

CSO Solicitation No. 2209
Task Based Claims Analysis Services
Prequalification Category – Claims Analysis

FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS SOLICITATION IN THE MAIL

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage three (3) firms to provide task-based services to assist in the prevention, analysis, and defense of construction claims and to assist in the analysis of CPM construction schedules.

In general, for a specific project assignment, the firms would be responsible for all required activities incidental to dispute resolution, investigation, analysis and determination of claim damages, review and analysis of complex construction schedules, and the preparation of technical documents. For each assignment this may include, but not be limited to; review, analysis and technical presentations related to contract language and dispute processes; claim cost investigations and determinations, technical support in claim negotiations and resolutions, presentations in claim negotiations and mediation, service as an expert witness in litigation, assisting in the legal defense for litigation, and detailed evaluation of construction schedules.

The contracts will be limited to three years, with the stipulation that 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 25 assignments is anticipated, with an expected start date around May 2014.

Please be advised that the selected firms responding to this request shall have sufficient experienced staff to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. Lead claim analyst personnel should have at least ten (10) years experience in civil engineering or construction management. Included in their experience, lead personnel should have at least five (5) years experience with the preparation or defense of claims on highway or bridge construction contracts, rail facilities, airport facilities, maintenance facilities or other public construction projects. Lead personnel shall possess a current Professional Engineer's License registered in the State of Connecticut.

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 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.) 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 January 31, 2014.**

Included in the submittal must be a brief narrative summarizing your current workload and a narrative description of proposed staff, qualifications, discipline experience and expertise in: (1) general claims analysis, including specific types of claims evaluated; (2) CPM schedule development and analysis; (3) mediation support for a public agency, including presentation and briefing; (4) providing expert witness testimony for a public agency; (5) arbitration for a public agency; (6) litigation support for a public

agency; (7) support and defense of claims for a public agency; and (8) familiarity with the Department's claims procedures.

Please be advised that there is no disadvantaged business enterprise goal (or small business enterprise set-aside requirement if appropriate) assigned for these contracts. 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. Subconsultants may be used to perform specialized work. 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.

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 by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is 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 assignment(s) of a similar nature for a separate selection, should additional assignments 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, CT 06111

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than **3:00 P.M. on January 31, 2014**. 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.