

PROJECT SELECTION / NEGOTIATION REQUIREMENTS (rev 4/18)

General Information: When the Department deems that it is prudent to engage professional consulting services to supplement our in-house capabilities, appropriate solicitation is initiated. For the majority of engineering/construction related assignments, such solicitation is extended to the firms which comprise our prequalified consultants list. Only those consultant projects where there is no prequalification category associated are solicited through public notice and are open to all interested firms.

Your firm's contact person, as identified in your prequalification submittal, will be notified by mail of every project requiring consulting services in the expertise for which your firm has been prequalified. Our solicitation will describe the project needs and the form and content required for your submission should you have interest in the particular assignment.

The Department's Form CSO 255 (Jan 2016) is the required format for consultant submittals on all project solicitations. The form is available for download from the Department's website www.ct.gov/dot/business/consultant/selection.

In selecting a consultant for a particular project, the Department will be guided by the evaluation criteria set forth in Sections 13b-20b through 13b-20k of the Connecticut General Statutes. In addition, the assessment of documentation completeness may be the basis for a Consultant Evaluation and Selection Panel's determination that a firm is not available for selection.

Inquiries can be made to the Consultant Selection Office at (860)594-3017.

Items Necessary for Selected Firms to Enter Negotiations: Subsequent to selection, there are several universal conditions to be met in order that the Department may enter into a contract with a firm. The following notification is being provided so that all firms are aware of the requirements that are mandatory prior to a potential consultant firm entering into the negotiations process of a contract.

Proof of appropriate Insurance Coverage, based on the type of assignment, will be required prior to consummating the agreement.

Firms must have a current burden, fringe and overhead rate audit approved by the Department; a current Contractor Certification of Final Indirect Costs; a current affirmative action plan approved by the Department; and an up-to-date registration to conduct business in the State of Connecticut with the Office of the Secretary of State. **If these items are not in place when the Department is ready to move into the negotiations phase of a contract, the Department may go to the next firm on the final selection list.** For further information on these items and instructions for submittals, please contact the appropriate individuals or offices listed below. Do not send these items to the Consultant Selection Office.

Affirmative Action Plan information and forms may be found at:
<http://www.ct.gov/dot/cwp/view.asp?a=2288&Q=482516>

Burden, Fringe and Overhead Rate Audit information and approval, and Contractor Certification of Final Indirect Costs, contact: DOT.ExternalAudits@ct.gov

Registration with the Office of the Secretary of State information: (860)509-6002
(See Connecticut General Statutes, Sections 33-922, 33-636, 33-953 and Public Act 95-252.)

IT IS THE RESPONSIBILITY OF YOUR FIRM TO KEEP THESE ITEMS CURRENT. THE DEPARTMENT WILL NOT BE RESPONSIBLE FOR NOTIFYING ANY FIRM THAT THESE DOCUMENTS HAVE EXPIRED.