

CSO Solicitation No. 2373
Task-Based Traffic and Safety Engineering Services
Prequalification Category - Traffic and Safety Engineering

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

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage three (3) prequalified consultant engineering firm, in the category listed above, to provide task-based traffic and safety engineering services to aid in the preparation of project design plans and provide engineering support to the Division of Traffic Engineering.

The selected firms will be required to provide support to projects within the Division of Traffic Engineering, as well as preparing design documents (plans, specifications, and estimates) for traffic safety, traffic improvement, or railroad-highway at-grade crossing improvement projects. All associated work to prepare the project documents will be required of the selected firms, including but not limited to, traffic engineering studies and reports, design of traffic signals and traffic signal systems, pavement marking design, highway and expressway signing design, and railroad-highway at-grade crossing design. The firm may be required to conduct traffic counts, provide inspection and data collection for traffic signals, crash analyses, perform highway capacity and queue analyses, conduct traffic engineering studies, conduct spatial analysis using transportation assets and associated data, prepare "As-Built" plans from projects, provide design services during construction, coordinate with utility companies, design maintenance and protection of traffic plans and specifications, provide surveys, public outreach/involvement, prepare roadway designs, provide design and analysis of sign supports and protection systems (guiderail) for highway and expressway signs, design hydraulic engineering, soils engineering, prepare environmental documents and permit applications, and conduct railroad-highway at-grade crossing studies and investigations.

The contracts will be established with a three (3) year term, with the option to extend the duration up to five (5) years to assign new work. The value of each contract is estimated to be \$10,000,000 and is anticipated to utilize either a lump sum or cost-plus fixed fee payment method. The total number of assignments for each firm may vary depending on the Department's needs. Prior to assigning each individual task, the Department will evaluate each selected firm to determine which firm is most appropriate to perform the specific task.

Please be advised that the selected firms will not be eligible to provide services, either as a prime consultant or sub-consultant on any phase of any project which is managed under this assignment. 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 Bentley Systems, Inc. OpenRoads Designer CONNECT Edition formats. Submissions will also be required to comply with the Department's [CONNECT Digital Design Environment](#) and the Digital Project Development Manual (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668>).

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 establish and/or 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 this assignment. The location of the office where the work will be performed, and the staff size of that office, should also be indicated.

If your firm would like to be considered for one of these assignments, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 (Rev. Jan. 2016) and up to a maximum of five (5) resumes of the key personnel, 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 David.Mancini@ct.gov by 3:00 p.m. on or before July 21, 2021, and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2373.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 860-594-3498 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, date and format of their selection interview. A final selection is anticipated by November 5, 2021.

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 = 10%
- (2) In-House or Sub-Consultant Capabilities/Experience in following categories:
 - A. Traffic signals and signal systems, including operational analysis and design. Weighted scoring value = 15%
 - B. Signing and pavement marking. Weighted scoring value = 15%
 - C. Traffic Engineering and related studies including data collection, analysis, and spot improvement recommendations. Weighted scoring value = 15%
 - D. Maintenance and protection of traffic plans and specifications. Weighted scoring value = 10%
 - E. Railroad-highway at-grade crossings. Weighted scoring value = 15%
- (3) Familiarity with CTDOT standards, policies and procedures. Weighted scoring value = 20%

You are advised that a Disadvantaged Business Enterprise (DBE) goal or a Small Business Enterprise (SBE) set-aside may apply to this assignment, depending on the funding source and scope of work 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. 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. 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) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Please note, in an effort to streamline the certification and affidavit process for agreement execution, the Department is requiring all selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Directions and forms can be found at <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>.

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at <https://portal.ct.gov/seec> by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit and affirmative action plan, 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. A minimum of two million dollars (\$2,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$250,000), will be required. 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 an additional project(s) of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

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 Mr. David M. Mancini of the Consultant Selection Office at the email listed above.