

ONLY FIRMS WHO ARE QUALIFIED IN THE CATEGORY LISTED BELOW ARE ELIGIBLE TO SUBMIT. THOSE FIRMS HAVE RECEIVED THIS LETTER ELECTRONICALLY.

TO: Prequalified Consultant Firms

Subject: **Request for Letters-of-Interest**

Consultant Liaison Engineering Services for Bridge and Structure Design

Prequalification Category: Bridge and Structure Design

CSO #2477

Complexity Factor for Volume - Medium

Your firm has been prequalified by the Connecticut Department of Transportation (CTDOT) in the category listed above for the 2024 calendar year. Refer to the following website for Volume Adjustment Factors: https://portal.ct.gov/dot/consultant-selection-info?language=en_US

CTDOT is seeking to engage four consultant engineering firms to provide Consultant Liaison Engineering (CLE) services for various bridge and structure related projects. Three of the firms will be selected to work strictly on State owned structures while one firm will be selected to work strictly on municipally owned structures through the Local Bridge Programs. The selected firms will act as the CTDOT's "Project Engineer", extension of general staff, and liaison with various consultant engineering firms and/or municipalities who are responsible for the engineering and preparation of contract plans, specifications, estimates and other documents.

The agreements with the selected CLEs will be administered by and limited to the Division of Bridges – CLE Program. Anticipated tasks include, but are not limited to:

- Providing liaison services between the CTDOT and Consulting Engineers retained by CTDOT to provide studies and contract documents.
- Developing structure rehabilitation/replacement study evaluation reports
- Providing and/or review of survey, hydraulic, and soils engineering services
- Coordination with regulating agencies
- Investigation of archeological resources within the project limits
- Generation of Memorandum of Agreements (MOAs)
- Facilitating public involvement including presenting the proposed project to Town officials and to the public at public informational meetings and/or formal hearings
- Providing administrative support and management of project schedules
- Preparation of environmental documents including permit submissions
- Providing review and/or creation of utility agreements
- Processing plans, specifications, and estimates (PS&E) packages for advertising
- Providing engineering studies
- Preparation of project-related correspondence and documentation
- Providing general and technical reviews per latest specifications and guidelines (including, but not limited to: structural, geotechnical, environmental, traffic, geometric, highway, hydraulic, and constructability)
- Activities associated with scoping a project
- Writing and coordinating agreements with/for municipalities

- Providing liaison services for local bridge programs
- Providing construction support services
- Coordination with CTDOT staff, State and Federal agencies, municipalities, and the public
- Provide design engineering services, as needed
- Provide bridge and structure inspection services, as needed
- Provide bridge load rating analyses and reviews

The contract will be limited to five 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 years from the start of the contract. The value of the contract is estimated to be \$25 million; however, the actual contract fee will depend on the work assigned. The basis of payment is anticipated to primarily be cost-plus fixed fee, with the option of lump sum or billable rate as deemed necessary. In all cases, CTDOT Policy Number Ex.O.-33, or its latest revision, shall apply.

Please be advised that the selected firms and their subconsultants shall not be eligible to provide services, either as a prime consultant or subconsultant on any current or subsequent phase, of any specific project, which is managed under this assignment. No firm shall be allowed to subcontract with the CLE firm and have a contract, or subcontract with a firm, that the CLE shall be overseeing. This applies to current and future Task Order Bridge Engineering contracts and shall also include any break-out projects that occur from the projects managed under this assignment.

The selected firms must provide all 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 and experienced to perform this assignment, and will be required to provide the necessary staffing to deliver projects assigned. Firms shall have a dedicated Program Manager, MS Project schedule specialist, and a minimum of six qualified staff members acting as project engineers. The Program Manager shall be responsible for managing and allocating resources within the CLE firm to maintain schedules while having general and technical oversight over all aspects of projects assigned. The MS Project schedule specialist shall be responsible for coordinating, monitoring, and proactively mitigating delays of project schedules. The staff acting as project engineers shall be the primary day-to-day contacts for projects assigned to the CLE. The selected firm shall also 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 on a daily basis for the supervision of the staff performing the assignment.

If your firm desires to be considered for one of these contracts, your submittal should consist of a one-page letter-of-interest and a CTDOT Form CSO 255 (Rev. June 2022) with a maximum of five resumes. Resumes must be provided for the Program Manager and MS Project schedule specialist with assurance that they will be available for work when required. (The CSO 255 form can be found online at https://portal.ct.gov/dot/consultant-selection-info?language=en_US.)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to DOT.CSOSubmittals@ct.gov by 3:00 p.m. on or before January 6, 2025 and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2477.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 that 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 March 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 following criteria:

- (1) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 10%
- (2) Proposed staff and sub-consultant capabilities/experience in the following:
 - a. Bridge and Structure Design. Weighted scoring value = 15%
 - b. Project Administration and Liaison Engineering. Weighted scoring value = 15%
 - c. Project schedule management. Weight scoring value = 15%
 - d. Design Support Services including Geotech, Hydraulics, Surveys, Environmental Permits, and Utility Coordination/design. Weighted scoring value = 15%
 - e. Highway Design. Weighted scoring value = 10%
 - f. Traffic Engineering. Weighted scoring value = 10%
- (3) Familiarity with CTDOT design standards, policies & administrative procedures, and design development. Weighted scoring value = 10%

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: *CT Professional Engineering License for the Program Manager*

Please be advised that there is a 4% Small Business Participation Program (SBPP) assigned for each 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. 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 is 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 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 CTDOT-approved audit and a 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 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.

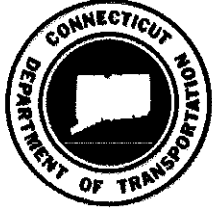
The CTDOT reserves the right to award subsequent phases of an assignment to other qualified firms.

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.

Please be advised that firms must continue to be prequalified in the specified category for the year a shortlist is finalized and/or a selection is made.



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 listed above.



CONNECTICUT DEPARTMENT OF TRANSPORTATION

POLICY STATEMENT

POLICY NO. EX.O. - 33
June 25, 2015

SUBJECT: Policy on Non-Federally Funded Contract Fees for Architects, Engineers and Consultants performing services for the Department

On May, 4 2015 the Office of Policy and Management (OPM) rescinded OPM General Letter No. 97-1. OPM is currently working, in consultation with DOT, to establish revised guidelines regarding the reasonableness and allow-ability of various cost factors related to engineering consultant services as required by Section 13b-20m of the Connecticut General Statutes.

In the interim, the Department will utilize the following Policy on Non-Federally Funded Contract Fees for Architects, Engineers and Consultants performing services for the Department:

All contracts for architects, engineers and consultants shall be negotiated and awarded on the following basis:

1. Burden, Fringe, Overhead and Profit – Actual but not to exceed 165% for work utilizing a Home Office rate and 130% for work utilizing a Field Office rate.
2. Travel – Maximum is established per the State Travel Regulations (Manager's Agreement).

Each such contract must contain appropriate language to clearly acknowledge the parameters of this letter.

A handwritten signature in cursive script, appearing to read "James Redeker", is written over a horizontal line.

James Redeker
Commissioner



Derick Lessard/dml/esk

bcc: Comr. Eucalitto-Deputy Comr. Kitsis-Deputy Comr. King
Elizabeth Keyes
Amy Ravitz – Alice Sexton - Philip J. Orzech
Scott A. Hill
James Fallon
Mark F. Carlino
Charles Roman – Gregory Straka - Patrick Joyce-Melanie Goodin
Debra Goss – Shari Pratt – Patrick Zapatka
Amie Maines
Bartholomew Sweeney – Derick Lessard
Marc Byrnes
Tracey Brais