



ADV. No.: BI-CTC-455-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-CTC-455-OR	Web Advertisement Date:	Wednesday, March 21, 2012
Selection Type:	Major Capitol Project Consultant Selection		
General Statement:	In accordance with the requirements of CGS §4b-55 through §4b-59, State of Connecticut, Department of Construction Services, Division of Design & Construction, Office of Process Management advertises for Requests for Qualifications for the Major Capital Project Consultant Services as specified below.		
Consultant Services:	Owner's Representative (OR)		
Contract Number:	BI-CTC-455-OR		
Contract/Project Title:	Phase II Renovation & New Addition to Lafayette Hall		
Project Location(s):	Housatonic Community College, 900 Lafayette Boulevard, Bridgeport, CT 06604		
Cost of the Work:	\$29,838,772		
User Agency Name:	Community Technical Colleges		
Project Delivery Method:	<input type="checkbox"/>	Design-Bid-Build (D-B-B): Architect/Engineer (A/E), Construction Administrator (CA), and Commissioning Agent (CxA) 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 (A/E), Owner's Representative (OR), and Commissioning Agent (CxA) 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:	The design of the Master Plan Phase II of the 1997 Lafayette Hall, in which 183,000 gsf needs renovation, including new and renovated science labs, renovate/expand the library, new/renovate computer labs, general purpose classrooms, student space, new boilers, chillers, and generator. The existing cafeteria to be renovated and incorporated into the new addition of 55,000 gsf of general purpose classrooms, tutoring space, and student space.		



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Designated Services:	<p>The Owner's Representative, shall work closely with the Owner's Architect/Engineering (A/E) and the Construction Manager At Risk (CMR) to provide the services following:</p> <p>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:</p> <ul style="list-style-type: none"> • 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; • Attend subcontractor scope review meetings & comment on CMR recommendations; <p>Construction Phase Services: The scope of services for the Construction Phase shall include, but not be limited to some or all of the following tasks:</p> <ul style="list-style-type: none"> • Administer the Construction Manager At Risk (CMR) contract; • Review, comment, 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; • Coordinate, monitor, and comment on all special inspections and reports; • Verify special inspections invoices; • Management and coordination of all Commissioning (Cx) 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.
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Qualifications:	<p>The Owner's Representative shall provide the Preconstruction and Construction Phase oversight services required for this CMR (GMP) Project.</p> <p>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.</p> <p>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;</p>
Construction Scheduler Designated Services:	<p>The Owner's Representative is required to employ or retain the services of a professional Construction Scheduler.</p> <p>Construction Scheduler: For this project the Construction Scheduler services shall include but not be limited to reviewing, analyzing, and reporting on CPM schedules produced by the CMR for the Owner's Representative. The Construction Scheduler must possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of Primavera Project Planner software. The Construction Scheduler is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings. For projects with a Contract value greater than five (5) million dollars, the Construction Scheduler shall have at least five (5) years of verifiable experience as the person primarily responsible for preparing and maintaining detailed CPM schedules on projects of the same or similar size and nature as this project. The Resume of the professional Construction Scheduler shall be included in the Qualifications Package - See Division 7 -CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</p>
Commissioning (Cx) Designated Services:	<p>The Owner's Representative shall also provide the services of a Commissioning Authority or Agent (CxA).</p> <p>Commissioning Authority or Agent (CxA): The CxA is an independent third party, not otherwise associated with the A/E or CMR team members and shall be contracted by the Owner through the OR. The CxA leads, plans, schedules, coordinates, and implements a commissioning process of the A/E's consultants and the CMR's subcontractors for both the Preconstruction and Construction Phases. The Resume / Qualifications of the Commissioning Authority or Agent (CxA) Firm 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>. The Commissioning Authority shall also be required to be:</p> <ul style="list-style-type: none"> • Certified as a commissioning agent by the Building Commissioning Association or the Association of Energy Engineers, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • A Connecticut Professional Engineer.



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**Affirmation of Receipt
of State Ethics Laws
Summary of Electronic
Filing Requirements:**

In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy's "Business Friendly Initiative," found in Public Act No. 11-229, the following must be adhered to:

1. Electronic Uploading Requirements for Affidavits/Certifications

The State of Connecticut has revised its affidavit/certification procedures. Each selected firm is required to open a BizNet account on the DAS website (www.das.state.ct.us) and then upload certain affidavits/certifications.

Instructions for opening a BizNet account can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "NEW* BizNet Connection".

Instructions for uploading the affidavits/certifications can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "DAS Business Friendly Initiatives". Follow the instructions in the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)".

The specific affidavits and certifications requiring uploading are found on the DAS website by clicking on "State Procurement Marketplace", then click on the "BizNet" link under the Quick Links feature. Firms should use the affidavit/certification forms found under the BizNet link. Once uploaded, Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.

2. Electronic "Guide to the Code of Ethics For Current or Potential State Contractors"

When the Department of Construction Services (CT DCS) is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), CT DCS shall provide all potential consultant and contractor firms with the "**Guide to the Code of Ethics For Current or Potential State Contractors**" that is available for **electronic download** from the website of the Office of State Ethics (OSE). **Questions concerning the "Guide to the Code of Ethics For Current or Potential State Contractors" can be directed to the OSE at 860-263-2400.**

CT DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must **electronically upload** an "**Affirmation of Receipt of State Ethics Laws Summary**" affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics laws. Instructions on how to electronically upload an "**Affirmation of Receipt of State Ethics Laws Summary**" can be accessed as noted above. **Questions concerning the electronic filing of the "Affirmation of Receipt of State Ethics Laws Summary" can be directed to DAS Procurement Services at (860) 713-5095.**

NOTE: Do not electronically submit an "Affirmation of Receipt of State Ethics Laws Summary" to CT DCS.

3. Additional Affidavits & Certifications Requirements:

At the time a Firm is notified of its "Conditional Selection" by CT DCS, it will be given instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by CT DAS Legal Services.



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Date CT DCS Began Planning This Project:	8/18/2011 (Master Plan adopted in 2002)		
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 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
	<p>Note: The QBS Selection for this Project shall be conducted in accordance with requirements stated in the Selection & Bidding Manual:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs; 2. At the top of the CT DCS Home Page click on the Publications link; 3. Click on the Selection & Bidding Manual link. 4. For the number of active and inactive Selections and Contracts that are allowed to be held by a firm by at one time see the Capital Project Selection & Contract Limitation Guidelines (1221) link. 		
QBS Email Registration:	<p>To access the QBS Email Registration for this Project:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs; 2. At the top of the CT DCS Home Page click on the Forms link. 3. Click on the QBS Email Registration (1225) link. 		
QBS Submittal Booklet Requirements:	<p>To access the QBS Submittal Booklet Requirements for this Project:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs 2. At the top of the CT DCS Home Page click on the Publications link. 3. Click on the QBS Submittal Booklet Requirements (1230) link. 		
Qualification Submittal Deadline and Location:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Wednesday, April 11, 2012</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>IMPORTANT NOTE: Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>		



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RFQ Contacts:	<p><i>For General QBS Requirements:</i></p> <p>CT 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>CT DCS Project Manager Insert PM Name Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: Insert PM Email Address</p>
	<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>		

END
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