



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 Letter-of-Interest
Construction Engineering and Inspection Services for Project No. 0474-0095
Prequalification Category: Construction Engineering and Inspection (Facilities)
CSO Solicitation No. 2480
THIS IS A MEDIUM COMPLEXITY ASSIGNMENT FOR VOLUME CONSIDERATION

Your firm has been prequalified by the Connecticut Department of Transportation (CTDOT) to provide Construction Engineering and Inspection services in the subject category for calendar year 2024. Refer to the following website for Volume Adjustment Factors: <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>.

The CTDOT is seeking to engage one (1) firm to perform the Construction Engineering and Inspection services for the following project:

Project No. 0474-0095 – Expansion of the Existing Windham Regional Transit District Facility - Phase 1. Work to include expansion of current maintenance building and construction of temporary administrative building. This contract is scheduled to be advertised on March 11, 2025, with a scope of “I”.

Firms responding to this request should be of adequate size and sufficiently staffed with experienced and licensed personnel to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. Information regarding the licensing, certification and qualification requirements for this project can be found in the [“Construction Engineering and Inspection Information Pamphlet for Consulting Engineers”](#) dated May 2022.

Please be advised that the CTDOT currently utilizes AASHTOWare, and COMPASS software for construction document reporting. Firms should also be familiar with the CTDOT’s construction policies as outlined in our Construction Manual. This Manual can also be found online at <https://portal.ct.gov/DOT/Office-of-Construction/Construction-Manual-Committee>.

If your firm desires to be considered for this assignment, your submittal should consist of a one-page letter of interest and ConnDOT Form CSO 255 (Rev. June 2022), and up to a maximum of three (3) resumes of key personnel, which are limited to two (2) pages each. One of the resumes must be that of Resident Engineer (Resident Engineer 1). A separate Office Engineer (Office Engineer 1) position is required for this project. Please provide assurance that the persons proposed for all these positions will be available for work when required. The CSO 255 Form can be found online at www.ct.gov/dot/business/consultant/selection.

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 16, 2025**, and must be no larger than 10 MB in size. The file name should be

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in the following format: CSO#2480.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. A final selection is anticipated by April 2025.

Your CSO 255 form 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:

	Weighted Scoring Value
1. Proposed Staff Size and Qualifications. Required Certifications: NETTCP - Concrete Inspector, NETTCP - HMA Paving Inspector	15%
2. Facilities Construction (including applicable code and ADA Requirements)	25%
3. Electrical Installation	15%
4. Plumbing Installation	15%
5. Mechanical Installation	15%
6. Administration of Construction Project	5%
7. Familiarity with ConnDOT's Construction Standards and Procedures	10%

Responding firms must provide copies of the required licenses and certifications for the proposed resident engineer and/or other staff showing that they are in current standing. Proof of current SBE certification must also be included.

This will be a cost-plus, fixed-fee contract. All firms are advised that the prime consultant must perform the majority (at least 50%) of the work with employees of the firm. Joint venturing assignments will not be allowed.

You are advised that a Small Business Enterprise (SBE) set-aside requirement applies to this contract. The set-aside requirement will be no less than three (3) percent of the agreement value. Within the submittal, you must include the designated SBE sub consultant(s) which you plan to use. To be eligible for SBE credit, the sub-consultant(s) must be currently certified by the Department of Administrative Services.

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.

Prior to the negotiation process, the selected firm will be required to have a CTDOT-approved audit and a current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. A minimum of two million dollars (\$2,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$250,000), will be required. Proof of coverage must be submitted on acceptable insurance forms prior to the start of the negotiations process.

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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 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.

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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.

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 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 in 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 Ms. Amie Maines of the Consultant Selection Office at (860) 594-3346, or Amie.Maines@ct.gov.