

CSO Solicitation No. 2274

Task Order Railroad Construction Engineering and Inspection Services

**Prequalification Category - Construction Engineering and Inspection (Rails) AND Rails Design
AND Bridge and Structural Inspection**

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 firm, in the category listed above, to provide task order railroad construction engineering and inspection services. These projects consist of all force account and/or contractor(s) work necessary to construct and maintain a railroad system by the respective Railroad's Track, Building & Structures, Communications & Signal and Electric Traction & Power Departments operating within the State of Connecticut. Anticipated tasks include, but are not limited to the following:

- The field inspection and design for repairs or replacement of railroad bridges, culverts and retaining walls owned by the state.
- The field inspection for repairs/improvements of station facilities and buildings.
- Perform construction engineering and inspection of the work performed by railroad forces or contractor(s). Work of this nature may be interrupted for periods of time due to the schedule or priority of railroad forces. The selected firms must be able to accommodate unexpected 'start/stops' in the work schedule.
- Perform minor railroad design tasks as needed to support construction services

The 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 work will be negotiated after five (5) years from the start of the contract. The value of each contract is estimated to be \$10M, and is anticipated to utilize either a lump sum or cost-plus fixed fee payment method. The total number of assignments for each firm may vary depending on the Department's needs. Prior to assigning each individual task, the Department will evaluate each selected firm to determine which firm is most appropriate to perform the specific task.

The prequalified 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.

If your firm would like to be considered for one of these assignments, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 (Rev. Jan. 2016) and up to a maximum of five (5) resumes of the key personnel, 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 16, 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 30, 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. Weighted scoring value = 20%
- (2) Field inspection and design for repairs or replacement of railroad bridges, culverts and station facilities. Weighted scoring value = 10%
- (3) Experience in engineering and inspection of railroad force account projects; all disciplines. Weighted scoring value = 40%
- (4) Familiarity of Federal Railroad Administration (FRA) regulations. Weighted scoring value = 5%
- (5) Familiarity of Federal Transit Administration (FTA) policies and procedures. Weighted scoring value = 5%
- (6) Design of railroad track, signalization and traction power. Weighted scoring value = 5%
- (7) Familiarity with ConnDOT policies, procedures, standards, and AREMA (American Railroad Engineering Maintenance-of-Way Association) requirements. Weighted scoring value = 15%

Responding firms must provide copies of the following required licenses, certifications and/or registrations for at least one of the proposed key personnel that indicate they are in current standings: *Connecticut Professional Engineering License*.

You are advised that a Small Business Enterprise (SBE) set-aside requirement applies to this contract as well as a Disadvantaged Business Enterprise (DBE). The requirements will be no less than twelve percent (12%) of the agreement value for each, depending upon the funding source. Within the letter-of-interest submittal, you must include the designated certified SBE/DBE sub-consultant(s) which you plan to use. To be eligible for SBE credit, the sub-consultant(s) must be certified by the Connecticut Department of Administrative Services. To be eligible for DBE credit, the sub-consultant(s) must be certified by the Connecticut Department of Transportation. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. 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 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 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 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 June 16, 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.