

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE

CSO Solicitation No. 2447

Request for Letters of Interest

Transit Planning Services and Support for Connecticut's Public Transportation System

The Connecticut Department of Transportation (Department) is seeking to engage one (1) professional consulting firm equipped with a team of sub-consultants to assist the Department's Office of Transit and Ridesharing perform a variety of transit planning services and support for Connecticut's public transportation system. Tasks will include but are not limited to the preparation, completion, and delivery of various studies, plans, projects, programs, and other necessary transit planning services and support as assigned. This assignment is considered a medium complexity for volume consideration. Refer to the following website for Volume Adjustment Factors: <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>.

The transit planning services and support performed by the consultant team will augment the Office of Transit and Ridesharing's efforts and abilities to oversee and implement the Department's diverse and complex transit capital, operational, and special service initiatives. For more information about the Office of Transit and Ridesharing's various transit capital, operational and special service responsibilities visit <https://portal.ct.gov/DOT/Publictrans/Bureau-of-Public-Transportation/Office-of-Transit-and-Ridesharing>.

The value of the contract is estimated to be approximately \$10M and is anticipated to utilize either a lump sum or cost-plus fixed fee payment method. The contract will be a multiphase agreement, limited to five (5) years, with the stipulation that assignments initiated during the term of the contract will be allowed to continue to completion of work. No new assignments will be negotiated after five (5) years from the start of the contract. It is anticipated that up to 25 phases will be required for this agreement.

Please be advised that the selected firm will not be eligible to provide services, either as a prime consultant or sub-consultant on any phase of any project which is managed under this assignment (or for which services were provided by that firm in the preparation of the final contract documents). This shall also include any break-out projects that occur from the projects managed under this assignment.

Firms responding to this request should be of adequate size and sufficiently staffed, managed, and experienced to perform this assignment. In addition to the staff the Project Manager also needs to be properly experienced, capable, and available throughout the duration of the project upon execution of the contract.

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 DOT.CSOSubmittals@ct.gov by 3:00 p.m. on or before **July 17, 2024**, and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2447.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, date and format of their selection interview. A final selection is anticipated by November 2024.

Your CSO 255 submittal should identify the following: your proposed current staff and their qualifications and experience to perform the subject services. Your submittal will be evaluated on the following criteria:

- (1) Proposed staff size, qualifications, and availability.
Weighted scoring value = 15%
- (2) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment and their expertise in:
 - A. Transit planning capital services
Weighted scoring value = 20%
 - B. Transit planning operational services
Weighted scoring value = 30%
 - C. Transit planning special services
Weighted scoring value = 25%
- (3) Familiarity and expertise with Department, United States Department of Transportation (USDOT), and Federal Transit Administration (FTA) standards, policies, and procedures.
Weighted scoring value = 10%

The location of the office where the work will be performed, and the staff size of that office, should also be indicated.

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 certified with the American Institute of Certified Planners (AICP)

You are advised that a Disadvantaged Business Enterprise (DBE) goal or a Small Business Enterprise (SBE) set-aside will apply to this assignment. Each individual assignment will be assigned a DBE/SBE goal depending on the funding source and the scope of work. Within the letter-of-interest submittal, you must include the designated certified DBE and SBE sub-consultant(s) which you plan to use, if a goal is assigned to one of your assignments. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. To be eligible for SBE credit, the sub-consultant(s) must be certified by the Connecticut Department of Administrative Services. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. 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 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 firms will be required to have a Department-approved audit 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. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

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.

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

Connecticut Department of Transportation
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