

Claims Analysis Services - CSO Solicitation No. 2107 - 2109

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 three (3) firms to provide task-based services to assist in the prevention, analysis and defense of construction claims and to assist in the analysis of Primavera CPM construction schedules.

In general, for a specific project assignment, the firms would be responsible for all required activities incidental to the investigation, analysis, determination of claim damages, and the preparation of technical documents. For each claim assignment this may include, but not be limited to detailed evaluation of construction schedules, claim cost determinations, technical support in claim negotiations and resolutions, presentations in claim negotiations and mediation, service as an expert witness in litigation, and assisting in the legal defense for litigation.

Please be advised that the selected firms responding to this request will be required to maintain a suitably furnished office in Connecticut where the work will be accomplished. The firms shall have sufficient experienced staff to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. Lead claim analyst personnel should have at least ten (10) years experience in civil engineering or construction management. Included in their experience, lead personnel should have at least five (5) years experience with the preparation or defense of claims on highway or bridge construction contracts, rail facilities, airport facilities, maintenance facilities or other public construction projects. All lead personnel shall possess a current Professional Engineer's License registered in the State of Connecticut.

The duration of 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 50 tasks will be assigned to each firm.

If your firm desires to be considered for this assignment, your submittal should consist of a one-(1) page letter of interest and Department Form CSO 255, along with a maximum of five (5) resumes of personnel who will be utilized on assignments. One of the resumes must be that of the proposed Project Manager 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 they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on January 22, 2010.** Included in the submittal must be a brief narrative summarizing your current workload and a narrative description of proposed staff, qualifications, discipline experience and expertise in: (1) general claims analysis, including specific types of claims evaluated; (2) CPM schedule development and analysis; (3) mediation, including presentation and briefing; (4) providing expert witness testimony; (5) arbitration; (6) litigation support; (7) support and defense of claims for public owners; and (8) familiarity with the Department's claims procedures. Responding firms must also provide copies of the required licenses that show they are in current standing.

Please be advised that there is no disadvantaged business enterprise (DBE) goal assigned for this project. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. 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 perform specialized work. 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.

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. A minimum of two million dollars (\$2,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred fifty thousand dollars (\$250,000), will be required. 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.

Please be advised that, as of August 1, 2007, 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 December 14, 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. 10-31-07), must be completed and **one (1) 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.

Circumstances may require rescheduling or cancellation of assignments and, should such action be necessary, the Department would be under no obligation to provide supplementary work for the firms selected for this assignment.

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 Ms. Simone Cristofori of the Consultant Selection Office at (860) 594-3017.