

**THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS**

LEGAL NOTICE  
CSO Solicitation No. 2324

**STRATEGIC HIGHWAY SAFETY PLAN SUPPORT SERVICES**

The Connecticut Department of Transportation (Department) is seeking to engage a professional engineering firm to provide support services for the development, implementation and evaluation of an updated Strategic Highway Safety Plan (SHSP) for Connecticut.

The SHSP is a comprehensive plan to substantially reduce the vehicle related fatalities and serious injuries on Connecticut's roadways and States are required to continuously update their SHSPs. Coordination and interaction with numerous State, local and private safety stakeholders will be required.

The contract will be limited to three years, with an option to extend it an additional two years. The value of the contract is estimated to be \$1,500,000.00, and is anticipated to utilize a lump sum or cost plus fixed fee payment method.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. The selected firm will also 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.

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 (Rev. Jan. 2016) 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 Form CSO 255 can be found online at [www.ct.gov/dot/business/consultant/selection](http://www.ct.gov/dot/business/consultant/selection).) **Four (4) copies of the submittal are required and they must be either postmarked or hand-delivered by 3:00 p.m. on December 19, 2018.** 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 on or before February 28, 2019.

Your CSO 255 submittal should identify the following: your proposed current staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Proposed Staff Qualifications, Experience and Availability  
Weighted scoring value = 15%
- (2) Experience in presentations and meeting facilitation  
Weighted scoring value = 15%
- (3) Experience in preparing Strategic Highway Safety Plans  
Weighted scoring value = 35%
- (4) Experience in safety data analysis  
Weighted scoring value = 25%
- (5) Knowledge of Federal requirements related to Strategic Highway Safety Plans.  
Weighted scoring value = 10%

Responding firms must provide copies of the following required licenses: Connecticut Corporate Professional Engineering License and a Connecticut Professional Engineering License for at least one of the proposed lead personnel.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for these contracts. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing 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, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) 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 Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, 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. Please note, in an effort to streamline the certification and affidavit process for agreement execution, the Department is requiring all selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Directions and forms can be found at: [http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNav_GID=1806).

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$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](http://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 and 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 the negotiations process.

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, in its sole discretion, reserves the right to award subsequent phases of an assignment to other qualified firms.

All letters-of-interest shall be addressed to:

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

Hand-delivered submittals should be brought to the front security desk at the aforementioned address **no later than 3:00 P.M. on December 19, 2018**. Submittals hand-delivered 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 M. Mancini of the Consultant Selection Office at (860) 594-3017.**

Connecticut Department of Transportation  
An Equal Opportunity / Affirmative Action Employer