

Historic and Archaeological Resource Services
This solicitation is being extended to all interested firms.

LEGAL NOTICE – CSO Solicitation No. 2120-2121

The Connecticut Department of Transportation (Department) is seeking to engage two cultural resource consulting firms for historic and archaeological resource services on a “task order” basis. The services to be performed by the selected firms shall include archaeological investigations and historic documentation studies for transportation projects in accordance with State and Federal regulations.

Please be advised that the firms selected for this assignment will be required to have archaeological laboratory capabilities in house.

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 12 tasks will be assigned to each firm and the expected commencement date is in September 2011 for the selected firms. The scope and fee for each task under the agreements will be negotiated separately.

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 résumés. One of the résumés 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. **Four copies of the submittal are required, and they must be postmarked by Friday, April 15, 2011, or, if hand delivered by 4:00 p.m. on that date.** (The CSO 255 form can be found online at www.ct.gov/dot/consultant.) Included in the submittal must be a brief narrative summarizing your current workload, description of proposed staff, qualifications, and discipline experience and expertise in the following: (1) Section 106 of the National Historic Preservation Act; (2) The Environmental Review Primer on Connecticut’s Archaeological Resources; (3) The National and Connecticut Environmental Policy Acts; (4) Research and Data Gathering; (5) Phase 1 and 2 Archaeological Surveys; (6) Phase 3 Data Recovery Procedures; (7) Industrial Archaeology; (8) Historic American Buildings and Engineering Records as well as State Level Historic Documentation; (9) Laboratory Processing; (10) Report Writing; (11) Electronic Media Presentations; (12) Project Management; and (13) Familiarity with Department Policies Procedures and Standards.

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. 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 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 licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 and DOC-001 prior to the start of the negotiations process.

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 July 21, 2010. 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. 02-01-10), 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. 10-1, 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 reviewing the State Elections Enforcement Commission's (SEEC) notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. The *Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations* can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link and is hereby made a part of this solicitation.

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

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 submittals shall be addressed as follows: Mr. Mark W. Alexander
Transportation Assistant Planning Director
Connecticut Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington, CT 06131-7546

Hand delivered submittals must be brought to the Bureau of Policy and Planning, Room 2146 no later than 4:00 p.m. on Friday, April 15, 2011.

All inquiries regarding this Request for Letters-of-Interest shall be directed to the Consultant Selection Office, at (860) 594-3017.

Connecticut Department of Transportation
An Equal Opportunity/Affirmative Action Employer