

THIS SOLICITATION IS BEING EXTENDED TO ANY INTERESTED FIRMS

LEGAL NOTICE

CSO Solicitation No. 2262

Request for Letters of Interest

Transportation Project Management Support Services

The Connecticut Department of Transportation (Department) is seeking to retain one consultant firm to support the development, implementation, and maintenance (including upgrades and enhancements) of a comprehensive (Cloud-Based) project management solution to aid in the delivery of its capital program (500–700 active projects). The solution shall provide the Department with innovative project management procedures that work in conjunction with a digital Project Management and Information System (PMIS) utilizing Microsoft Commercial Off-the-Shelf Software (MCOTS).

Services shall include, but are not limited to, the following:

- Develop a Transportation Project Management business model that provides innovative project management business solutions for the Department's capital program that can be supported by, and work in conjunction with, a new PMIS
- Recommend resources, new business procedures, and training to improve the Department's efficiency in the delivery of capital projects
- Based on existing Department processes and best-in-class practices, recommend comprehensive Project Networks that are scalable based on project size and complexity (typical stages, activities and tasks related to a specific project workflow) for the Department's capital projects
 - Provide links to sub-workflows, information resources and required documentation
 - Track workflows and sub-workflows (display complete and incomplete tasks)
 - Networks shall cover preconstruction and construction contract administration processes
- Develop and publish a Department Project Management Guide
- Design, develop and implement an MCOTS-based PMIS that supports the Department's project management procedures, integrates with existing business systems and provides the following capabilities and functionalities:
 - SharePoint pages that serve as the hub for all project management processes (Document Control–Ball-in-Court tracking)
 - Project status live dashboard solutions for individual projects by phase (engineering and construction)
 - Project status live dashboard solutions for program
 - Communicate and display information from the Department's existing databases, Construction Management System, and GIS systems
 - Integrate with current Department-adopted Microsoft Products (Project, Outlook, Visio, Excel, Access and Word)
 - Integrate with additional Department-adopted products, such as Bluebeam REVU, AASHTO SiteManager, SQL DB and Bentley ProjectWise
 - Repository for delivery of all digital documents and provide document control (Ball-in-Court), tracking, versioning and digital signatures
 - Autonomous archiving and purging solutions
- Recommend software procurement strategies
- Develop a phase-based implementation plan for new business procedures and the PMIS
- Coordinate with Department Offices and Units
- Support the implementation plan
- Provide continuous maintenance, enhancements and end-user support, including training through on-premises presence

The proposed team's qualifications and certifications must include the following:

- Microsoft Managed Partner
- Microsoft Office 365–Cloud Deployment Partner
- Microsoft Gold Partner–Content and Collaboration
- Certification–SharePoint 2010 and 2013
- Certification–SharePoint Developer
- Certification–SharePoint 2010 and 2013, Configuration
- Certification–Application Development
- Certification–Web Development
- Certification–Project Management Professional (PMP)
- Certification–Networking
- Certification–Windows Operating Systems
- Certification–Database Administration

Expertise and Experience:

- SharePoint
- SharePoint Online
- Microsoft Project
- Microsoft Project Server
- Office 365
- Custom Development
- Content Management Systems
- Microsoft Exchange
- Microsoft Lync/Skype
- Business Intelligence
- Information Architecture
- Active Directory
- Project Management
- Department preconstruction and construction administration processes
- Enterprise Search
- Administration
- Digital Signatures

If your firm would like to be considered for this assignment, your submittal should consist of a letter of interest limited to one page, and a Department FORM CSO 255 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/consultant). **Four copies of the submittal are required, and they must be either postmarked by, or, if hand delivered, received by, 3 p.m. on January 19, 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 March 31, 2016.

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 staff upon execution of the contract. It is anticipated that this contract will be a multiphase contract using a lump-sum payment method.

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

Submittals will be evaluated based on the following criteria:

- (1) Experience developing, implementing and managing capital program Project Management Solutions (using MCOTS) for other State Departments of Transportation. Weighted scoring value = 30%
- (2) Experience with Department project preconstruction and construction administration processes. Weighted scoring value = 25%
- (3) Experience in developing customized Project Management Systems using MCOTS (e.g., Microsoft Office 365, Microsoft Project Server, SharePoint, Custom Applications and Dashboard Solutions). Weighted scoring value = 20%
- (4) Proposed staff qualifications, including licensure and certifications of assigned staff. Weighted scoring value = 15%
- (5) Overall resources and ability to complete assigned tasks. Weighted scoring value = 10%

The certifications and required licenses of the proposed personnel must be included.

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.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) assigned for this contract. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing will not be allowed.

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 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 (Forms 1 and 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' 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 current corporate registration with the Secretary of State (partnerships excluded). The selected firm 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 should be addressed to:

Mr. David Mancini, P.E.
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 p.m. on January 19, 2016. Submittals hand delivered or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters of interest should be directed to the Department's Consultant Selection Office at (860) 594-3017.

Connecticut Department of Transportation
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