

## **CSO Solicitation No. 2204**

**Construction Engineering and Inspection Services for Project No. 0058-0329**

**Prequalification Category - Construction Engineering and Inspection (Road, Bridge, Aviation)**

**FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.**

**IT IS BEING POSTED HERE FOR INFORMATION ONLY.**

The Connecticut Department of Transportation (Department) is seeking to engage one (1) prequalified consultant engineering firm to provide Construction Engineering and Inspection services on the following project:

Project No. 0058-0329 consists of the Pavement Preservation of I-95 in the Town of Groton. This project is scheduled to be advertised on January 8, 2014. It is anticipated the consultant firm will start on May 1, 2014 with an estimated completion date of November 30, 2014. The scope code for this project is "I".

Information regarding the licensing, certification and qualification requirements for this project can be found in the "Construction Engineering and Inspection Information Pamphlet for Consultants" dated August 2008. (This Pamphlet can be found online at [www.ct.gov/dot](http://www.ct.gov/dot) under the publications link.)

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract.

Please be advised that the Department currently utilizes SiteManager software for construction management reporting. Firms should also be familiar with the Department's construction policies as outlined in our Construction Manual. (This Manual can also be found online at [www.ct.gov/dot/construction](http://www.ct.gov/dot/construction) under the publications link.)

If your firm desires to be considered for this assignment, your submittal should consist of a one page letter of interest and ConnDOT Form CSO 255, along with a maximum of five (5) resumes, one of which must be that of the proposed resident engineer, as well as assurance that he/she will be available for work when required and one should also be submitted for the Office Engineer. 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 they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on November 25, 2013.**

Included in the submittal must be a brief narrative summarizing your current construction inspection workload and the staff assigned to those projects. You must also include a narrative description of proposed staff qualifications, which includes their experience and expertise in (1) highway construction; (2) highway and bridge resurfacing; (3) maintenance and protection of traffic; (4) required NETTCP certs (Hot Mix Asphalt Paving Inspector); and (5) familiarity with ConnDOT's construction inspection standards and procedures. Responding firms must also provide copies of the required licenses and certifications for the proposed inspectors, resident engineer, and office engineer showing that they are in current standing.

All firms are advised that the prime consultant must perform at least seventy-five (75) percent of the work with employees of the firm. Sub consultant assignments will be permitted for portions of the work up to twenty-five (25) percent of the agreement value.

You are advised that a disadvantaged business sub-consultant goal applies to this project. The goal will be no less than eleven (11) percent of the agreement value. Within the submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub consultant(s) which you plan to use. The DBE sub consultant(s) must be currently certified by the Department. Joint venturing assignments will not be allowed.

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 approved to do business in the State of Connecticut. A minimum of two million dollars (\$2,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$250,000), will be required. Proof of coverage must be submitted on acceptable insurance forms prior to the start of the negotiations process.

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 can be found online at [www.ct.gov/SEEC](http://www.ct.gov/SEEC) by clicking on the Forms link and the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

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 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 letters of interest shall be addressed 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 November 25, 2013.

Please be advised that firms must continue to be prequalified in the specified category in the year a shortlist is finalized and/or a selection is made.

**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.**