

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED PARTIES

Legal Notice
CSO Solicitation No. 2202
Request for Letter of Interest
Task Order Land Surveying Support Services
The Connecticut Department of Transportation

The Connecticut Department of Transportation (Department) is seeking to engage one (1) Professional Land Surveying Consulting Firm to provide task order services to support the Department's surveying program. The services to be rendered will include, but are not limited to, terrestrial LiDAR (scanning), Ground Penetrating RADAR, Real-Time Network GPS Surveying, Drainage Surveys, Hydraulic / Bathymetric Surveying, Land Records Research, Wetland Delineations, Monument Setting, any tasks that the Departments District Surveyors perform. All assigned tasks shall be accomplished under the direct oversight of a CT Licensed Land Surveyor.

The contract will be limited to three years, plus one additional year to complete previously assigned tasks. No new tasks will be negotiated after three years from the start of the contract. Up to fifty (50) assignments are anticipated, with an expected start date in April 2014.

Successful applicants for this request will be required to provide final mapping and 3-D surfaces in a Bentley Systems, MicroStation (InRoads) format, as specified in the Department's Digital Project Development (DPD) Manual.

If your firm would like to be considered to provide these services, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 and a maximum of five (5) resumes 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 Project Manager shall be a Licensed CT Land Surveyor and oversee all Task Order work. (The CSO 255 form can be found online at www.ct.gov/dot/consultant.) Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on January 24, 2014.

Included in the submittal must be the following: A brief narrative summarizing your current workload; A brief description of your proposed staff and their qualifications, discipline experience, current workload, and availability; Project experience which demonstrates your expertise in 1) Surveying using MicroStation / InRoads / 3D Surface Creation; 2), Familiarity with State Transportation Department Surveying Standards of other states; 3) Specialized Surveying Experience (GPR, Terrestrial LiDAR etc.); 4) Familiarity with CTDOT policies and procedures and surveying standards. The location of the office where the work will be performed and the staff size and available equipment to be dedicated to this contract, should also be indicated.

Please be advised that there is a 10% disadvantaged business enterprise (DBE) goal assigned for the aggregate sum of all tasks over the course of this contract. Within the letter of interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub-consultant(s) which you plan to use. The DBE sub-consultant(s) must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed but sub-contracting is as noted above.

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) 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 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 firm will be required to have a Department-approved audit, affirmative action plan, as well as 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. 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.

All letters of interest shall be mailed to:

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

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than 3:00 P.M. on January 24, 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.

Connecticut Department of Transportation
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