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

To: Prequalified Consultant Firms

Subject: Request for Letter-of-Interest

Construction Engineering and Inspection Services for Project No. 0044-0156
Prequalification Category: Construction Engineering and Inspection (Road & Bridge)
CSO Solicitation No. #2392

THIS IS A HIGH COMPLEXITY ASSIGNMENT FOR VOLUME CONSIDERATION

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 2022. Refer to the following website for Volume Adjustment Factors: https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information.

The Department is seeking to engage one (1) firm to perform the Construction Engineering and Inspection services for the following project:

**Project No. 0044-0156** - This project consists of the Improvement of I-95 Interchange at Route 161 in East Lyme. Includes safety improvements on I-95, geometric improvements on NB & SB on and off ramps, improvements on Route 161 at the interchange, and replacement of Bridge Number 00250, I-95 over Route 161 in East Lyme. This contract is scheduled to be advertised on July 27, 2022, with a scope of “O”.

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.

Please be advised that the Department currently utilizes AASHTOWare, and COMPASS software for construction document reporting. 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 this assignment, 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 five (5) resumes of key personnel, which are limited to two (2) pages each. One of the resumes must be that of Resident Engineer (Resident Engineer 2), and one for the Office Engineer (Office Engineer 2), as well as assurance this person 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 May 25, 2022 and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2392_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 July 29, 2022.

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. Required certifications. (NETTCP - Concrete Inspector; HMA Paving Inspector; Soils and Aggregate inspector, and Stormwater Inspector or Qualified Compliance Inspector of Stormwater; AWP – Certified Welding Inspector). Weighted scoring value = 15%
(2) Bridge Construction. Weighted scoring value = 15%
(3) Road Construction. Weighted scoring value = 15%
(4) Limited Access Highway Construction. Weighted scoring value = 20%
(5) Bridge Painting. Weighted scoring value = 10%
(6) Administration of construction projects. Weighted scoring value = 5%
(7) Public Outreach / Website Management. Weighted scoring value = 5%
(8) Familiarity with ConnDOT’s construction inspection standards and procedures. Weighted scoring value = 15%

Responding firms must also provide copies of the required licenses and certifications for the proposed chief inspector and/or other staff showing that they are in current standing.

This will be a cost-plus, fixed-fee contract. 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 disadvantaged business sub-consultant goal applies to this project. The goal will be no less than five (5%) percent of the agreement value. Within the submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department in the specific type of work to be performed. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided the firm is certified to receive DBE credit for the type of work being performed. The selected firm will be required to document their good faith effort to provide opportunities for DBE firms to participate.

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 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 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.

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 prior to execution of the contract.

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
retained consultant services, and is under no obligation to contract for the services. The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to/or public official, such representation shall indicate his or her to whether the consultant is a former state employee or public official. If the consultant is a former state employee include the following information for each consulting agreement listed: The name of the consultant, the consultant's person signing the contract, 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 other assignments of a similar nature to this selection process should the need arise prior to the interview phase.

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.