

ELIGIBLE FIRMS HAVE BEEN SENT THIS SOLICITATION LETTER.
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CSO Solicitation No. 2197
Task Order Facility Design Services

Prequalification Categories:

Facility Design (All Modal Buildings/Vertical Structures), Highway Design, Rail Design, and Bridge and Structure Design

The Connecticut Department of Transportation (Department) is seeking to engage (2) professional consulting engineering firms to perform engineering studies, design reviews, liaison services and the preparation of design contract documents for various projects in the Highway, Ports, and Public Transportation Bureaus. The selected firms will be required to have engineering experience and knowledge which include, but not limited to, building design, architectural design, structural design, mechanical design, electrical design, facility site design, drainage design, highway design, bridge design, marine engineering and rails-related design which includes track work and rail stations.

The contract will be limited to three years, plus one additional year to complete previously assigned tasks. No new work will be negotiated three years from the start of the contract. Up to 150 assignments is anticipated, with an expected start date of May 2014.

Please be advised that the selected firm will not be eligible to provide services, either as a prime consultant or sub-consultant, for which services were provided by that firm in the preparation of the final contract documents. This shall include any break-out projects that occur from the projects managed under this assignment.

Successful applicants for this request will be required to provide contract plans, supplemental documents or other design data in Bentley Systems, Micro Station (In Roads) format, as specified in the Department's Digital Project Development (DPD) Manual.

If your firm would like to be considered for one of these assignments, your submittal should consist of a letter of interest limited to one (1) page, a Department Form CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager 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.) 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 September 24, 2013.

Included in the submittal must be the following: a brief narrative summarizing your current design workload; a brief description of your proposed staff and their qualifications, discipline experience, current workload, and availability; Project experience which demonstrates your expertise in (1) architectural engineering; (2) structural engineering; (3) civil engineering/site development; (4) mechanical engineering; (5) electrical engineering; (6) rails engineering; (7) marine engineering; (8) bridge engineering; (9) liaison services; and (10) familiarity with Department Design Standards, 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 enterprise (DBE) goal will apply to certain project assignments. The goal will be no less than 5 percent (5%) for consultant fees over \$100,000 which utilize federal funding. Within the letter of interest 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.

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.

In Accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, once selected, you must complete the Office of Policy Management (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 certification (Form1) required under subsection e of CGS 4-252 or refuses to submit affidavit (Form5) 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 receipt of 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 is attached hereto and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department-approved-audit, 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 a form acceptable to the State prior to the start of negotiations.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant series and is under no obligation to contract for the services specifies herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) 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 continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All letters of interest shall be mailed to:

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

Hand-delivered letters should be brought to the front desk at the aforementioned address, no later than 3:00 P.M. on September 24, 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 Mancini, Consultant Selection Office, at (860) 594-3017.