

ADV. No.: BI-2B-341-OR

State of Connecticut
Department of Construction Services
 Division of Design & Construction
 Office of Process Management
 165 Capitol Avenue
 Hartford, CT 06106

Consultant Services Selection
Request for Qualifications (RFQ)
Web Advertisement

Adv. No.:	BI-2B-341-OR	Web Advertisement Date:	Wednesday, Oct. 5, 2011
Selection Type:	Major Capitol Project Consultant Selection		
General Statement:	In accordance with the requirements of CGS §4b-55 through §4b-59, the Bureau of Design & Construction Department of Construction Services, State of Connecticut, advertises for Requests for Qualifications for the Major Capital Project Consultant Services as specified below.		
Consultant Services:	Owner's Representative		
Contract Number:	BI-2B-341-OR		
Contract/Project Title:	Window Replacement, Re-pointing and HVAC System Installation		
Project Location(s):	State Office Building 165 Capitol Avenue Hartford, CT. 06106		
Cost of the Work:	\$18,000,000		
User Agency Name:	DAS (Department of Administrative Services) Facilities		
Project Delivery Method:	<input type="checkbox"/> Design-Bid-Build (D-B-B): Architect/Engineer consultants shall be selected to develop design and construction documents for the State to publically bid the Major Capital Project. The general contractor that is the "lowest responsible and qualified bidder" is then awarded a contract by the State to build the Project. <input checked="" type="checkbox"/> Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP): Architect/Engineer consultants shall be selected to develop design and construction documents in the cooperation with a CMR for a Major Capital Project. The CMR shall publically bid the project elements and enter into a GMP contract with the State. After consultation with and approval by the commissioner, the CMR shall award subcontracts to responsible qualified subcontractors submitting the lowest bids to build the Project.		
Project Description:	<p>The project consists of design and renovation of the existing five story, approximately 350,034 gross square foot State Office Building.</p> <p>The majority of the scope will involve design and renovation work based on the replacement of approximately 800 exterior windows inclusive of lead and asbestos abatement, re-pointing of the building exterior façade and the installation of a new building HVAC system with possible connection to the capitol area system (CAS) district loop.</p> <p>The selected consultant shall be a qualified architectural firm and team with knowledge and current design and construction administration experience with large office buildings inclusive of extensive experience in building occupant phasing and interior environmental quality.</p>		



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Designated Services:

Preconstruction Phase Services: The scope of services for each portion of each design Phase of Preconstruction shall include, but not be limited to some or all of the following tasks:

- Master Schedules Analysis & Review;
- Participation in Design Phase Meetings;
- Action Item Agendas;
- Design Document Review & Reporting;
- Preliminary Field Operation Analysis;
- Review and comment on the CMR's submissions;
- Construction Budget Cost Reconciliation with Owner, Agency, A/E and CMR;
- Materials Review;
- Past experiences on negotiating GMP on CMR projects;
- Review & comment on the CMR's Recommendations to A/E, and Owner for the multiple subcontractor Bid Packages;
- Pre-Bid meeting(s) participation; and Bid Analysis;
- Administer the Construction Manager At Risk (CMR) contract;
- Review and comment on and monitor construction schedules;
- Provide expert Primavera "review services" to review and comment on the CMR's Primavera CPM Schedule;
- Review, comment on and monitor schedule of values;
- Review and recommend periodic requisitions for partial payments;
- Participate in Construction Phase Meetings;
- Monitor and comment on all special inspections and reports;
- Management and coordination of all Commissioning (CxA) tests and reports;
- Project documentation records management and associated reporting;
- Monitor, comment on, if necessary, analysis, approval, and coordination of Requests For Information (RFI's), Construction Change Directives (CCD's), Change Orders (CO's);
- Monitor and comment on the construction budget;
- Participate in project closeout procedures;
- Manage all claims and disputes.

The Owner's Representative shall provide the Preconstruction and Construction Phase oversight services required for this CMR (GMP) Project.

The Owner's Representative Firm shall demonstrate that they have successfully completed/overseen similar projects on schedule, on budget and to a level of quality commensurate with the Owner's requirements. Define your firm's role with projects similar to this project, and the services you provided to the project. Include resumes of key staff showing the staff's primary involvement in CA/OR services for the past three (3) to five (5) years. Include a brief summary of each prior project showing adherence to original completion schedule, and, if off schedule, an explanation; and adherence to the original budget including summary information on the value of the Change Orders that occurred, by type. This summary material must include 5 (or more) current or recent projects. This material shall be inserted in Division 7-CT330 Part I, Section H.

The Owner's Representative shall identify the **lead team member** that shall serve as the designated Owner's Representative. The Owner's Representative shall be employed by a corporation, partnership, sole proprietorship, joint stock company, joint venture or other entity that is routinely engaged in the practice of providing professional project oversight services for public construction of similar scope, complexity and dollar value of this Project. The lead team member must be either; a) A construction professional with a minimum of seven (7) years similar experience involving projects of similar complexity, scope, and dollar value of this scope, OR, b) A Connecticut licensed architect or professional engineer with a minimum of five (5) years experience in the construction and supervision of the construction of buildings; Submit your Firm or corporation **organization chart** showing the firm's organization and staffing located in the northeast (i.e., New England, New York, and New Jersey). This chart should identify your major business areas. This organization chart should indicate how the CA/OR staff reports to senior management. This chart shall be inserted in Division 7-CT330 Part I, Section D.



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	<p>Independence of Owner's Representative: The Owner's Representative lead team member shall certify in writing, that their <i>sole duty / responsibility shall be to represent the interests</i> of the State of Connecticut which has retained their services. The Owner's Representative shall be wholly independent of the A/E, or CMR, involved in this public works project, and shall attest to such in a sworn statement.</p> <p>Qualifications: In addition to the QBS Submittal Booklets Requirements, all prospective OR's shall submit resumes for the assigned Key Personnel member(s) that have the experience with the scope of work, complexity, and dollar value similar to this Project. The Resumes of the key personnel shall be included in the Qualifications Package - See Division 7 –CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</p> <p>Failure to submit the Qualifications and/or Resume(s) material noted in this section and the two (2) following sections shall result in your submission being found deficient</p>
Affidavits Submittals:	<p>The Affidavit Requirements for Formal Contracts shall be determined by information found under the Ethics Affidavit & Legal Forms Link at the top left of the CT DPW home page: www.ct.gov/dpw . (Click on "introduction" see chart. Also click on "General Advice...").</p> <ul style="list-style-type: none"> • The Submitter shall provide, in the Qualifications Submission, the "Ethics Affidavit", if the contract fee is expected to exceed \$500,000. • The Consulting Affidavit and Disclosure Affidavit should be provided within 21 days after the notice of selection. • At the time of the Contract execution, the Consultant shall be required to sign the "Gift and Campaign Contribution Certification" if contract fee is equal to or greater than \$50,000. The Gift and Campaign Contribution Certification states that you, your company, and specified other individuals have given no gifts to DPW personnel and other individuals set forth in the Certification. For the purpose of signing the Certification "the date DPW began planning the subject project or services" is the date noted below. Pursuant to Connecticut General Statute 4-252(d) any bidder, proposer or person who responded to a request for qualifications for a contract with a value equal to or greater than \$50,000 who does not make this certification at the time of the contract execution shall be disqualified. The noted \$50,000 or greater value is based on Executive order #7C dated July 13, 2006. The most accurate information concerning affidavits and the Gift and Campaign Contribution Certification can be found by going directly to the DPW web page at www.ct.gov/dpw , clicking on the Ethics Affidavit & Legal Forms Link and then carefully reviewing all of the documentation presented (including but not limited to the Introduction link and General Advice for Filling Out Affidavits and Resolutions/Certificates of Authority link. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder. <p>With regard to a State contract as defined in P.A. 07-1 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 advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. (See, SEEC Form 11 is available on the State Elections Enforcement Commission Website at www.ct.gov/seec and clicking in their "Forms" link).</p> <p>Questions concerning the affidavits can be directed to the DPW Legal Services Division at 860-713-5680.</p>
Date DPW Began Planning This Project:	September 9, 2011



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Qualifications Based Selection (QBS):	This Qualification Based Selection (QBS) process is based on comparing and evaluating weighted criteria of qualifications and performance of Firms in relation to work of similar scope and complexity that is required for this specific contract. The Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For the screening phase of the this selection the following are the rating point weights for the screening criteria categories:					
	Criteria Number	Architect / Engineer Screening Criteria Categories	Rating Points			
	1	Past Performance Record	20			
	2	Experience with Work of Similar Size and Scope as Required for this Contract	35			
	3	Organizational / Team Structure	30			
	4	Partnering Experience	15			
Points per Interview Panel Member Points		100				
QBS Submittal Booklet Requirements:	<ol style="list-style-type: none"> 1. Go to the DPW Website: www.ct.gov/dpw 2. At the top of the DPW Home Page click on the Publications link. 3. Under the Alphabetical Listings title click on the QBS Submittal Booklet Requirements link. 4. For reference and also see the Selection & Bidding Manual. 					
Qualification Submittal Deadline and Location:	<p>Deadline for the receipt of the QBS Submittal Booklets is: <u>3:00 pm, Wednesday, Oct. 26, 2011</u></p> <p>State Office Building Department of Construction Services Division of Design & Construction Office of Process Management - Room 261 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><u>IMPORTANT NOTE:</u> Failure to the submit properly formatted QBS Submittal Booklets with all of the required contents including the affidavits and Certificate of Authority, by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>					
RFQ Contacts:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>For General QBS Requirements:</i></p> <p>DCS QBS Selection Unit: Randy Daigle, QBS Unit Supervisor Room 261 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p> </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; vertical-align: top;"> <p><i>For this Consultant Services Contract:</i></p> <p>DCS Project Manager Thomas Surprenant Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: thomas.surprenant@ct.gov</p> </td> </tr> </table> <p><u>IMPORTANT NOTE:</u> Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.</p> <p>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</p>			<p><i>For General QBS Requirements:</i></p> <p>DCS QBS Selection Unit: Randy Daigle, QBS Unit Supervisor Room 261 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	OR	<p><i>For this Consultant Services Contract:</i></p> <p>DCS Project Manager Thomas Surprenant Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: thomas.surprenant@ct.gov</p>
<p><i>For General QBS Requirements:</i></p> <p>DCS QBS Selection Unit: Randy Daigle, QBS Unit Supervisor Room 261 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	OR	<p><i>For this Consultant Services Contract:</i></p> <p>DCS Project Manager Thomas Surprenant Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: thomas.surprenant@ct.gov</p>				

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