

CSO Solicitation No. 2133 – Transportation Planning Studies

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 consultant firm to provide transportation planning services for Connecticut's Safe Routes to School (SRTS) Non-infrastructure Program. The SRTS Non-infrastructure program is a federal initiative that provides financial and technical assistance to elementary and middle schools to incorporate education, encouragement, enforcement, and evaluation in planning for biking and walking to/from school.

The Transportation Planning Services to be performed by the selected firm shall include, but not be limited to: a) SRTS planning workshops; b) Bicycle and pedestrian educational program(s); c) Engineering site assessment services for bicycle and pedestrian safety related infrastructure improvements around schools; d) Community based marketing services (public outreach) to promote SRTS program development; e) Grant Program Planning and Administration – The grant program shall be coordinated to provide financial and technical assistance to schools demonstrating the greatest need for SRTS planning and development. Grant program activities should include, but not be limited to, hiring local Safe Routes to School coordinators to assist schools with SRTS program planning; providing funding opportunities and/or services to eligible schools for encouragement, enforcement, and evaluation activities within the auspices of the Federal Safe Routes to School Program. The Statewide SRTS advisory committee will be involved with the selection of grant recipients.

The contract agreement will cover a three-year period with provisions for a one-year extension dependent on contractor performance and available funds.

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 or hand delivered by 4:00 p.m. on Friday – June 3, 2011.** 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) Bicycle and Pedestrian Planning, (2) Safe Routes to School Planning and Program Development, (3) Community Based Marketing (Public Outreach), (4) Grant Program Planning and Administration, (5) Engineering Site Assessments, (6) Traffic Engineering, (7) Project Management, and (8) Familiarity with the Department's policies and procedures. The location of the office where the work will be performed and the staff size of that office should also be indicated.

You are advised that a disadvantaged business subconsultant goal applies to this project. The goal will be no less than ten percent (10%) 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 subconsultant(s) 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.

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 assignment 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 (partnership excluded). The selected firm will also be required to maintain insurance coverage from a firm satisfactory to the State of Connecticut. Proof of coverage must be submitted on acceptable insurance forms 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 March 24, 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 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. 10-01, 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 the 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 and Solicitation Limitations* is enclosed herewith and hereby made part of this solicitation.

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 for the firm 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 becomes 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 Ms. Simone A. Cristofori, of the Consultant Selection Office, at (860) 594-3017.