

CSO Solicitation No. 2340

Construction Engineering and Inspection Services for Project No. 0034-0350

Prequalification Category - Construction Engineering and Inspection (Facilities)

(Recent selection criteria does not apply to this assignment)

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 perform the Construction Engineering and Inspection services for the following project:

Project No. 0034-0350 – The project involves the construction of a new building in Brookfield consisting of a 17,000 square foot bay and stores area and a 4,600 square foot office area; construction of a 3,200 square foot cold storage building; construction of a GPS station structure; installation of a motor fuel island and aboveground storage tanks; and the demolition of the existing building. The project also includes site improvements and utilities to support the new building. This contract was advertised on June 3, 2020, with a scope of “I”.

Firms responding to this request should be of adequate size and sufficiently staffed with experienced and licensed personnel to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. Information regarding the licensing, certification and qualification requirements for this project can be found in the “Construction Engineering and Inspection Information Pamphlet for Consulting Engineers” dated February 2017. This Pamphlet can be found online at:

<https://portal.ct.gov/-/media/DOT/documents/dconstruction/2017CEIInformationPamphletpdf.pdf>

(If the hyperlink does not work, copy and paste into browser)

Please be advised that the Department currently utilizes SiteManager software for construction management reporting. Firms should also be familiar with the Department’s construction policies as outlined in our Construction Manual. This Manual can also be found online at:

https://portal.ct.gov/-/media/DOT/documents/dconstruction/construction_manual/CM31.pdf

(If the hyperlink does not work, copy and paste into browser)

If your firm desires to be considered for this assignment, your submittal should consist of a one page letter of interest and ConnDOT Form CSO 255 (Rev. Jan. 2016), and up to a maximum of five (5) resumes of proposed staff, which are limited to two (2) pages each. One of the resumes must be that of the proposed Chief Inspector (Chief Inspector 2), and one for the Office Engineer (Office Engineer 1), as well as assurance they will be available for work when required. The CSO 255 Form can be found online at <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>.

Electronic Submittal – A .pdf of your CSO 255 must be emailed to David.Mancini@ct.gov by 3:00 p.m. on or before **July 23, 2020**, and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2340.FirmName. You will receive a confirmation email by 4:00 p.m. on the due date, once your submittal has been accepted. Please retain proof of sending your submission before the due date/time, in the unlikely event that your email is not received. If you do not receive a confirmation by the time specified above, please contact the Consultant Selection Office at 860-594-3498 or at the email listed above. 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 September 30, 2020.

Your CSO 255 form 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, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 15%
- (2) Facilities Construction. Weighted scoring value = 25%
- (3) Electrical/Mechanical Installation Construction. Weighted scoring value = 10%
- (4) HVAC. Weighted scoring value = 10%
- (5) Plumbing. Weighted scoring value = 10%
- (6) Administration of construction projects. Weighted scoring value = 10%
- (7) Required certifications. (NETTCP - Concrete Inspector, HMA Paving Inspector, Soils and Aggregate Inspector, NACE – CIP Level 2/SSPC BCI Level 1, Building official or Assistant Building Official). Weighted scoring value = 10%
- (8) Familiarity with ConnDOT's construction inspection standards and procedures. Weighted scoring value = 10%

Responding firms must also provide copies of the required licenses and certifications for the proposed inspectors, showing that they are in current standing.

This will be a cost-plus, fixed-fee contract. All firms are advised that the prime consultant must perform the majority (at least 50%) of the work with employees of the firm. Joint venturing assignments will not be allowed.

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 five (5) percent of the agreement value. Within the submittal, you must include the designated SBE sub consultant(s) which you plan to use. To be eligible for SBE credit, the sub-consultant(s) must be currently certified by the Department of Administrative Services.

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.

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 two million dollars (\$2,000,000) 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 acceptable insurance forms prior to the start of the negotiations process.

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 <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>.

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 <https://portal.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.

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 additional projects 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 category in the year a shortlist is finalized and/or a selection is made.

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.