



STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION



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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.

TO: Prequalified Consultant Firms

Subject: **Request for Letters-of-Interest**

Prequalification Category: Facility Design (All Modal Buildings/Vertical Structures)
Design Services for State Project No. 0301-0522
New Haven Union Station Platform Replacement
CSO Solicitation No. 2376

Your firm has been prequalified by the Connecticut Department of Transportation (Department) in the category listed above for the 2021 calendar year.

The Department is seeking to engage one (1) consultant engineering firm to provide design services for the preparation of contract plans, specifications, estimates and other necessary documents for Project 0301-0522; New Haven Union Station Platform Replacement. The purpose of the project is to address the current structural deficiencies at the station's platforms and bring the immediate area into a state of good repair. The project will be performing a complete replacement of all platform sections with electric-heated fiber-reinforced polymer transit panels. The new platforms will be designed in conformance with building, Americans with Disabilities Act and all applicable standards and codes. Appurtenances such as lighting, handrails, recycling centers, etc., will be evaluated and replaced or upgraded as needed. The station's existing grounding and bonding system will be replaced utilizing the Department of Transportation's newly developed standard.

The selected firm will perform the following tasks:

- Survey including LiDAR scanning as required
- Preliminary and Final Design activities related to the above described project
- Other tasks as required for the completion of plans, specifications and estimates
- Design services during construction and other related engineering-construction support activity

The value of the contract is estimated to be approximately \$10-12M and is anticipated to utilize either a lump sum or cost-plus fixed fee payment method.

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 firm 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 this assignment, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 and a maximum of five (5) resumes 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 <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>.)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to David.Mancini@ct.gov by 3:00 p.m. on or before ~~August 30~~ October 7, 2021 and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2376.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 December 31, 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) Proposed Staff size, Qualifications, and availability= 15%
- (2) Experience with similar railroad projects including:
 - a. Field inspection and design for repairs of railroad stations (10%)
 - b. Design for replacement of railroad station platforms (35%)
 - c. Design of electrical, communications, and power at a railroad station (20%)
 - d. Constructability for replacement of railroad station platforms (10%)
- (3) Familiarity with CTDOT standards, policies and procedures, Metro-North Railroad (MNR) Track Construction Requirements MW-4, MNR Track Standards & Specifications and AREMA (American Railroad Engineering Maintenance-of-Way Association). 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 CT*

You are advised that a Small Business Enterprise (SBE) set-aside requirement applies to this contract. The set-aside requirement will be no less than ~~fifteen~~ 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. 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) 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.

Prior to the negotiation process, the selected firm 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 five million dollars (\$5,000,000) Professional Liability Insurance coverage, with a maximum deductible of five hundred thousand dollars (\$500,000), 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 rights 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.