

CSO Solicitation No. 2272
Project No. 301-0088; Engineering Design Services
Prequalification Categories - : Facility Design (All Modal Buildings/Vertical Structures)
AND Rail Design Services

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 categories listed above, to perform design services for the ongoing New Haven Rail Yard Facilities Improvements Program.

The assignment shall include furnishing complete engineering and building design services for a series of projects involving improvements to the New Haven Rail Yard. These projects have been identified in the Yard Master Plan Update endorsed by the Department of Transportation (Department) and Metro-North Railroad in late 2013.

These projects include, but may not be limited to, a new Service and Inspection Shop, expansion of the Transportation Building, a new Rail Car Wash Facility, expansion of the Diesel Shop to serve the Hartford Line fleet, conversion of the CSR Shop into a Paint and Heavy Repair Facility, conversion of the Running Repair Shop into a Program Shop, and improvements to the site, including expansion of rail car storage and servicing tracks, access tracks, catenary, power, railroad signal, drainage, site utilities, and other associated improvements.

The consultant may also be requested to provide other services including, but not limited to, preliminary engineering studies, geotechnical engineering, hydraulic and coastal floodplain analysis, environmental document preparation, and environmental permitting.

It is expected that the design of these various facilities will be developed as separate construction contracts, which will be packaged based on construction phasing and the need to maintain current yard operations.

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., Micro Station 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 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 the assignment. It is anticipated this will be a multiphase contract, and will utilize either a lump-sum or cost-plus fixed-fee payment.

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 (Revised January 2016) 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 June 9, 2016.** Firms, who 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 September 15, 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) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. The location of the office where the work will be performed and the staff size of that office should also be indicated. Weighted scoring value=15%
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
 - (a) Rail Maintenance Facility Design (Industrial); Weighted scoring value = 15%
 - (b) Architectural, Structural, Mechanical and Electrical Design Weighted scoring value = 20% (5% each)
 - (c) Rail Design (Track and Catenary); Weighted scoring value = 20%
 - (d) Facility Site Work and Utility Design; Weighted scoring value = 10%
 - (e) Geotechnical Engineering; Weighted scoring value = 5%
 - (f) Environmental Permits, Hydraulics; and Floodplain Analysis; Weighted scoring value = 5%
- (3) Familiarity with CTDOT Policies and Procedures. Weighted scoring value = 10%

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

Connecticut Professional Engineer

You are advised that a Small Business Enterprise (SBE) set aside applies to this contract. The set aside will be no less than twelve percent (12%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified Small Business Enterprise (SBE) sub-consultant(s) which you plan to use. To be eligible for SBE credit, the sub-consultant(s) must be currently certified by the Department of Administrative Services. 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 252a, firms, once selected, must complete the Office of Policy Management (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification) and 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 certifications (Form 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 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://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 approved to do business in the State of Connecticut. A minimum of \$5,000,000 Professional Liability Insurance coverage, with a maximum deductible of \$500,000, 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 specifies 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 mailed 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 **June 9, 2016**. 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.