

## THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

### LEGAL NOTICE

CSO Solicitation No. 2336

Request for Letters of Interest

### Certified Public Accounting for MTA/MNRR Auditing Services

Note the revisions in red below: The type of payment method was corrected on 9/10/19.

The Connecticut Department of Transportation (Department) is seeking to retain a Certified Public Accounting firm. The selected firm will provide consulting and auditing services for the financial management and control of funds used to operate the New Have Line railroad in accordance with the Amended and Restated Service Agreement (ARSA) between the State of Connecticut and the State of New York (Metropolitan Transportation Authority). The services to be provided by the selected firm shall include, but are not limited to, reviewing and auditing financial operations, special assignments for contract compliance audits, commuter service surveys, analyzing budgets and evaluating economic efficiencies of public transportation services.

Firm's areas of expertise must include performing audits in accordance with Generally Accepted Auditing Standards.

The anticipated start date for this contract is January 1, 2020, and will cover audits for calendar years 2020, 2021, 2022 and 2023. The value of this contract is estimated to be \$5.0 million over four years, and is anticipated to utilize a ~~cost plus fixed fee~~ **billable rate** payment method.

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.

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 copy of the firm's most recent peer review and letter of comments, the Department Form CSO 255 (Rev. Jan. 2016) 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 Form CSO 255 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 September 26, 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 on or before November 27, 2019.

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 and qualifications, including licensure, and continuing professional education of assigned staff. Weighted scoring value = 30%
- (2) Experience in performing surveys and analyzing the operation & budgets for a transportation commuter service. Weighted scoring value = 15%
- (3) Experience in Performing Contract or Compliance Audits. Weighted scoring value = 15%
- (4) Auditing and consulting experience of Railroad operations and other related areas. Weighted scoring value = 15%
- (5) Firms overall resources and ability to complete tasks considering Peer Review and Letter of Comments. Weighted scoring value = 25%

The Certification, Licensure and Continuing Professional Education of the proposed Professional personnel must also be included.

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 ten percent (10%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified SBE sub-consultant(s) 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 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 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 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.

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 may be brought to the front security desk at the aforementioned address **no later than 3:00 P.M. on September 26, 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.**

Connecticut Department of Transportation  
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