concrete Technician with ACI certification, HMA Paving Inspector (HMAPI), HMA Asphalt Plant Technician (HMAPT), Soils and Aggregate Laboratory Technician, PG Asphalt Binder Laboratory Technician, and Quality Assurance Technologist. A firm must maintain staff with active NETTCP certifications. Staff may hold multiple certifications.
- Precast Concrete – Qualified in accordance with programs established by the American Concrete Institute (ACI) as an ACI Level 1 Field Testing Technician and Northeast Transportation Training Certification Program (NETTCP) as a Concrete Technician.
- Prestressed Concrete – Qualified in accordance with programs established and presented by the Prestressed Concrete Institute (PCI) including a Quality Control Personnel Level I and II certification.

The Materials Testing contracts will be limited to five (5) years, 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. The value of each contract is estimated to be up to \$2,000,000 and will be on a billable rate basis.

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 and a Department FORM CSO 255 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, who is an employee of the prime inspection firm, 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/consultant).

Four copies of the submittal are required, and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on November 20, 2015. 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 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) Proposed team and qualifications, including certifications. (Weighted scoring value = 5%)
- (2) Experience inspecting precast/prestressed concrete fabrication. (Weighted scoring value = 25%)
- (3) Experience in hot mix asphalt materials testing. (Weighted scoring value = 30%)
- (4) Experience in aggregate sampling and testing. (Weighted scoring value = 20%)
- (5) Required Certifications. (Weighted scoring value = 10%)
- (6) Firm's familiarity with the Department's fabrication inspection and materials testing standards and procedures. (Weighted scoring value = 10%)

Responding firms must also provide copies of the required certifications for the proposed inspectors showing that they are in current standing. Further information can be found at www.ct.gov/dot (Publications - Manuals - 2015 Materials Testing Manual).

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for both of these assignments. 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 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 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), and registration with the State Board of Accountancy. The selected firms will also be required to maintain insurance coverage from a firm licensed 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 rights to add additional projects of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

All submittals shall be addressed as follows:

Mr. David Mancini
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131

Hand delivered submittals must be brought to the front desk at the aforementioned address by 3:00 p.m. on November 20, 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 the Consultant Selection Office at (860) 594-3017.