



*Presented by the
Connecticut Department of Transportation (CT DOT)
Consultant Selection Office*

State of Connecticut

Consultant Selection Office

Consultant Prequalification For 2017



Why Every Year?

Connecticut General Statute

- Yearly process per CGS 13b-20e:

**Sec. 13b-20e. Prequalification of consultants.
Letters of interest for provision of consultant services.**

(a) Any consultant who desires to provide consulting services to the department in any calendar year shall be required to submit, not later than the fifteenth day of November immediately preceding such calendar year, information concerning their qualifications as may be required by the department.

Such consultants shall provide the department with additional or updated information upon request by the department.

The commissioner shall by January first, annually, analyze the information submitted and determine those consultants qualified to perform services in areas of expertise established by the department.



Things to Know for 2017

- A streamlined or 'reduced' submission IS an available option for firms who were prequalified in any categories for 2016.
- More detailed instructions have been provided regarding what is, and what is not, expected for project experience.
- The name of the following category has been revised:
 - Environmental Planning Studies and Regulatory Investigations



Submission Components

- **Cover Letter – The cover letter should identify the specific categories your firm is requesting to be prequalified for in 2017. Ensure the categories listed match the categories marked on the checklist.**
- **2017 Category Checklist (2 copies)**
- **Annual Prequalification Submittal Form (rev 9/16)**
- **2017 Prequalification Category Cover Page(s)**
- **Project Experience (only required when doing a full submission or new categories for the firm)**
- **Resumes (only required when doing a full submission or new categories for the firm)**
- **Licenses**



2017 Category Checklist

2 Copies –
 1 copy stays in your submission; the other copy is pulled and used internally by the Department during the review process.

IMPORTANT – The contact name provided will be who is contacted for everything, including emails of shortlist and selection notifications

2017 CATEGORY CHECKLIST

FIRM NAME: _____ PHONE: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____
(This individual will receive all solicitation letters and correspondence emails from the Consultant Selection Office)

CONTACT EMAIL: _____

Highlighted/shaded areas are For CTDOT use only	WERE APPROVED IN 2016 <small>(If applicable)</small>	REQUESTED FOR 2017	APPROVED FOR 2017
1. Bridge and Structure Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Facility Design (All Modal Buildings/Vertical Structures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Highway Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Rail Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Traffic and Safety Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Bridge and Structure Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Construction Engineering and Inspection (Facilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Construction Engineering and Inspection (Rail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Construction Engineering and Inspection (Road & Bridge)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Environmental Planning Studies and Regulatory Investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Modal Transportation Planning Studies <small>(Highway, Transit, Rail, Ferries/Ports/Waterways, and Bicycle/Pedestrian)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reviewed By: _____ Approved By: _____ Date: _____

Notes:



Prequalification Submittal Form

This form must have an original or electronic signature. The person signing this form should be in a position to attest to the accuracy of the submission and that it is a statement of fact.

 STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	ANNUAL PREQUALIFICATION SUBMITTAL FORM (rev 8/15)	
A The information herein is a statement of facts.		
Name _____	Signature _____	
Title _____	Date _____	
B FIRM INFORMATION		
FIRM NAME _____		
YEAR ESTABLISHED _____		
TYPE OF BUSINESS (CORP, LLC, PC, etc) _____	BUSINESS ADDRESS _____	
PRIMARY CONTACT (for all certifications) _____	CITY _____	
TITLE _____	STATE _____ ZIP _____	
PHONE _____	E-MAIL _____	
FAX _____	NAME OF PARENT COMPANY, IF ANY _____	
C PERSONNEL BY DISCIPLINE: a.) number in entire firm, b.) number in Connecticut or regional office		
a b	a b	a b
_____ Administrators	_____ Estimators	_____ Sanitary Engineers
_____ Architects	_____ Geologists	_____ Soils Engineers
_____ Highway Engineers	_____ Hydrologists	_____ Specification Writers
_____ Construction Inspectors	_____ Landscape Architects	_____ Structural Engineers
_____ Draftsmen	_____ Management/Financial Analyst	_____ Surveyors
_____ Ecologists	_____ Mechanical Engineers	_____ Traffic Engineers
_____ Electrical Engineers	_____ Planners Urban/Regional	_____ Transportation Engineers
_____ _____	_____ _____	_____ _____
D LICENSES In the spaces below please indicate the <u>number</u> of personnel in your firm that have the appropriate current licenses.		
_____ Connecticut Professional Engineer License		
_____ Connecticut Architect License		
_____ Professional Engineer License from States other than		
_____ Architect License from States other than Connecticut		
PLEASE NOTE THAT CURRENT AND VALID COPIES OF CORPORATE AND INDIVIDUAL LICENSES FROM THE APPROPRIATE CONNECTICUT LICENSING BOARD MUST BE INCLUDED IN YOUR SUBMITTAL, FOR THE CATEGORIES BEING REQUESTED FOR PREQUALIFICATION. AN EXPIRATION DATE MUST BE CLEARLY SHOWN.		



Category Cover Page

This form must list the person “In Responsible Charge” as well as Support Staff (project managers, senior staff and inspectors, including any staff necessary to address the category license) that are most likely to be used on CTDOT projects.

For new categories only - Following the Prequalification Category Cover Page, information must be included showing the firm’s relevant project experience.

The person identified as “In Responsible Charge”, does not need to be the one who has the CT PE license. However, the name of the person who fulfils the license requirement must be identified (bold, italics, etc)

FIRMS SUBMITTING A STREAMLINED SUBMISSION FOR THE CATEGORY, DO NOT NEED TO INCLUDE PROJECT EXPERIENCE

2017 PREQUALIFICATION CATEGORY COVER PAGE

CATEGORY: _____

Be sure to include the following:

1. Identify the person who will be “In Responsible Charge” of the work of staff.
2. Identify the staff which fulfils the licensing requirement, and include a copy of their current, valid license in the License section of the application.
3. List of staff members who will support this category. Only list those employees who are most likely to work on CTDOT projects.
4. *If your firm was NOT prequalified for this category in 2016, you must include project experience of your firm immediately following this page, and resumes of your listed personnel (in the resumes section). Please TAB this page for ease of reference.*

1. IN RESPONSIBLE CHARGE (only list one person here):

2. SUPPORT STAFF:

3. FIRM'S EXPERIENCE:

(Immediately following this cover page must be the projects which best illustrate the qualifications of your firm relevant to the category being requested. The projects should not have been completed more than five (5) years ago. You are allowed a maximum of one (1) page for each project, and up to ten (10) most representative projects per category.

Information to be included: Project location, brief project description, the years which services were provided, project owner, detailed explanation regarding the scope of work, duties, tasks, etc. which your firm's performed in order to show your expertise in this particular category, the entire project cost and your firm's fee for services rendered. Be sure to clearly identify if your firm was a prime or sub-consultant.

The project description should be a brief paragraph, while the majority of the write up should be on the tasks your firm was (or is) responsible for. If a project is used in more than one category, the write up should be revised to focus on the requirements of the specific category and contain the details aforementioned.



ONLY REQUIRED FOR FULL CATEGORY SUBMISSIONS

- Project Experience is limited to 10 project which most represent your firms abilities in that category. The projects should not have been completed more than 5 years ago. Maximum of 1 page per project description (yes, you can put more than one on a page).
- Keep in mind – This section is carefully reviewed when determining your firms ability to be prequalified in a particular category.
- Provide a brief overall project description, and then focus on the details which clearly demonstrates your firms qualifications for that category.
- Make sure you identify if you were the prime or sub-consultant on the project.
- **** Provide a detailed explanation regarding your firms scope of work, duties, tasks, etc. If a project is used in more than one category, the write up should be revised to focus on the requirements of the specific category.**



ONLY REQUIRED FOR FULL CATEGORY SUBMISSIONS

All the resumes should be contained in a separate section, organized in alphabetical order by the persons last name. You do not need to include every persons resume who is listed on the Category Cover Page, but ensure you include those which you feel are critical to the category.

Only one copy of a resume is needed, even if the person is listed for multiple categories.

Note: There is no set format for resumes. However, each resume must contain the following:

- Name
- Title
- Education
- Years Experience
- Years with Firm
- Professional Licenses
- Prequalification Categories Listed for
- Relevant Experience and Qualifications
- Two page maximum length



Licenses and Certifications

- Final section of the submittal.
- Firms must include copies of current and valid corporate and individual licenses of the personnel listed on the Prequalification Category cover pages required for the specific prequalification category that is being requested.
- Corporate license first; followed by individuals in alphabetical order by persons last name.
- Do not include extraneous information.
- Look up link: <https://www.elicense.ct.gov/lookup/licenselookup.aspx>



Corporate License Requirements

License Type	Corporation	Professional Corporation	LLC	LLP	Sole Proprietorship
Professional Engineering	X	X	X		
Professional Engineering & Land Surveying	X	X	X		
Professional Engineering, Land Surveying & Architecture	X	X	X		
Professional Engineering & Architecture	X	X	X		
Land Surveying & Architecture	X	X	X		
Architecture (for Facility Design (All Modal Buildings/Vert. Structures) only)	X	X			

An 'X' indicates that a Corporate License is required

Engineering Corporations and Limited Liability Company's require a CT Corporate PE license by state statute.

LLP's and Sole Proprietorship's don't require a CT Corporate PE licenses, just the individual license(s) required as per each category

Facility Design (All Modal Buildings/Vertical Structures) is the only category which allows an Architect License

Architectural Corporations require a CT Corporate Architecture license by state statute

Architectural LLC's, LLP's, and Sole Proprietorship's don't require a CT Corporate Architecture license, just the individual CT Architect license



- **Not signing the Submittal form indicating the submittal is a statement of facts**
- **Not having an individual with a CT PE license**
- **Not possessing the required Corporate license based on the firms business structure**
- **Not submitting the required licenses (in current standings)**
- **Insufficient description of relevant project experience**
- **Insufficient description on the details of a project**
- **Insufficient details of a firms scope of work and responsibilities on listed projects**
- **Submitting after the due date – If you are mailing your submittal, it is recommended that you obtain a mail receipt which shows the post mark date.**



Thank You

- **Contact Information**

DAVID MANCINI

david.mancini@ct.gov

860.594.3498

Consultant Selection Office

Connecticut Department of Transportation

- **To get to my Website**

www.ct.gov/dot

Doing Business with CONNDOT >

Consultant Resources – Consultant Selection Information

Annual Consultant Prequalification Information



Your Questions?

