

CSO Solicitation No. 2217

Task Order Intermodal Planning Studies

Prequalification Category - Modal Transportation Planning Studies (Highways, Transit, Rail, Ferries/Ports/Waterways, and Bicycle/Pedestrian)

FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage three (3) prequalified consultant engineering firms Task Order Intermodal Planning services.

The services to be performed by the selected firms shall include Highway and Roadway Planning, Bus and Rail Transit Planning, Bike and Pedestrian Planning, Transportation Oriented Development Planning and Implementation, Goods Movement and Commodity Flow Planning, Maritime Operation Plans and Port Planning, Commuter Parking Lot Related Planning and other specialized studies as needed in accordance with a variety of federal and state regulations.

The contracts will be limited to three 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 will be negotiated after three years from the start of the contract. Please be advised that the selected firms will not be eligible to provide services, as a prime consultant or sub-consultant, to prepare contract documents for the construction phase of any project which is managed under this assignment, in which the scope of work for the next phase, including any break-out projects, is developed. The scope and fee for each task under the agreement will be negotiated separately.

If your firm desires to be considered for this assignment, your submittal should consist of a two page letter-of-interest and the Department Form CSO 255 with a maximum of five resumes. One of the resumes must be that of the proposed Project Manager of the work as well as assurance that he/she will be available for work when required. The CSO 255 Form can be found online at <http://www.ct.gov/dot/cwp/view.asp?a=1527&q=500732>.

Included in the submittal must be a brief narrative summarizing your current study workload, description of proposed staff, qualifications, and discipline experience in the following:

1. Project Visioning
2. Highway and Roadway Planning
3. Bus and Rail Transit Planning
4. Bike and Pedestrian Planning
5. Other Planning Topics including: TOD, Goods Movement and Commodity Flow, Ports, Commuter Parking Lots

6. Project Management
7. Familiarity with the Department's policies and procedures.

The selected firm will be required to maintain a Connecticut office for the duration of assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

Four copies of the submittal are required, and they must be postmarked by April 29, 2014, or if hand-delivered, received by 3:00 p.m. on that date.

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.

You are advised that a disadvantaged business sub-consultant goal applies to this project. The goal will be no less than three (3) percent of the agreement value. Within the letter of interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. 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 assignments will not be allowed.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)".

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnership 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 award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

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

All letters of interest shall be mailed to:

Mr. David M. Mancini, P.E.
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, Connecticut 06111

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than **3:00 P.M. on April 29th, 2014**. Responses hand carried or postmarked after this date and time will not be considered.

All inquiries regarding this Request for Letters of Interest shall be directed to Mr. David Mancini, of the Consultant Selection Office, at (860) 594-3017.