

**CSO Solicitation No. 2344**

**Project No. 301-0509; Improvements to the Stamford Maintenance of Equipment (MOE) Facility  
Prequalification Categories - Rail Design AND**

**Facility Design (All Modal Buildings/Vertical Structures)**

**ONLY FIRMS WHO ARE PREQUALIFIED IN THE CATEGORIES 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 improvements to the Stamford Maintenance of Equipment (MOE) Facility in the City of Stamford.

The selected firm will be required to perform the following services, which include, but is not limited to, reviewing existing information, developing design submittals, evaluating the constructability of the work by minimizing railroad operations disruption and construction times, coordinating with all the project stakeholders, developing a final design package for construction, and providing design services during construction for the necessary work at the railroad facility. Some of the tasks include: Roof replacement, HVAC replacement, rehabilitation of elevator, improvements to bathrooms and locker rooms, repairs to lunch rooms, installation of fall arrest system, installation of an overhead door, replacement of shop air compressors, improvements to the facility security, IT upgrades, upgrade bugs and singers systems, installation of service consoles in the upper yard on Tracks 7 and 9, repairs and improvements to the car wash facility, improvements to the parking lot, improvements to the sewer line, and improvements to the electrical room and boiler room.

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 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. It is anticipated that this contract will utilize 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 page, a Department Form CSO 255 (Rev. Jan. 2016) and up to a maximum of five resumes of the key personnel, which are limited to two pages each. One of the resumes must be that of the proposed Project Manager in charge of the work and

assurance must be provided 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](http://www.ct.gov/dot/business/consultant/selection).) **Four copies of the submittal are required, and they must be either postmarked or hand-delivered by 3:00 p.m. on March 19, 2020.** 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 May 29, 2020.

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 size, experience and qualifications of staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 10 percent
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
  - a. Field inspection and design for repairs of railroad maintenance facilities. Weighted scoring value = 5 percent
  - b. Design for replacement of railroad maintenance facilities. Weighted scoring value = 30 percent
  - c. Design for rehabilitation of railroad maintenance facilities. Weighted scoring value = 25 percent
  - d. Constructability for major improvements to railroad maintenance facilities. Weighted scoring value = 20 percent
- (3) Familiarity with ConnDOT policies, procedures, standards, and AREMA (American Railroad Engineering Maintenance-of-Way Association) requirements. Weighted scoring value = 10 percent

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 Small Business Enterprise (SBE) set-aside requirement applies to this contract. The set-aside requirement will be no less than 15 percent 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 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, 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, 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 a Professional Liability Insurance policy for errors and omissions in the minimum amount of Ten Million Dollars (\$10,000,000), with a maximum deductible of Two Hundred Fifty Thousand Dollars (\$250,000), from a firm approved to do business in the State of Connecticut. Proof of all applicable coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

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 March 19, 2020. 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, Consultant Selection Office, at (860) 594-3017.