

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE

CSO Solicitation No 2465
Request for Letters of Interest
Task Order Grant Preparation Services

The Connecticut Department of Transportation (Department) is seeking to engage two (2) consulting firms for task order preparation of federal discretionary grant applications.

Services performed by the selected firm(s) will entail preparing federal discretionary grant applications and if applicable, a Benefit Cost Analysis (BCA) as part of the grant submittal package. Components of federal grant applications may include but are not limited to grant narratives, cost, and schedule estimates, budget, BCA spreadsheets, BCA Technical Memorandums, travel demand modeling, standard grant application forms in the SF-424 series, letter of support templates, maps, graphics and other deliverables as deemed required to support the Department's goals in preparing successful grant applications. This assignment is medium complexity for volume considerations. Refer to the following website for Volume Adjustment Factors: <https://portal.ct.gov/DOT/Cosultant-Selection/Consultant-Selection-Information>.

The contracts will be limited to five (5) years to assign new work, with the stipulation that assignments initiated during the term of the contract will continue to completion of work. No new work, which is unrelated to prior negotiated tasks, will be negotiated after five (5) years from the start of the contract. The value of each contract is estimated to be 3 Million dollars (\$3,000,000) however, actual contract fees will vary depending on the tasks assigned. It is anticipated to utilize either a lump sum or cost-plus fixed fee payment method and will be funded with state project funds. The scope and fee for each task under the agreements will be negotiated independently. The total number of assignments for this firm may vary depending on the Department's needs.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract.

If your firm would like to be considered for one of these assignments, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 (Rev. June 2022) and up to a maximum of five (5) resumes of the key personnel, 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 **November 15, 2024** and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2465.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 **January 2025**.

Your CSO 255 submittal 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

AS A LEGAL NOTICE, THIS ASSIGNMENT IS EXCLUDED FROM THE DEPARTMENT'S "RECENT SELECTION" CRITERIA.
following criteria:

- (1) Qualification of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 10%
- (2) Experience with preparing federal discretionary grant applications in compliance with all federal applicable standards, policies and procedures = 45%.
- (3) Knowledge and familiarity with the most recent United States Department of Transportation's (USDOT) [Benefit-Cost Analysis Guidance for Discretionary Grant Programs](#) = 15%.
- (4) Experience with preparing Benefit Cost Analysis (BCA) using the [USDOT Benefit-Cost Analysis Spreadsheet Template](#) for Discretionary Grant Programs = 15%.
- (5) Experience with other BCA software including Transportation Economic Development Impact System (TREDIS) = 5%.
- (6) Experience managing on-call contracts and Project Management; Weighted scoring value = 10%.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) assigned for this contract. 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 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](#) 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 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

AS A LEGAL NOTICE, THIS ASSIGNMENT IS EXCLUDED FROM THE DEPARTMENT'S "RECENT SELECTION" CRITERIA.

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 Maines of the Consultant Selection Office at (860) 594-3346 or amie.maines@ct.gov.

Connecticut Department of Transportation
An Equal Opportunity/Affirmative Action Employer