

**THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED PARTIES**

Legal Notice

CSO Solicitation No. 2206

Request for Letter of Interest

**Task-Based Transit-Oriented Development Support Services**

The Connecticut Department of Transportation

The Connecticut Department of Transportation is seeking to engage one (1) consultant firm to provide Transit-Oriented Development (TOD) support services. The consultant is expected to organize a multi-disciplinary consultant team with the necessary technical expertise and resources to assist the Department in developing and managing a TOD planning and support program. The purpose of the program is to promote (including community education), plan, facilitate, and manage transit-oriented development in areas served by the state's rail and bus systems. The primary components of the TOD program are listed below.

- **TOD on State Transit Properties.** Provide the Department with the technical expertise and resources to take advantage of opportunities for TOD on its own transit properties,
- **Interagency Collaboration.** Enhance collaboration among state agencies on issues of state policies and programs; and in the planning, permitting, and/or financing of individual development proposals,
- **Municipal Assistance.** Provide TOD planning and technical assistance to municipalities at the direction of the Department,
- **Training & Education.** Promote TOD by providing training and educational programs for municipalities and developers.

It is anticipated that an employee of the selected firm will be required to work out of the Department's headquarters on a daily basis at the discretion of the Department.

The contract will be limited to three years, plus one additional year to complete previously assigned tasks. Assignments initiated during the term of the contract will continue to completion of work. No new work will be negotiated after three years from the start of the contract. Up to 50 assignments are anticipated, with an expected start date in April, 2014.

Successful applicants for this request will be required to provide final mapping in a Bentley Systems, MicroStation (InRoads) format, as specified in the Department's Digital Project Development (DPD) Manual.

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 four (4) pages each. Resumes of the proposed Project Manager must be indicated as such including 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/consultant](http://www.ct.gov/dot/consultant).) Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by **3:00 p.m. on February 20, 2014**.

Included in the submittal, must be a brief narrative summarizing your firm's current workload and description of proposed staff, qualifications, discipline experience and expertise in:

## **1. TOD development financing**

- development financing methods
- tax credit financing (low-income housing tax credits, new market tax credits, etc.)
- state and federal tax code relevant to development financing and tax credits
- state and federal housing programs
- state and federal community and economic development programs
- real estate market analyses to assess development potential
- analyzing the financial viability of development proposals prepared by others

## **2. Preparing development proposals & legal agreements**

- structuring and negotiating complex multi-party development proposals
- preparing and negotiating legal contracts for development and property transactions
- public-private partnerships
- assessing the practicality, and public costs and benefits of development proposals prepared by others

## **3. Site planning and development regulations**

- TOD planning
- municipal zoning, land use, and development regulations
- community development best practices and implementation
- land use and site planning
- building codes

## **4. Community involvement and education**

- techniques, programs, and approaches for effective community involvement
- TOD and related training and educational programs for municipalities and developers

You are advised that a small business enterprise (SBE) set-aside requirement applies to this project. The set-aside requirement will be no less than three (3) percent of the agreement value. Within the letter of interest submittal, you must include the designated certified Small Business Enterprise (SBE) sub consultant(s) which you plan to use. The SBE subconsultant(s) must be currently certified by the 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 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), 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 fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) 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. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network (“BizNet”) website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)”.

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$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 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 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.

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 February 20, 2014**. 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 of the Consultant Selection Office at (860) 594-3017.

Connecticut Department of Transportation  
An Equal Opportunity/Affirmative Action Employer