

AS A LEGAL NOTICE, THIS ASSIGNMENT IS EXCLUDED FROM THE DEPARTMENT'S "RECENT SELECTION" CRITERIA.

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED PARTIES

Legal Notice

CSO Solicitation No. 2328

Request for Letter of Interest

**Inspection of Surface and Below Water Components
of Statewide Structures**

The Connecticut Department of Transportation

The Connecticut Department of Transportation (Department) is seeking to engage two (2) consultant engineering firms, qualified in the field of underwater bridge inspection, to perform safety inspections on bridges over waterways in accordance with the standards prescribed by the American Association of State Highway and Transportation Officials (AASHTO), the National Bridge Inspection Standards (NBIS) and the Department's Bridge Inspection Manual. Additionally, the selected firms may be required to provide engineering related services to assist the Bridge Safety and Evaluation Section. This assignment requires specialized expertise by divers to inspect town and state bridges over waterways where there is limited headroom, increased depth of water or confined space.

Statewide, approximately 800 underwater or combined above/below water inspections of bridges carrying state and local roadways will be required in the next four years. It is anticipated that structures which require an inspection once every two years will be inspected at least twice under this assignment. Other structures, which only require an inspection once every four years, will be inspected at least once. Tasks to be performed under this assignment may include, but not be limited to: Bridge Inspections (routine and emergency) that may include Investigations and Developing of Work Scopes, Structural Load Carrying Capacity Calculations, Quality Assurance Inspections of Highway Bridges inspected by others, Development and/or updating of the Department's Bridge Inspection Manual related to work in this assignment.

The selected consultants will be required to prepare correspondence concerning the maintenance and preservation of the structures they inspect. Inspection reports shall be prepared using the latest procedures and technology required by the Department. Report sketches will be required to be completed in Bentley Systems, Inc. MicroStation V8i format, as required by the Department's Digital Design Environment guidelines. (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668&PM=1>). For further information, please refer to the Department's Bridge Inspection Manual.

Firms responding to this notice should be of adequate size and sufficiently staffed and experienced to perform this assignment. The selected firms will be required to provide the inspection equipment necessary to complete this assignment, and to maintain a Connecticut office for the duration of this 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. The location of the office where the work will be performed, the staff size of that office, and the number of staff in that office who have completed the NBIS required Safety Inspection Training, should be indicated in your submittal.

The value of each contract is estimated to be \$4,000,000, and is anticipated to utilize either a lump sum or cost-plus fixed fee payment method.

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 up to a maximum of five (5) resumes of the key personnel, 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/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 April 23, 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 June 28, 2019.

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

- (1) Staff size, qualifications, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 20%
- (2) Bridge inspection and evaluation experience (above and below water). Includes familiarity with NBIS inspection standards. Weighted scoring value = 20%
- (3) Employee training and certifications. Weighted scoring value = 15%
- (4) Established safety program and familiarity with OSHA regulations. Weighted scoring value = 10%
- (5) Non-destructive testing capabilities/ Specialized underwater inspection methods (acoustic imaging, etc.). Weighted scoring value = 10%
- (6) Types and availability of inspection equipment. Weighted scoring value = 10%
- (7) Familiarity with CTDOT inspection standards, policies and procedures. Weighted scoring value = 15%

Responding firms must provide copies of the following required licenses, certifications and/or registrations for the proposed personnel that indicate they are in current standings:

The **Project Manager** shall meet the requirements of **Program Manager** as established in 23 CFR 650C, National Bridge Inspection Standards (NBIS), and shall possess and maintain a Connecticut Professional Engineer's License in Civil or Structural Engineering.

All **Team Leader/Lead Divers** shall meet the requirements of **Team Leader** as established in the NBIS and shall have a minimum of 2 years of bridge inspection experience.

All **Assistant Team Leader/Lead Divers** shall have a minimum of one year of bridge inspection experience

All **Dive Team members** shall be certified divers and shall have successfully completed either the National Highway Institute (NHI) Safety Inspection of In-Service Bridges course or the NHI Underwater Bridge Inspection course. Staff who have taken the NHI Safety Inspection of In-Service Bridges course will need to take the NHI Bridge Inspection Refresher Training course within every 5 years thereafter.

Dive Team members shall also have certification in First Aid and in Cardio-Pulmonary Resuscitation (CPR).

Please be advised that there is no Disadvantaged Business Enterprise (DBE) assigned for this contract. 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 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 (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 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 submittals should be brought to the front security desk at the aforementioned address **no later than 3:00 P.M. on April 23, 2019** or postmarked by this date and received within 3 days. Submittals will not be considered if they are submitted after these deadlines.

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
An Equal Opportunity/Affirmative Action Employer