



Connecticut DOT

Number: CD-2017-8

Office of Construction

Date: August 31, 2017

CONSTRUCTION DIRECTIVE

Construction Administrator

Consultant Solicitation Request for the Office of Construction

The *Consultant Solicitation Request for the Office of Construction* form has been updated. The form with revision date 4/27/17 (in the [ProjectWise\04.1 - Construction Libraries\Approved Forms](#) folder) shall be used for all future Consultant Engineering and Inspection (CE&I) Consultant solicitations. Requests should be sent to the Office of Construction consultant coordinator at least *five* (5) months prior to the anticipated advertising date.

The following are key changes incorporated in the form:

- **Project Lead:** The District will specify a Project Lead (Chief 1, Chief 2, RE 1 or RE2), as well as the need for an office engineer, if any, based upon the size and complexity of the Project using the following Recommended Guidelines:

RECOMMENDED GUIDELINES	CLASSIFICATION	PROJECT COMPLEXITY	CONSTRUCTION COST
	Resident Engineer 2	HIGH	> \$50 Million
	Resident Engineer 1	MODERATE	\$15 TO \$60 Million
	Chief Inspector 2	AVERAGE	\$10 TO \$20 Million
	Chief Inspector 1	LOW	<\$10 Million
	Office Engineer 2	HIGH	> \$50 Million
	Office Engineer 1	MODERATE	\$15 TO \$60 Million

- **Consultant Scheduler:** The District will indicate if a Consultant Scheduler is required for the Project.

- **Prime Consultant self-performance percentage:** Unless otherwise requested by the District, the default self-performance requirement shall be at least 50% of the monetary value of the assignment. This differs from the current CE&I pamphlet, which will be updated in the future.

- **Required Credentials:** The list of required credentials has been expanded to include:
 - ATSSA Traffic Control Supervisor
 - AWS Certified Welding Inspector
 - NACE or SSPC Coating Inspector
 - Erosion, Sediment and Stormwater Inspector or Qualified Compliance Inspector of Stormwater
 - Building Official or Assistant Building Official

This Directive is effective immediately. A copy of the 4/27/17 *Consultant Solicitation Request for the Office of Construction* form is attached for convenience.

Attachment

CONSULTANT SOLICITATION REQUEST
FOR THE OFFICE OF CONSTRUCTION

ALL REQUESTS FOR CONSULTANT SOLICITATIONS SHOULD BE SUBMITTED TO THE OFFICE OF
CONSTRUCTION AT LEAST **FIVE** MONTHS PRIOR TO ADVERTISING DATE

All Requests to be sent to John Rorrio

Date of Request:

Name of Person Requesting:

Phone:

Project No.(s):

Current Advertising Date:

Engineering Construction Cost Estimate:

Scope Description:

Project Duration:

Winter Shutdown

Estimate Consultant Start Date:

Estimated Consultant Completion Date:

TYPE OF PROJECT: (Please check all that apply)

Bridge Construction

Facilities Construction

Road Construction

Electrical Installation

Limited Access Highway Construction

Rail Construction

Bridge Painting

Other

CONSULTANT SURVEYING REQUIRED:

Prime to perform at least:

If other, explain in Special Requirements

CONSULTANT SCHEDULER REQUIRED:

PROJECT LEAD CLASSIFICATION:

Resident Engineer 2

Chief Inspector 2

Resident Engineer 1

Chief Inspector 1

OFFICE ENGINEER CLASSIFICATION:

Office Engineer 2

Office Engineer 1

Not Required

(continued)

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CONSULTANT SOLICITATION REQUEST
FOR THE OFFICE OF CONSTRUCTION

ANTICIPATED STAFFING LEVEL:

3 or less 4 5-10 10-15 >15 Other

REQUIRED CREDENTIALS: (Please check all that apply)

NETTCP Concrete Inspector

ATSSA Traffic Control Supervisor

NETTCP HMA Paving Inspector

AWS Certified Welding Inspector

NETTCP Soils and Aggregate Inspector

Erosion, Sediment, and Stormwater Inspector or Qualified Compliance Inspector of Stormwater
(Note: Mandatory on Projects with Stormwater Discharge Permit)

Building Official or Assistant Building Official

Other (e.g. NETTCP Drilled Shaft Inspector)

EXTENSIVE EXPERIENCE/SPECIAL REQUIREMENTS – If the consultant firm will be required to have extensive experience in certain areas of expertise, please list the necessary wording for the letter of interest. List any special requirements (This may include the need for experience in mechanical, electrical and plumbing, or other types of necessary special requirements, certifications or licenses):

INSURANCE:

Standard Insurance Requirements
Commercial General Liability: \$1,000,000/\$2,000,000 (each occurrence/aggregate)
Automobile Liability: \$1,000,000/\$2,000,000 (each occurrence/aggregate)
Railroad Protective Liability (if required): \$2,000,000/\$6,000,000 (each occurrence/aggregate)
Valuable Papers and Records: \$50,000
Professional Liability Insurance \$2,000,000 (\$250,000 allowable deductible)
Worker's Compensation: As required by Law

Are insurance requirements greater than normal? If so, what are they?

Is Railroad Protective Liability Insurance Required?

Is there any Amtrak property?

Submitted by: