



# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

**ONLY FIRMS WHO ARE QUALIFIED IN THE CATEGORIES LISTED BELOW ARE ELIGIBLE TO SUBMIT. THOSE FIRMS HAVE RECEIVED THIS LETTER ELECTRONICALLY.**

**Subject: Request for Letters-of-Interest**

Prequalification Categories: Highway Design and Bridge & Structural Design  
Project Number: 0156-0186  
Construction of Auxiliary Lanes Between Exits 42 and 43 on I-95  
City of West Haven  
CSO Solicitation No. 2424  
THIS IS A MEDIUM COMPLEXITY ASSIGNMENT FOR VOLUME  
CONSIDERATION

Your firm has been prequalified by the Connecticut Department of Transportation (CTDOT) in the categories listed above for the 2023 calendar year. Refer to the following website for Volume Adjustment Factors: <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>

CTDOT is seeking to engage one (1) consultant engineering firm to provide engineering design services related to the construction of an auxiliary lane between Exit 42 and 43 on I-95 in the city of West Haven. The purpose of this project is to improve traffic operations to reduce the existing congestion issues along sections of I-95 in West Haven and New Haven. The existing bridge over Greta Street (Bridge No. 00158) and the bridge carrying Stevens Avenue (Bridge No. 00159) are proposed to be replaced to accommodate the roadway widening and to provide the required minimum vertical clearances. Work may also include replacement of noise barriers, concrete median barriers, IMS equipment, upgrading overhead signs, roadside signs, illumination, the existing drainage system, and roadside safety appurtenances, and other ancillary work.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in Bentley Systems, Inc. MicroStation V8i (SELECT series 4), InRoads Suite V8i (SELECT series 2), OpenRoads Designer CONNECT Edition, OpenBridge Designer, and OpenBridge Modeler formats. Submissions will also be required to comply with CTDOT's Digital Design Environment and the Digital Project Development Manual (<https://portal.ct.gov/DOT/Engineering-Applications/Digital-Project-Solutions---AEC-Main-Page>).

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. The selected firm(s) will also be required to maintain a Connecticut office for the duration of the 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 contracts, your submittal should consist of a letter-of-interest limited to one (1) page, a CTDOT Form CSO 255 (Rev. June 2022), 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/business/consultant/selection](http://www.ct.gov/dot/business/consultant/selection).)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to [dot.csosubmittals@ct.gov](mailto:dot.csosubmittals@ct.gov) by 3:00 p.m. on or before **November 30, 2023** and must be no larger than 10 MB in size. The file name should be in the following format: CSO2424.FirmName. You will receive a confirmation email by 4:00 p.m. on the due date, once your submittal has been accepted. Please retain proof of sending your submission before the due date/time, in the unlikely event that your email is not received. If you do not receive a confirmation by the time specified above, please contact the Consultant Selection Office at (860) 594-3346 or at the email listed above. Firms who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time and date for their final selection interview. The final selections are anticipated by **March 2024**.

Your CSO 255 submittal should identify the following: your proposed current staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 15%
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
  - a. Highway Design. Weighted scoring value = 35%
  - b. Bridge and Structural Design. Weighted scoring value = 25%
  - c. Traffic Engineering. Weighted scoring value = 15%
- (3) Familiarity with CTDOT standards, policies, and procedures. Weighted scoring value = 10%

Responding firms must provide copies of the following required licenses, certifications and/or registrations for the proposed personnel that indicate they are in current standings:

- *Connecticut Professional Engineer*

You are advised that a Disadvantaged Business Enterprise (DBE) goal applies to this contract. The goal will be no less than seven percent (7%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified DBE sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the CTDOT. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. 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) Section 9-612(f), as amended by Public Act 21-76, any principal of a state contractor or prospective state contractor submitting a bid or proposal for a State contract, are directed to the State Elections Enforcement Commission's Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations. The Notice is hereby made a part of this solicitation. Additionally, any principal of a state contractor or prospective state contractor is required to complete a Campaign Contribution Certification prior to execution of the contract.

Please note that Connecticut General Statutes Section 4-252, Section 4-252a, and Section 4a-81 were amended by Public Act 21-76 to no longer require the certifications and affidavits previously required from state contractors and prospective state contractors, as part of the bidding, proposal, or contracting process. Instead, the requirements for these above-referenced sections are described below.

Notice of Representation Requirements of Connecticut General Statutes Section 4-252: The official or employee of such state agency, or quasi-public agency who is authorized to execute state contracts shall represent that the selection of the most qualified or highest ranked person, firm or corporation was not the result of collusion, the giving of a gift, or the promise of a gift, compensation, fraud, or inappropriate influence from any person.

Any principal or key personnel of the person, firm, or corporation, submitting a bid or proposal for a large state contract shall upon execution of such contract, make the following representations in the resulting contract: (1) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participate substantially in preparing bids, proposals or negotiating state contracts, or (C) any agent of such person, firm, corporation, or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency, or quasi-public agency soliciting bids or proposals for state contracts, who participates substantially in the preparation of bid solicitations, or requests for proposals for state contracts, or the negotiation or award of state contracts, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency; (2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm, or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee, or agent, of the person, firm, or corporation, to provide a gift to any such public official, or state employee; and (3) That the person, firm, or corporation, is submitting bids or proposals without fraud or collusion with any person.

Notice of Certification Requirements of Connecticut General Statutes Section 4-252a: (a) For purposes of this section, "state agency" and "quasi-public agency" have the same meanings as provided in section 1-79, "large state contract" has the same meaning as provided in section 4-250 and "entity" means any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization, whose principal place of business is located outside of the United States, but excludes any United States subsidiary of a foreign corporation. (b) No state agency or quasi-public agency shall enter into any large state contract, or amend, or renew, any such contract with any entity unless such contract contains a certification that such entity has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.

Notice of Representation Requirements of Connecticut General Statutes Section 4a-81: (b) (1) Each contract described in subsection (a) of this section shall include a representation whether any consulting agreement has been entered into in connection with any such contract. Such representation shall be required if any duties of the consultant included communications concerning business of a state or quasi-public agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. As used in this section, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant, or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee, for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 as of the date such contract is executed in accordance with the provisions of this section. (2) Such representation shall be sworn as true to the best knowledge and belief of the person signing the contract and shall be subject to the penalties of false statement. (3) Such representation shall include the following information for each consulting agreement listed: The name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such representation shall indicate his or her former agency and the date such employment terminated.

Prior to the negotiation process, the selected firm(s) will be required to have a CTDOT approved audit, 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 the negotiations process.

The CTDOT, 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 CTDOT reserves the right to add other assignments of a similar nature to this selection process should the need arise prior to the interview phase.

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 inquiries regarding this request for letters-of-interest shall be directed to Ms. Amie Maines of the Consultant Selection Office at (860) 594-3346, or [amie.maines@ct.gov](mailto:amie.maines@ct.gov).