

**CSO Solicitation No. 2235
Task Order Wetland Studies and Environmental Documents
Prequalification Category—Environmental Planning Studies and Regulatory Permitting**

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, in the category listed above, to provide environmental documentation and wetland studies on a “task order” basis to support the Office of Environmental Planning.

The services to be performed by the selected firms shall include preparing environmental/historic documents per the National Environmental Policy Act (NEPA), the Connecticut Environmental Policy Act (CEPA), Section 106 of the National Historic Preservation Act and Section 4(f) of the United States Department of Transportation (US DOT) Act, wetland delineations, preparing and processing wetland permit application including wetland mitigation design and monitoring, groundwater monitoring, hydrologic and hydraulic studies, as well as conducting studies involving threatened and endangered species, 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. Up to 50 tasks may be required of each selected firm. 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 one 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 www.ct.gov/dot/consultant.

Included in the submittal must be a brief narrative summarizing your firms current environmental documentation and wetland study workload, description of your proposed staff, as well as their qualifications, and discipline experience in the following:

- 1) Wetland Delineations
- 2) Wetland Mitigation Design and Monitoring;
- 3) Groundwater Monitoring, Hydrologic and Hydraulic studies
- 4) Threatened and Endangered Species
- 5) NEPA Requirements
- 6) CEPA Requirements
- 7) requirements of Section 4(f) of the US DOT Act
- 8) requirements of Section 106 of the National Historic Preservation Act
- 9) Air Quality, Noise, and Cultural Resource assessment
- 10) Project Management
- 11) Familiarity with the Departments policies and procedures.

The selected firms 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 October 30, 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 does not apply to this project. 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 (c) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (b) 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 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 firm 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 October 30, 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.