

**CSO Solicitation No. 2276**

**Design Services for Project No. 0106-0120 – Orange Railroad Station**

**Prequalification Categories - Facilities Design (All Modal Buildings/Vertical Structures) AND Rail Design**

**FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.**

**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 engineering services associated with Project No. 106-120, the design of a new railroad station and associated railroad infrastructure improvements in the Town of Orange (Town). This project will serve commuters of Metro North Railroad.

This assignment will consist of preparing all engineering and design documents required to produce the plans, specifications, and estimates for construction of a new railroad station along Metro North Railroad in Orange. Anticipated design tasks include but are not limited to civil site work, platforms, canopies, staintowers, elevators and a pedestrian bridge over the railroad. The station site will require coordination with a private developer as part of an eight acre Transit Oriented Development.

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. The selected firm will also 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. It is anticipated this will be a multiphase contract, and will 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 (Revised January 2016) and up to 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](http://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 August 11, 2016.** 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 November 30, 2016.

Your CSO 255 submittal should identify 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) Experience, qualification, 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. Rail Design. Weighted scoring value = 20%
  - b. Facility Design. Weighted scoring value = 15%
  - c. Structural Design. Weighted scoring value = 15%
  - d. Environmental Permitting. Weighted scoring value = 10%
  - e. Public Involvement. Weighted scoring value = 10%
  - f. Transit Oriented Development Planning. Weighted scoring value = 5%
- (3) Familiarity with Department standards, policies and procedures.  
Weighted scoring value = 10%

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 thirteen percent (13%) 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. Further information on these requirements and the latest versions of these documents, 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, 5 and 7 on the Department of Administrative Services (DAS) Business Network (“BizNet”) website. Further information can be found at <http://www.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(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 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 five million dollars (\$5,000,000) Professional Liability Insurance coverage, with a maximum deductible of five hundred thousand dollars (\$500,000), 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, in its sole discretion, reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the rights 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, Connecticut 06111

Hand-delivered submittals should be brought to the front security desk at the aforementioned address **no later than 3:00 P.M. on August 11, 2016**. 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.