

CSO Solicitation No. 2221
Rehabilitation of Four Railroad Bridges on the Pan America Railways Line
Prequalification Categories – Rail Design & Bridge and Structure Design

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 one (1) prequalified consultant engineering firm to provide design services for the rehabilitation of the following four railroad bridges on the Pan America Railways Line in the town of Waterbury:

- **Bridge No. 09101R over Culvert (M.P. 00.12)**, constructed at an unknown date, carries one Pan America Railways track and one Naugatuck railroad track over concrete box/pipe culvert in the city of Waterbury.
- **Bridge No. 00600R over West Main Street (M.P. 24.16)**, constructed in 1906, carries one Pan America Railways track and two abandoned tracks over West Main Street (SR 846) in the city of Waterbury.
- **Bridge No. 09100R over Crane Street (M.P. 24.20)**, constructed in 1906, carries one Pan America Railways track and two abandoned tracks over Crane Street in the city of Waterbury.
- **Bridge No. 04234R over Freight Street (M.P. 24.34)**, constructed in 1907, carries one Pan America Railways track and three abandoned tracks over Crane Street in the city of Waterbury.

Successful applicants for this request will be required to provide contract plans, specifications, supplemental documents, and other design data in a Bentley Systems, MicroStation (InRoads) format, as specified in the Department's Digital Project Development (DPD) Manual.

Firms applying for this assignment should be of adequate size and sufficiently staffed, experienced, and demonstrate the ability to provide submissions on an aggressive schedule. Please be advised that the selected firm will be required to maintain a suitable furnished office in Connecticut where the Project Manager will be located and work will be accomplished for the duration of the assignment.

If your firm would like to be considered for this assignment, 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 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 April 25, 2014.

Included in the submittal must be the following: A brief narrative summarizing your current Rail and Bridge Design 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) Structural design of railroad bridges and culverts; (2) Environmental Permitting; (3) Hydrology studies, hydraulic analyses, and preparation of design reports for railroad bridges and culverts over waterways; (4) Constructability reviews and sequencing of construction; and (5) Familiarity with ConnDOT policies, procedures, standards, and AREMA (American Railroad Engineering Maintenance-of-Way Association) requirements.

You are advised that a small business enterprise (SBE) set aside applies to this project. The set aside will be no less than fifteen (15) percent of the agreement value. Within the letter of interest submittal, you must include the designated certified Small Business Enterprise (SBE) sub consultant(s) which you plan to use. The SBE sub-consultants must be currently certified by the Department of Administrative Services. 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

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 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 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. A minimum of ten million dollars (\$10,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$250,000), will be required. Proof of all applicable coverage must be submitted on a form acceptable to the State prior to the start of negotiations. The selected firm shall also carry Railroad Protective Liability and Property Damage Liability Insurance.

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 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 April 25, 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.