

**ELIGIBLE FIRMS HAVE BEEN SENT THIS SOLICITATION LETTER.**  
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**CSO Solicitation No. 2198**

**Task Order Environmental Compliance (Soil & Groundwater) Services**

**Prequalification Category**

**Environmental Compliance (Soil and Groundwater)**

The Connecticut Department of Transportation (Department) is seeking to engage two (2) consultant engineering firms to provide task based Environmental Compliance Services for Contaminated Soil and Groundwater. Services include: regulatory compliance; environmental site evaluations; subsurface environmental investigations; water quality monitoring; design of soil and groundwater remediation systems; specifications and estimates; and environmental inspection and compliance services during construction.

The contract term will be three years to assign new work, however any assignments initiated during the term of the contract will be allowed to continue through completion. No new tasks will be assigned after three years from the start of the contract. Up to 250 assignments is anticipated for each selected firm, with an expected start date in December 2013.

Successful applicants for this request will be required to provide contract plans, specifications, supplemental documents, and other design data in a Bentley Systems, MicroStation (InRoads) format, as specified in the Department's Digital Project Development (DPD) Manual.

The selected firm will be required to maintain a Connecticut office for the duration of assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

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 the 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 copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on August 28, 2013.

Included in the submittal must be the following: A brief narrative summarizing your current Environmental Compliance workload as described above; A brief description of your proposed staff and their qualifications, discipline experience, current workload, and availability; Project experience which demonstrates your expertise in (1) Regulatory Compliance; (2) Environmental Site Evaluations; (3) Subsurface Environmental Investigations; (4) Water Quality Monitoring; (5) Design of Soil and Groundwater Remediation Systems; (6) Preparation of Plans, Specifications and Estimates; (7) Environmental Inspection and Compliance Services; and (8) State and Federal Regulatory Knowledge.

License requirements include CT Professional Engineering and CT Licensed Environmental Professional. Certification requirements include either an Industrial Hygienist or a Hazardous Materials Manager. One person can hold all of the above noted requirements. Responding Firms must provide copies of the required licenses and certifications for the proposed personnel that indicate that they are in current standing.

Please be advised that there is no disadvantaged business enterprise DBE goal assigned for these assignments.

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, firms, once selected, 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 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 approved 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 services, and is under no obligation to contract for the services specified 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 addressed to:

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

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