



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



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

ONLY FIRMS WHO ARE PREQUALIFIED IN THE CATEGORY LISTED BELOW ARE ELIGIBLE TO SUBMIT. THOSE FIRMS HAVE RECEIVED THIS LETTER ELECTRONICALLY.

Subject: **Request for Letters-of-Interest**
Prequalification Categories: Highway Design
Task Order Engineering Services (Highway Design)
CSO Solicitation No. 2428
THIS IS A MEDIUM COMPLEXITY ASSIGNMENT FOR VOLUME CONSIDERATION

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

The Department is seeking to engage two (2) consultant engineering firm(s) to provide task-order engineering services to supplement the Department's in-house highway design staff and to provide the needed flexibility to respond rapidly to meet the demands of current and future programs on various projects, both in design and construction.

The selected firms will be required to provide engineering services to support the Highway Design Division with the preparation and development of: scoping reports; design plans, specifications and estimates; environmental documents; property maps; project concepts; surveying, including aerial imagery and photogrammetric reduction; traffic engineering; hydraulic engineering; stormwater design; structure analysis and design; soils engineering; sanitary system design; landscape design; design services in construction; contract document processing; property title search and maps; technical studies; material testing; liaison functions; clerical assistance; technical consulting; and other related services as required.

The contract will be limited to five (5) years to assign new work, with the stipulation that assignments initiated during the term of the contract will continue to completion of work. No work will be negotiated after five (5) years from the start of the contract. The value of each contract will be established with an initial upset limit of \$10 million; however, actual contract fees will vary depending on the tasks assigned. It is anticipated to utilize either lump sum, cost plus-fixed fee, or specific rates of compensation (billing rate) payment method. The total number of assignments for each firm may vary depending on the Department's needs. Each individual task will be assigned to a firm in accordance with 23 CFR Part 172.

Please be advised that the selected firm will not be eligible to provide services, either as a prime consultant or sub-consultant on any phase of any project managed under this assignment. This shall also include any break-out projects that occur from the projects managed under this assignment.

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 the Department'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 firms 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 Department 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.)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to dot.csosubmittals@ct.gov by 3:00 p.m. on or before **November 17, 2023** and must be no larger than 10 MB in size. The file name should be in the following format: **CSO2428.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 **February 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 = 20%
- (2) Highway Design, landscape design, Engineering Studies/Reports. Weighted scoring value = 25%
- (3) Bridge & Structural Designs, Engineering Studies/Reports. Weighted scoring value = 20%
- (4) Survey including Aerial Photogrammetry, Wetland Delineation, property title search and maps. Weighted scoring value = 5%
- (5) Drainage Design, Hydrologic, Hydraulic, & Floodway Analyses, Hydraulic Reports. Weighted scoring value = 5%
- (6) Environmental Documentation (NEPA), Permit Preparation/Review/Certification. Weighted scoring value = 10%
- (7) Familiarity with CTDOT standards, policies, and procedures. Weighted scoring value = 15%

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: *List requirements.*

- CT Professional Engineer License for the Project Manager
- CT Land Surveyor for surveying and property maps
- CT Landscape Architect for the Landscape Designer

Please be advised that there is no Disadvantaged Business Enterprise (DBE), or Small Business Enterprise (SBE) set-aside assigned for these contracts. All firms are advised that the prime consultant must perform the majority 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 Department-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 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 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.