

Traffic Engineering Services - CSO Solicitation No. 2102 - 2103

THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage two (2) firms to provide task-order traffic engineering services to aid in the preparation of design plans, estimates and specifications as well as related analysis and studies.

The selected firms must have the capability of providing the Department with expertise in functions, such as, but not limited to, surveying, drafting manually and Computer Aided Design (CADD), photography and graphics for public hearings, preparation of property maps, typing and clerical functions for engineering studies and reports, traffic signal and traffic signal system design, design pavement marking plans, design highway signing plans, expressway and sheet aluminum signs (sign designs must be developed utilizing the latest version of the following software: "Guidesign" for Microstation by Transoft Solutions), conduct traffic counts, accident analysis and preparation of collision diagrams, conduct traffic engineering studies, design of Piezo detection systems, prepare "As Built" plans from projects, highway capacity and queue analysis, utility coordination, design maintenance and protection of traffic plans and specifications, railroad-highway grade crossing design, including the following elements: roadway design, hydraulic engineering, soils engineering, preparation of environmental documents and permit applications and environmental reviews, design and construction coordination with railroads, prepare and process agreements, and present project plans at hearings and meetings and conduct rail crossing studies and investigations.

The Department has established a Geographic Information System (GIS) for all phases of its operations; and a selected firm shall provide plans, designs, environmental data, or other supporting data in a Bentley Systems, Microstation V8 digital file format.

Each contract will cover a three-year period with provisions for a one-year extension to complete previously assigned tasks only. It is anticipated that up to ten (10) tasks will be assigned to each firm and the expected commencement dates are in May 2010 for one of the selected firms and January 2011 for the other.

If your firm desires to be considered for this assignment, your submittal should consist of a one page letter of interest and Department Form CSO 255 with a maximum of five (5) resumes. One of the resumes must be that of the proposed Engineer-in-Charge of the work, as well as assurance that he/she will be available for work when required. Four (4) copies of the submittal are required and it must be postmarked by March 30, 2010, or if hand-delivered, by 4 p.m. on that date.

Included in your submittal, must be a brief narrative summarizing your current design workload; a narrative description of proposed staff, qualifications, and discipline experience and expertise in (1) the operational analysis and design of traffic signals and signal systems; (2) signing and pavement markings; (3) traffic engineering related studies including data collection, analysis and spot improvement recommendations; (4) maintenance and protection of traffic; (5) railroad-highway grade crossings; (6) survey and (7) familiarity with Department Policies, Procedures and Standards. The location of the office where the work will be performed and the staff size of that office should also be indicated.

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.

You are advised that a disadvantaged business subconsultant goal applies to this project. The goal will be no less than 12 percent of the agreement value. Within the letter of interest narrative, you must include the designated certified Disadvantaged Business Enterprise (DBE) subconsultant(s) which you plan to use. The DBE subconsultants must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Subconsultants may be used to comply with DBE requirements or perform specialized work. Joint venturing assignments will not be allowed.

Please be advised that the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is September 22, 2009. This is the date the selected firm must use when completing Form 1 at the time the agreement/contract is executed in accordance with the Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit), in its revised format (Rev. 2-1-10), must be completed and one copy should be submitted with your letter-of-interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit 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.

For all State contracts as defined in P.A. 07-1 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 advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. The SEEC Form 11 is enclosed herewith and 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 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 Department Forms CON-32 (revised 11/07) and DOC-001 (revised 3/08) prior to the start of the negotiations process.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work. The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

Please be advised that firms must also be prequalified in the particular year a shortlist is finalized and or a selection is made.

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