

CSO Solicitation No. 2325
New Haven Line (NHL) Railroad Bridge Inspection
Prequalification Category - Bridge and Structure Inspection

ONLY FIRMS WHO ARE PREQUALIFIED IN THE CATEGORY ABOVE ARE ELIGIBLE TO SUBMIT. THOSE FIRMS WILL RECEIVE THIS LETTER ELECTRONICALLY.

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage one (1) prequalified professional engineering firm to perform Railroad bridge inspections along the New Haven Line (NHL), which includes the Danbury, New Canaan and Waterbury branches. The inspections must conform to the standards prescribed by the National Bridge Inspection Standards (NBIS), the American Railway Engineering and Maintenance of Way Association (AREMA), and the Department's Railroad Bridge Inspection Manual, (RBIM) Version 1.1, February 2014. This assignment will be 24 months in duration; there will be an option to extend the contract for an additional two years. At this time, it is anticipated the contract will require the inspection of approximately 206 railroad bridges, including 5 movable bridges requiring Underwater, Mechanical and Electrical inspections. There are approximately 25 underwater inspections included in this assignment. High Tower inspections at four (4) movable bridges are also included under this assignment. 196 undergrade bridges will be inspected annually (one year Routine and one year In-depth) and 10 pedestrian overpasses will be inspected bi-annually resulting in a total of approximately 402 inspections during the 2-year period. The selected firm will be assigned approximately 150 bridge load evaluations, as well as other activities including nondestructive testing and ultrasonic testing as directed in the Railroad Bridge Inspection Manual (RBIM) or by the Office of Rail.

Successful applicants for this request will be required to prepare correspondence concerning the maintenance and preservation of the structures they inspect. Inspection reports and Railroad Maintenance Memorandums (RMM's) shall be prepared using the latest procedures and technology required by the Department, including the development of electronic reports and databases using Bentley InspectTech. The selected consultant will be required to provide the inspection equipment and staffing necessary to meet the requirements of this assignment. A minimum of two (2) team leaders is anticipated. The selected firm will also be required to maintain a Connecticut office for the duration of the 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 and a maximum of ten (10) resumes which are limited to two (2) pages each. Resumes of the proposed Project Manager and team leaders must be included as well as the assurance that they will be available for work when required. (The CSO 255 form can be found online at 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 January 30, 2019.** 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 by April 30, 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) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 15%
- (2) Experience with similar Railroad Inspection Projects including:
 - a. Performing railroad bridge inspections (20%)
 - b. Evaluation of railroad bridge inspection findings (20%)
 - c. Load rating analysis of railroad bridges (20%)
 - d. Underwater inspections (5%)
 - e. Preparation of Railroad Maintenance Memorandums (RMMs) (5%)
 - f. High tower inspections (5%)
- (3) Familiarity with CTDOT standards, policies and procedures as well as NBIS and AREMA Requirements. Weighted scoring value = 10%

You are advised that a Small Business Enterprise (SBE) set-aside requirement applies to this contract. The set-aside requirement will be no less than fifteen percent (15%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified SBE sub-consultant(s) which you plan to use. To be eligible for SBE credit, the sub-consultant(s) must be certified by the Connecticut 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 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.

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 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. 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 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.

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 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 January 30, 2019**. 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.