

CSO NO. 2184 – ADMINISTRATIVE SERVICES FOR THE DBE BUSINESS ASSISTANCE PROGRAM

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE

The Connecticut Department of Transportation (Department) is seeking to engage a professional services firm to provide DBE Supportive Services for the Office of Contract Compliance. It is intended for the chosen firm to provide administrative services for the DBE Business Assistance Program. This program is intended to help DBE's develop market presence and enhance their ability to successfully compete for transportation contracting and consulting opportunities.

The selected firm will assist DBE firms, as needed, through the contracting and/or consulting process and may provide support services during the duration of a contract to insure success. The consultant will also work with firms to improve their ability to compete and market their services to the Transportation industry, as well as provide specific services related to assisting firms in the following areas:

Financial Management Services – relative to Loan Packaging, Project Financing, Insurance, Bonding, and obtaining Lines of Credit.

Procurement – Identify contract opportunities, bid and proposal preparation, equipment needs, managing work schedules, navigating the consultant selection process and managing construction schedules.

Financial Management: Provide assistance to the DBE firms to determine their current financial condition. Assess the needs of the firm and determine what steps the firm needs to take to address those needs. Work with the firm to identify problem areas and prescribe and assist the firm along a corrective path.

- Identify lending resources and assist firms with paperwork in the preparation of applications for loans, lines of credit and bonding
- Assist firms in identifying financial products that may provide capital to meet their needs (traditional and non-traditional)
- Work with firms to manage project costs and cash flow
- Identify potential project financing
- Managing cash flow
- Understanding and identifying insurance needs and possible resources available

Procurement assistance: The Service Provider(s) will assist the DBE in making an accurate assessment of what is necessary to perform and complete the project. At minimum, the Service Provider(s) will provide guidance in the following areas:

- Work with firms to identify contracting opportunities
- Review bids/estimates/proposals for accuracy with respect to completeness and compliance with bid/proposal documents
- Review the accuracy of manpower and labor allocation to meet the construction schedule
- Developing a manpower allocation schedule
- Assess equipment needs
- Assess subcontractor requirements

- Develop a specific work schedule
- Review terms and conditions of contract
- Project cost management and change orders
- Facilitate the Development of Industry Relationships
- Working with Suppliers
- Dispute resolution

If your firm would like 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 resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager. **Four copies of the submittal are required, and they must be postmarked by February 28, 2013, 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 proposed staff, qualifications, experience and expertise in the following: (1) Experience in providing services to small businesses; (2) Experience in working with construction related firms; (3) Experience in identifying financial resources to assist small disadvantaged businesses (traditional and non-traditional); (4) Background and understanding of current business trends and conditions; (5) Understand issues faced by small disadvantaged businesses; (6) Familiarity with the USDOT DBE Program, and (7) Creative solutions to small business issues.

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 acceptable insurance forms prior to the start of the negotiations process.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, the selected firm must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. 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 complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) 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.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be

found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)”.

For all State contracts as defined in CGS § 9-612(g)(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 Notice titled “Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations” (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission’s Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice 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 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 become available prior to the interview phase of the selection process.

All submittals shall be addressed as follows:

Mr. David Mancini, Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

Hand delivered submittals must be brought to the front desk at the aforementioned address no later than **4:00 p.m. on February 28, 2013**. Responses hand-carried or postmarked after this date and time will not be considered.

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

Connecticut Department of Transportation
An Equal Opportunity/Affirmative Action
Employer