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| CONNECTICUT DEPARTMENTOF TRANSPORTATION **FORM: CSO 255 (Jan 2016) STATEMENT OF QUALIFICATIONS** | **CSO #**  **DESCRIPTION:** |
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| --- | --- | --- | --- |
| I attest that the information herein is a statement of facts. | | | |
| Name |  | Signature |  |
| Title |  | Date |  |

**FIRM INFORMATION AND PROJECT STAFFING:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FIRM and YEAR EST. |  |  |  | DBE (Certified by CT Dept. of Transportation) | |
| PARENT CO |  |  |  | SBE (Certified by CT Dept. of Admin. Services) | |
| WORK TO BE DONE AT |  | PHONE | | |  |
| ADDRESS |  | CONTACT | | |  |
|  |  | E-MAIL | | |  |
| STATE |  | ZIP | | |  |
|  | | | | | | | |

PERSONNEL BY DISCIPLINE: a) # in firm; b) # in firm assigned to this project c) sub-consultants assigned to this project

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| A |  | b |  | c |  | a |  | b |  | c |  | a |  | b |  | c |  |  |
|  |  |  |  |  | Administrators |  |  |  |  |  | Hydrologists |  |  |  |  |  |  | Traffic Engineers |
|  |  |  |  |  | Architects |  |  |  |  |  | Landscape Architects |  |  |  |  |  |  | Transportation Engineers |
|  |  |  |  |  | Civil Engineers |  |  |  |  |  | Mechanical Engineers |  |  |  |  |  |  |  |
|  |  |  |  |  | Construct Inspectors |  |  |  |  |  | Planners Urban/Regional |  |  |  |  |  |  |  |
|  |  |  |  |  | Draftsmen |  |  |  |  |  | Sanitary Engineers |  |  |  |  |  |  |  |
|  |  |  |  |  | Ecologists |  |  |  |  |  | Soils Engineers |  |  |  |  |  |  |  |
|  |  |  |  |  | Electrical Engineers |  |  |  |  |  | Specification Writers |  |  |  |  |  |  |  |
|  |  |  |  |  | Estimators |  |  |  |  |  | Structural Engineers |  |  |  |  |  |  |  |
|  |  |  |  |  | Geologists |  |  |  |  |  | Surveyors |  |  |  |  |  |  |  |
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The proposal should be organized in the order listed below, with each section following the one before it. Section ‘I’ should be the last section of your proposal. Minimum font size allowed is 10 point.

SECTION ‘A’ - STAFFING Provide a brief summary of the proposed key staff including their qualifications and experience as it pertains to this assignment. You must include their name, title, firm, availability and anticipated role for this assignment. This section may be a maximum of one page.

**SECTION ‘B’ - ORGANIZATIONAL CHART** Use a separate page dedicated solely to the organizational structure of personnel for this assignment. Any positions filled by sub-consultants should also be identified within this chart.

**SECTION ‘C’ - QUALIFICATIONS SUMMARY** Describe your firm's view relative to the key issues and elements of the project and what your firm’s approach will be to completing this assignment. Please provide a narrative which includes the reasons your team is most qualified and best suited to accomplish the desired results. Be sure to address your team’s experience in each of the rating criteria from the solicitation letter. This section may be up to four (4) total pages.

SECTION ‘D’ - PROJECT EXPERIENCE AND QUALIFICATIONS List projects which demonstrate the qualifications of your firm and your proposed staff, relevant to this assignment (Maximum of eight (8) projects – each up to one page in length). Please provide a narrative including project location, description, your firm’s scope of work and responsibilities, start/finish dates, project owner, which staff from your proposed team were involved, and what their role was. Be sure to identify if your firm was the prime or a sub-consultant. Projects performed by sub-consultants proposed on your team may be included as well. These projects should be clearly identified as work experience of the sub-consultant and will count towards the maximum number of projects.

**SECTION ‘E’ - OTHER DEPARTMENT COMMITMENTS** List all current on-going contracts with CT DOT (including those listed in Section D and those as a sub-consultant). Prime contracts should be listed first. List the Project No & Title, Role (prime/sub), and anticipated completion date. Use additional space as necessary.

**1. Project No. & Title:**

**Role:**

**Anticipated Completion Date:**

**2. Project No. & Title:**

**Role:**

**Anticipated Completion Date:**

**3. Project No. & Title:**

**Role:**

**Anticipated Completion Date:**

SECTION ‘F’ - REFERENCES - Provide three (3) project owners (within the past 5 years). Do not include CT DOT personnel or projects.

**1. Name/Title:**

**Firm/Organization:**

**Phone:**

**Email:**

**Project:**

**2. Name/Title:**

**Firm/Organization:**

**Phone:**

**Email:**

**Project:**

**3. Name/Title:**

**Firm/Organization:**

**Phone:**

**Email:**

**Project:**

SECTION ‘G’ – RESUMES Key personnel resumes (maximum-2 pages each) should be attached in alphabetical order.

FORMAT: Name, Title, Firm, Narrative description of relevant experience and qualifications which correlate to their duties proposed for this assignment, Project Experience (most recent listed first), and Professional Licenses/Registrations.

**SECTION ‘H’ - CERTIFICATIONS AND LICENSES** Copies of licenses must be included, if required, per the solicitation letter.

SECTION ‘I’ - PROPOSED SUB-CONSULTANT INFORMATION List all sub-consultants who will participate in this assignment. Use additional pages as necessary.

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| FIRM | |  | | | | | | | |  |  | DBE (Certified by CT Dept. of Transportation) | | | | |
| ADDRESS | |  | | | | | | | |  |  | SBE (Certified by CT Dept. of Admin. Services) | | | | |
| CITY | |  | | | | | | | | STATE | |  | | ZIP | |  |
| CONTACT | |  | | | | | | | | FEIN | |  | | | | |
| PHONE | |  | | | | | | | | YEAR FIRM ESTABLISHED | | | | | |  |
|  | | | | | | | |
| Ranges of Annual Gross Receipts: (check one) | | | | | | | |
|  | Less than $100,000 | |  | $100,000 - $250,000 | | | |  | $250,000 - $500,000 | | | |  | | $500,000 - $1 million | |
|  | $1 million - $2 million | |  | $2 million - $5 million | | | |  | $5 million - $10 million | | | |  | | $10 million or greater | |
|  | | | | | | | | | | | | | | | | |
| RESPONSIBILITIES ON THIS PROJECT | | | | |  |  |  | | | | | | | | | |