



**STATE OF CONNECTICUT**  
DEPARTMENT OF TRANSPORTATION



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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.**

**IT IS BEING POSTED HERE FOR INFORMATION ONLY.**

*RECENT SELECTION CRITERIA DOES NOT APPLY TO THE ASSIGNMENT*

To: Prequalified Consultant Firms

Subject: Request for Letter-of-Interest  
Construction Engineering and Inspection Services for  
Project No. 0095-0255 & Project No. 0143-0192  
Prequalification Category: Construction Engineering and Inspection (Facilities)  
CSO Solicitation No. 2375

Your firm has been prequalified by the Connecticut Department of Transportation (Department) to provide Construction Engineering and Inspection services in the subject category for calendar year 2021.

The Department is seeking to engage two (2) different firms to perform the Construction Engineering and Inspection services for the following projects:

**Project No. 0095-0255** – Construction of a new maintenance building consisting of approximately 12,798 sf of bay area, a 5,032-sf office area and the demolition of the existing building in New Milford. This project also includes site improvements and utilities to support the new building. This contract is scheduled to be advertised on August 4, 2021 with a scope of ‘H’.

**Project No. 0143-0192** - Construction of a bridge maintenance building consisting of approximately 17,900 sf of bay area and a 5,400 sf office area; construction of a signs and markings maintenance building consisting of approximately 8,000 sf of bay area and a 4,500 sf office area; construction of an approximately 6,400 sf heated paint storage building, a 2,400 sf cold storage building; and the demolition of three (3) existing buildings (keeping the current salt shed), removal of several underground storage tanks, installation of several above ground storage tanks in Torrington. The project also includes site improvements and utilities to support the new buildings. This contract is scheduled to be advertised on August 25, 2021 with a scope of ‘J’.

Firms responding to this request should be of adequate size and sufficiently staffed with experienced and licensed personnel to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. Information regarding the licensing, certification and qualification requirements for this project can be found in the “Construction Engineering and Inspection Information Pamphlet for Consulting Engineers” dated February 2017. This Pamphlet can be found online at <https://portal.ct.gov/DOT/Office-of-Construction/Subcontractor-Approvals>

Firms should also be familiar with the Department’s construction policies as outlined in our Construction Manual. This Manual can also be found online at <https://portal.ct.gov/DOT/Office-of-Construction/Construction-Manual-Committee>

If your firm desires to be considered for one, or both, of these assignments, your submittal should consist of a one-page letter of interest and ConnDOT Form CSO 255 (Rev. Jan. 2016), and up to a maximum of three (3) resumes, which are limited to two (2) pages each. One additional resume is allowed for Project No. 143-192. One of the resumes must be that of the Chief Inspector (Chief Inspector 2), and one for the Office Engineer (Office Engineer 1), as well as assurance they 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). If your firm wants to be considered for both assignments (only can be awarded one), you must propose the same Chief Inspector and Office Engineer. If necessary, two organizational charts, one for each project, may be included to show additional staff.

Electronic Submittal – A .pdf of your CSO 255 must be emailed to [David.Mancini@ct.gov](mailto:David.Mancini@ct.gov) by 3:00 p.m. on or before September 3, 2021, and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2375.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 and date for their final selection interview. A final selection is anticipated by October 29, 2021.

Your CSO 255 form should identify the following: your proposed 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 = 15%
- (2) Facilities/Vertical Construction. Weighted scoring value = 40%
- (3) Electrical Installation. Weighted scoring value = 10%
- (4) Mechanical Installation. Weighted scoring value = 10%
- (5) Certifications. Weighted scoring value = 5%
- (6) Administration of construction projects. Weighted scoring value = 10%
- (7) Familiarity with ConnDOT's construction inspection standards and procedures. Weighted scoring value = 10%

Responding firms must also provide copies of the following licenses and certifications for the proposed Chief Inspector, Office Engineer, Inspector(s), and Building Inspector (for P.N. 143-192 only) showing that they are in current standing.

Project 95-255 - NETTCP Concrete Inspector; NETTCP HMA Paving Inspector

Project 143-192 – Building Official or Assistant Building Official; NETTCP Concrete Inspector; NETTCP HMA Paving Inspector; NETTCP Soils and Aggregate Inspector; AWS Certified Welding Inspector; NACE CIP Level 2/SSPC BCI Level 1; Erosion, Sediment, and Stormwater Inspector or Qualified Compliance Inspector of Stormwater

These assignments will be a cost-plus, fixed-fee contracts. All firms are advised that the prime consultant must perform the majority (at least 50%) of the work with employees of the firm. Joint venturing assignments will not be allowed.

You are advised that a Small Business Enterprise (SBE) set-aside requirement applies to both of these projects. The set-aside requirement will be no less than ten percent (10%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified SBE sub-consultant(s) which you plan to use. To be eligible for SBE credit, the sub-consultant(s) must be certified by the Connecticut Department of Administrative Services.

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.

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 firms 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 acceptable insurance forms prior to the start of the negotiations process. The selected firm shall also carry Railroad Protective Liability and Property Damage Liability Insurance.

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](#) with its proposal.

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 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.

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 additional projects 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 category in 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 Mancini of the Consultant Selection Office at (860) 594-3498, or to the email listed above.**