

**CONNECTICUT DEPARTMENT
OF TRANSPORTATION
FORM: CSO 255 (June 2022)
STATEMENT OF QUALIFICATIONS**

**CSO #
DESCRIPTION:**

I attest that the information herein is a statement of facts.

Name _____ Signature _____

Title _____ Date _____

FIRM INFORMATION AND PROJECT STAFFING:

FIRM and YEAR EST. _____

☐ DBE (Certified by CT Dept. of Transportation)

PARENT CO _____

☐ SBE (Certified by CT Dept. of Admin. Services)

WORK TO BE DONE AT _____

PHONE _____

ADDRESS _____

CONTACT _____

STATE _____

E-MAIL _____

ZIP _____

PERSONNEL BY DISCIPLINE: A) # in firm assigned to this project
B) # in Connecticut office(s) assigned to this project
C) # provided by sub-consultants assigned to this project
This section may be modified to add disciplines which are not listed

A	B	C		A	B	C		A	B	C	
_____	_____	_____	Administrators	_____	_____	_____	Hydrologists	_____	_____	_____	Traffic Engineers
_____	_____	_____	Architects	_____	_____	_____	Landscape Architects	_____	_____	_____	Transportation Engineers
_____	_____	_____	Civil Engineers	_____	_____	_____	Mechanical Engineers	_____	_____	_____	
_____	_____	_____	Construct Inspectors	_____	_____	_____	Planners Urban/Regional	_____	_____	_____	
_____	_____	_____	Draftsmen	_____	_____	_____	Sanitary Engineers	_____	_____	_____	
_____	_____	_____	Ecologists	_____	_____	_____	Soils Engineers	_____	_____	_____	
_____	_____	_____	Electrical Engineers	_____	_____	_____	Specification Writers	_____	_____	_____	
_____	_____	_____	Estimators	_____	_____	_____	Structural Engineers	_____	_____	_____	
_____	_____	_____	Geologists	_____	_____	_____	Surveyors	_____	_____	_____	

The proposal should be organized in the order listed below, with each section following the one before it. Section 'I' should be the last section of your proposal. Minimum font size allowed is 10 point.

SECTION 'A' - STAFFING Provide a brief summary of the proposed key staff including their qualifications and experience as it pertains to this assignment. You must include their name, title, firm, availability and anticipated role for this assignment. This section may be a maximum of one page.

SECTION 'B' - ORGANIZATIONAL CHART Use a separate page dedicated solely to the organizational structure of personnel for this assignment. Any positions filled by sub-consultants should also be identified within this chart.

SECTION 'C' - QUALIFICATIONS SUMMARY Describe your firm's understanding of the key issues and elements of the assignment and what your firm's approach will be to completing this assignment. Please provide a narrative which includes the reasons your team is most qualified and best suited to accomplish the desired results. Be sure to address your team's experience in each of the rating criteria from the solicitation letter. This section may be up to four (4) total pages.

SECTION 'D' - PROJECT EXPERIENCE AND QUALIFICATIONS List projects which demonstrate the qualifications of your firm and your proposed staff, relevant to this assignment (Maximum of eight (8) projects – each up to one page in length). Please provide a narrative including project location, description, your firm's scope of work and responsibilities, start/finish dates, project owner, which staff from your proposed team were involved, and what their role was. Be sure to identify if your firm was the prime or a sub-consultant. Projects performed by sub-consultants proposed on your team may be included as well. These projects should be clearly identified as work experience of the sub-consultant and will count towards the maximum number of projects.

SECTION 'E' - OTHER DEPARTMENT COMMITMENTS List all current on-going contracts with CT DOT (including those listed in Section D and those as a sub-consultant). Contracts in which your firm is the Prime, should be listed first. List the Project No & Title, Role (prime/sub), and anticipated completion date. Use additional space as necessary. Sub-consultants to your proposed team do not need to be included in this section.

1. **Project No. & Title:**
Role:
Anticipated Completion Date:
2. **Project No. & Title:**
Role:
Anticipated Completion Date:
3. **Project No. & Title:**
Role:
Anticipated Completion Date:

SECTION 'F' - REFERENCES - Provide three (3) project owners (within the past 5 years). Do not include CT DOT personnel or projects.

1. **Name/Title:**
Firm/Organization:
Phone:
Email:
Project:
2. **Name/Title:**
Firm/Organization:
Phone:
Email:
Project:
3. **Name/Title:**
Firm/Organization:
Phone:
Email:
Project:

SECTION 'G' – RESUMES Key personnel resumes (maximum-2 pages each) should be attached in alphabetical order. FORMAT: Name, Title, Firm, Narrative description of relevant experience and qualifications which correlate to their duties proposed for this assignment, Project Experience (most recent listed first), and Professional Licenses/Registrations.

SECTION ‘H’ - CERTIFICATIONS AND LICENSES Copies of licenses must be included, if required, per the solicitation letter.

SECTION ‘I’ - PROPOSED SUB-CONSULTANT INFORMATION List all sub-consultants who will participate in this assignment. Use additional pages as necessary.

FIRM	_____	<input type="checkbox"/> DBE (Certified by CT Dept. of Transportation)
ADDRESS	_____	<input type="checkbox"/> SBE (Certified by CT Dept. of Admin. Services)
CITY	_____	STATE _____ ZIP _____
CONTACT	_____	FEIN _____
PHONE	_____	YEAR FIRM ESTABLISHED _____

Ranges of Annual Gross Receipts: (check one)

<input type="checkbox"/> Less than \$100,000	<input type="checkbox"/> \$100,000 - \$250,000	<input type="checkbox"/> \$250,000 - \$500,000	<input type="checkbox"/> \$500,000 - \$1 million
<input type="checkbox"/> \$1 million - \$2 million	<input type="checkbox"/> \$2 million - \$5 million	<input type="checkbox"/> \$5 million - \$10 million	<input type="checkbox"/> \$10 million or greater

RESPONSIBILITIES ON THIS PROJECT

_____	_____
-------	-------