

## **Traffic Engineering Services - CSO Solicitation No. 2132**

**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 a qualified engineering firm to develop a State highway sign inventory and maintenance management program in order to comply with Federal Highway Administration (FHWA) and Manual of Uniform Traffic Control Devices (MUTCD) requirements to maintain minimum levels of sign face retro-reflectivity.

Successful applicants to this request will be required to investigate and recommend a sign inventory confirmation and data labeling system as well as provide all inventory and related data in a Microsoft Office Based program. The selected firm must also have the capability of providing the Department with expertise in functions, such as, but not limited to, drafting manually and Computer Aided Design (CADD), typing and clerical functions for engineering studies and reports, highway signing plans, applications and uses of extruded and sheet aluminum highway signs, and traffic engineering studies.

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. The CSO 255 Form can be found online at [www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant). **Four (4) copies of the submittal are required and it must be postmarked by April 29, 2011, or if hand-delivered, by 4 p.m. on that date.** Included in your submittal, must be a brief narrative summarizing your current workload; a narrative description of proposed staff, qualifications, and discipline experience and expertise in (1) familiarity with the MUTCD and FHWA highway signing guidelines; (2) traffic engineering related studies including data collection; (3) familiarity with Department Policies, Procedures and Standards; and (4) familiarity with Microsoft Office products and programs. 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 10 percent of the agreement value. Within the submittal, 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 March 22, 2011. 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 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 receipt of 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 SEEC *Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations* is enclosed herewith and hereby made a part of this solicitation.

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 (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. 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.

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.