

**CSO Solicitation No. 2335
State Project No. 042-70071; Greater New Haven Transit District Bus Facility
Prequalification Category - Facility Design (All Modal Buildings/Vertical Structures)**

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

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage one (1) prequalified consultant engineering firm, in the category listed above, to provide design services for the preparation of contract plans, specifications, estimates and other necessary documents for Project 042-70071PE. The purpose of this project is for the construction of a new administrative offices, operational and maintenance bus facility for the Greater New Haven Transit District's paratransit operations in the Greater New Haven region. The new facility will be approximately 30,000 to 40,000 square feet and constructed on 6.59-acre site in North Haven. The project will also include surface parking for paratransit buses, employee parking, visitor parking and a fuel island.

The selected consultant firm will perform the following tasks:

- Preparation of the necessary environmental documentation in accordance with the National Environmental Policy Act
- Program requirement study
- Preliminary and Final Design activities
- Regulatory permitting activities
- Other tasks as required for the completion of plans, specifications and estimates
- Design services during construction and other related engineering-construction support activity

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in Bentley Systems, Inc. MicroStation V8i (SELECT series 3) and InRoads Suite V8i (SELECT series 2) formats. Submissions will also be required to comply with the Department's Digital Design Environment and the Digital Project Development Manual (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668>).

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. It's anticipated that this contract will utilize a lump sum or cost-plus fixed fee payment method.

The selected firm will 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 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/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 October 10, 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 December 31, 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) Experience, qualification, workload and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 15%
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
 - a. Bus Maintenance Facility design. Weighted scoring value = 30%
 - b. Architectural design. Weighted scoring value = 20%
 - c. Facility site work and utility design. Weighted scoring value = 10%
 - d. Geotechnical engineering. Weighted scoring value= 5%
 - e. Environmental Permitting. Weighted scoring value = 5%
- (3) Familiarity with FTA and CTDOT design standards, policies and administrative procedures. Weighted scoring value = 15%

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

You are advised that a Disadvantaged Business Enterprise (DBE) goal applies to this contract. The goal will be no less than ten percent (10%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified DBE sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. 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 Three Million Dollars (\$3,000,000) 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 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 October 10, 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.