

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

Legal Notice

CSO Solicitation No. 2488

Request for Letters of Interest

Program Management Services for the Greater Hartford Mobility Program

The Connecticut Department of Transportation

The Connecticut Department of Transportation (CTDOT) is seeking to retain one (1) professional consulting firm to provide Program Management services for projects, planning studies, and other services associated with managing the Greater Hartford Mobility Program (GHMP). Responsibilities will include, but not be limited to program management and oversight tasks to deliver the various multi-modal initiatives of the GHMP. This assignment is high complexity for volume considerations. Refer to the following website for Volume Adjustment Factors: [Consultant Selection Info](#).

The Program Management firm will be required to provide any necessary support services, as required by the CTDOT to facilitate the advancement and completion of initiatives associated with the GHMP. Anticipated duties include, but are not limited to:

- Provide coordination, oversight and administration of planning and design consultants, CTDOT staff, and contractors assigned to the program/projects.
- Research, maintain, and update information and documents which have been developed as part of the program. This includes reviewing past information, as well as any newly developed material as the program moves forward.
- Develop, implement, and maintain program level reporting to the CTDOT (scope, schedule, cost, quality, safety, annual/monthly updates, etc.).
- Research and facilitate innovative options for accelerating design and/or construction projects.
- Provide support to evaluate, research, and determine funding and revenue streams, including various grants or other funding sources.
- Develop and maintain planning and program-level schedules.
- Develop and maintain program-level budgets, including quantity and cost estimates.
- Develop planning and feasibility studies.
- Develop, manage, and facilitate the risk management process, including the development of the initial risk register and risk management plan.
- Provide oversight, support services, and coordination for public outreach/involvement and stakeholder engagement.
- Maintain the GHMP website on Sitecore, including coordination with other project websites associated with the GHMP.
- Provide marketing, branding, and advertising support for associated programs/projects.
- Prepare and maintain the Project Management Plans (PMP) and other required documents for Federal oversight agencies.
- Prepare and maintain Traffic Management Plans, and Traffic Modeling.
- Provide planning and engineering services, discrete design services, environmental and construction phase support.

The initial value of this contract is estimated to be approximately \$5 million dollars and anticipated to be a multiphase contract. It will utilize either a lump sum, cost plus-fixed fee and/or billable rate payment methods. The scope and fee for each phase under the agreement will be negotiated independently and payment method will be determined based on each scope of work.

The selected firm must provide any 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 CTDOT's CONNECT Digital Design Environment. Submissions will also be required to comply with the CTDOT'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, sufficiently staffed, experienced to perform this assignment, and will be required to provide the necessary staffing upon execution of the contract. The selected firm may be required to establish and/or maintain a Connecticut office for the duration of the assignment. The Program Manager may be required to work in the Connecticut office and be available for supervision of the staff performing the assignment.

Due to the anticipated duration and multi-disciplinary projects associated with the GHMP, the CTDOT will determine the parameters for conflict of interest on future projects and initiatives under the program in accordance with the following: Restrictions for firms on the Program Management team are limited to the Core component projects, and any major projects which are developed or currently underway from a Core component. The Core component projects identified in the Greater Hartford Mobility Program are City Link, River Gateway, and Founders Gateway, along with Project No. 42-333 which is a major project that has already been initiated.

All firms are advised of the following restrictions:

- (1) No firm will be allowed to simultaneously subcontract with the Program Management firm and also have a contract with the CTDOT for one of the Core Component or major projects, that the Program Management firm will be overseeing;
- (2) No firm will be allowed to simultaneously subcontract with the Program Management firm and also subcontract with another firm that has a contract with the CTDOT for one of the Core Component or major projects that the Program Management firm will be overseeing;
- (3) No firm who subcontracts with the Program Management firm during the preconstruction phase of one of the projects will be allowed to work on that same aspect/element with another firm that has a contract with the CTDOT, for one of the projects that the Program Management firm will oversee during the construction phase; and
- (4) The selected Program Management firm will not be allowed to also have a contract or subcontract on any of the individual projects that the Program Management firm will be overseeing.

If your firm would like to be considered to perform these services, your submittal should consist of a letter of interest limited to one (1) page, a CTDOT FORM CSO 255 (rev. June 2022) and a maximum of five (5) resumes which are limited to two (2) pages each. Resumes for the following individuals must be submitted: Program Manager, lead Highway, lead Environmental (NEPA/CEPA) and lead Urban Planner, as well as the assurance they will be available for work when required. (The CSO 255 form can be found online at: [Consultant Selection Info](#))

Electronic Submittal – A .pdf of your CSO 255 must be emailed to DOT.CSOSubmittals@ct.gov by 3:00 p.m. on or before **September 30, 2025** and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2488.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 860-594-3346 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. The final selections are anticipated by December 31, 2025.

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, availability and capacity of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = **15%**
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
 - a. Experience with program management and oversight, and administration of major complex rail, highway and transit projects. Weighted scoring value = **25%**
 - b. Development and implementation of program level documents and reporting, including document control systems, risk management plans, and Traffic Management Plans. Weighted scoring value = **15%**
 - c. Urban planning and design including Highways, structures, Rails, and Bike/Ped accommodations. Weighted scoring value = **10%**
 - d. Innovative and accelerated design and construction experience. Weighted scoring value = **5%**
 - e. Researching and securing grants and alternative funding techniques for transportation improvement projects. Weighted scoring value = **5%**
 - f. Public involvement and outreach. Weighted scoring value = **5%**
- (3) Familiarity with processes, standards, policies, and procedures for the following:
 - a. State of Connecticut Department of Transportation. Weighted scoring value = **5%**
 - b. Federal Highway Administration (FHWA), Federal Railroad Administration (FRA) and Federal Transit Administration (FTA) requirements as well as American Railway Engineering and Maintenance of Way Association (AREMA) guidance. Weighted scoring value = **5%**
 - c. Experience with environmental permitting and documents, specifically the NEPA/CEPA process. Familiarity with State and Federal resource agency requirements such as National Marine Fisheries Service, U.S. Coast Guard, and DEEP Fisheries and Wildlife Divisions. Weighted scoring value = **10%**

You are advised that a Disadvantaged Business Enterprise (DBE) goal applies to this contract. The goal will be no less than three percent (3%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified 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 CTDOT 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. All firms are advised that the prime consultant must perform the majority 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 these tasks, 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](#) prior to consummation 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 prospective state contractors, as part of the bidding proposal or contracting process. Instead, the requirements for these above-referenced 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 CTDOT-approved audit, 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 \$2M Professional Liability Insurance coverage, with a maximum deductible of \$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 CTDOT 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 CTDOT reserves the right to add other assignments of a similar nature to this selection process should the need arise prior to the interview phase.

All inquiries regarding this request for letters-of-interest shall be directed to Mrs. Amie B. Maines of the Consultant Selection Office at (860) 594-3346, or Amie.Maines@ct.gov.