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CSO Solicitation No. 2281

**Construction Engineering and Inspection Services for Two Facility Assignments
Prequalification Category - Construction Engineering and Inspection (Facilities)**

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)~~^{one (1)} prequalified consultant engineering firms, in the category listed above, to provide Construction Engineering and Inspection services in the subject category for calendar year 2016.

The Department is seeking to engage two (2) different firms to perform the Construction Engineering and Inspection services for the following assignments. One firm will be selected for each assignment:

Assignment No. 1 consists of the following project:

Project No. 0301-0170 – Noroton Heights Railroad Station Platform Replacement along the New Haven Metro North Line in Darien. This contract was advertised on July 13, 2016, with a scope code of “H”.

Assignment No. 2 consists of the following projects:

Project No. 0301-0167 – Drainage and Roadway improvements in the East Bridgeport Rail Yard. This contract is scheduled to be advertised on January 14, 2017, with a scope code of “F”. **AND**

Project No. 0300-0186 – Roof replacement and HVAC mechanical system upgrades at the East Bridgeport and Springdale stations. This contract is scheduled to be advertised on March 29, 2017, with a scope code of “F”.

NOTE: If your firm desires one assignment over the other, it should be indicated within your cover letter. This also applies if your firm only desires to be considered for one of the assignments.

Information regarding the licensing, certification and qualification requirements for this project can be found in the “Construction Engineering and Inspection Information Pamphlet for Consultants” dated August 2008. (This Pamphlet can be found online at http://www.ct.gov/dot/lib/dot/documents/dconstruction/consultant/information_pamphlet_2008.pdf.)

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.

Please be advised that the Department currently utilizes SiteManager software for construction management reporting. Firms should also be familiar with the Department’s construction policies as outlined in our Construction Manual. (This Manual can also be found online at <http://www.ct.gov/dot/cwp/view.asp?a=1410&Q=413852>.)

If your firm desires to be considered for one of these assignments, your submittal should consist of a one page letter of interest and ConnDOT Form CSO 255 (Rev. Jan. 2016), and up to a maximum of five (5) resumes of key personnel, which are limited to two (2) pages each. One of the resumes must be that of the proposed Resident Engineer, and one for the Office, as well as assurance they 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 by, or, if hand delivered, received by 3:00 p.m. on October 19, 2016. A final selection is anticipated by December 30, 2016.**

Your CSO 255 form should identify the following: your proposed 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 = 15%
- (2) Structural. Weighted scoring value = 40%
- (3) Electrical Installation. Weighted scoring value = 20%
- (4) Mechanical (HVAC). Weighted scoring value = 5%
- (5) Administration of construction projects. Weighted scoring value = 5%
- (6) Required NETTCP (Certified Concrete Technician, HotMix Asphalt Paving Inspector, Soils and Aggregate Inspector) certifications. Weighted scoring value = 5%
- (6) Familiarity with ConnDOT's construction inspection standards and procedures. Weighted scoring value = 10%

Responding firms must also provide copies of the required licenses and certifications for the proposed inspectors, resident engineer, and office engineer showing that they are in current standing.

This will be a cost-plus, fixed-fee contract. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing assignments will not be allowed.

Assignment No. 1

Please be advised that there is no small business enterprise (SBE) set-aside goal assigned to this project.

Assignment No. 2

Please be advised that there is no small business enterprise (SBE) set-aside goal assigned to this project.

All firms are advised that the prime consultant must perform at least seventy-five (75) percent of the work with employees of the firm. Sub consultant assignments will be permitted for portions of the work up to twenty-five (25) percent of the agreement value. Joint venturing assignments will not be allowed.

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 firms will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. A minimum of two million dollars (\$2,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$250,000), will be required. Proof of coverage must be submitted on acceptable insurance forms prior to the start of the negotiations process.

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 and 5 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 \$50,000 or more or a combination or series of such agreements or contracts having a value of \$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 the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

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 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 letters of interest shall be addressed 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 October 19, 2016.

Please be advised that firms must continue to be prequalified in the specified category in the year a shortlist is finalized and/or a selection is made.

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.