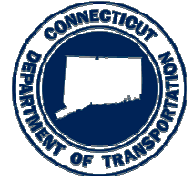


**STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546**



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

Subject: Request for Letter-of-Interest  
Task Order Engineering Services for Bridge and Structure Design  
Prequalification Category: Bridge and Structure Design  
CSO Solicitation No. #2437  
*THIS IS A MEDIUM COMPLEXITY ASSIGNMENT FOR VOLUME CONSIDERATION*

Your firm has been prequalified by the Connecticut Department of Transportation (Department) to provide Bridge and Structure Design for the 2023 calendar year. Refer to the following website for Volume Adjustment Factors: <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>.

The Department is seeking to retain the services of two (2) consultant engineering firms to provide task-order consultant engineering services for various highway and railroad bridge improvement projects managed under the Major Bridge and Structures unit or Railroad Bridges and Structures unit within the Division of Bridges.

Anticipated services to be performed by the selected firms include, but are not limited to:

- Project administration tasks-
  - Tasks may include coordination with Department staff, other consultants, State and Federal agencies, municipalities and the public, as well as project development activities related to civil design reviews, rights-of-way, planning, environmental permitting, cost estimating, contract development and utility coordination for projects designed by others that Major Bridge and Structures unit or Railroad Bridges and Structures unit is either the lead unit or the support unit for the structural aspects of project.
  - Assisting Department in reviews during project development including scopes and design submissions prepared by other consultant engineering firms for major highway and railroad bridge projects.
  - Preparing studies such as rehabilitation study reports (RSR) and supporting negotiation activities
- Design development of projects in all technical areas of expertise typically required in the highway and railroad bridge construction industry. Design development shall be consistent with Federal and State regulations, policies, procedures, and best practices including the principles of Context Sensitive solutions.
- Preparing all contract documents including plans, specifications, estimates, reports, and other support documents as necessary, including the use of Microsoft Project software for project scheduling, to ensure the preservation or rehabilitation of fixed and movable span bridges included among the Department's Major Bridge and Structures unit & Railroad Bridges and Structures unit. Anticipated repairs may include, but not be limited to, bridge deck and overlay rehabilitation, joint replacement, drainage improvements, painting, bearing replacement, substructure repairs, superstructure strengthening, mechanical and electrical rehabilitation, and other miscellaneous items necessary to address deterioration on the bridges. Anticipated replacement may include, but not be limited to, replacement of bridge deck or superstructure of highway or railroad bridges and bridge railing reconstruction.

- Assisting Department with public involvement process.
- Providing other services including engineering services during the construction phase, support services such as soils, survey, hydraulics, traffic, and the preparation of vehicular and railroad bridge load ratings.

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 new work which is unrelated to prior negotiated tasks, will be initiated after five (5) years from the start of the contract. The total value of each contract is estimated to be approximately \$6,000,000 and will depend of the size, nature and number of assignments. It is anticipated to utilize either a lump sum, cost-plus fixed fee or billable rate payment method. The total number of tasks for each firm may vary depending on the Department's needs. Prior to assigning each task, the Department will evaluate the selected firms to determine which firm is most appropriate to perform the specific task. Each individual task will be assigned to a firm in accordance with 23 CFR Part 172.

Please be advised that the selected firms will not be eligible to provide engineering services, either as a prime consultant or sub-consultant on any subsequent phase of any project of which those firms were involved in the preparation of final contract documents or the development of scope of work. This shall also include any break-out projects that occur from the projects managed under this assignment.

The selected firms 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 conformance with the Department's CONNECT Digital Design Environment. 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/CTDOT---CONNECT-DDE>).

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 assignment, with the project manager available on a daily basis for the direct and visual supervision of the staff performing the majority of the task's assignment under this contract.

If your firm desires to be considered for one of these contracts, your submittal should consist of a one-page letter-of-interest and a Department Form CSO 255 (Rev. June 2022) with a maximum of five resumes. One of the resumes must be that of the proposed Project Manager of the work as well as 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 **December 20, 2023**, and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2437.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. A final selection is 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:

- Staff size. Weighted scoring value = 10%
- Project administration. Weighted scoring value = 10%
- Highway Bridge design and load rating. Weighted scoring value = 20%
- Railroad Bridge design and load rating. Weighted scoring value = 10%
- Movable Bridge – Electrical Mechanical. Weighted scoring value = 10%
- Traffic Engineering. Weighted scoring value = 5%
- Soils Engineering. Weighted scoring value = 5%
- Highway design. Weighted scoring value = 5%
- Drainage design. Weighted scoring value = 5 %
- Environmental permit preparation. Weighted scoring value = 10%
- 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:

- *Project Manager licensed as a Professional Engineer in the State of Connecticut*

The location of the office where the work will be performed, and the staff size of that office, should also be indicated.

You are advised that a Disadvantaged Business Enterprise (DBE) goal or a Small Business Enterprise (SBE) set-aside may apply, depending on the funding source and scope of work established for each task. Prior to negotiating the fee for each task, the selected firms will be required to assign the appropriate amount of work to a DBE/SBE firm(s). To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department in the specific type of work to be performed. To be eligible for SBE credit, the sub-consultant(s) must be certified by the Connecticut Department of Administrative Services. 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 and the firm is certified to receive DBE credit for the type of work being performed.

All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing assignments 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 these tasks, 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 award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add 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 category 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.