



ADV. No.: BI-HE-001-CA-2

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

**CA/OR Consultant Services Selection  
Request for Qualifications (RFQ)  
Web Advertisement**

<b>Adv. No.:</b>	<b>BI-HE-001-CA-2</b>	<b>Web Advertisement Date:</b>	<b>Wednesday, March 13, 2012</b>
<b>Selection Type:</b>	<b>Major Capitol Project Consultant Selection</b>		
<b>General Statement:</b>	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.		
<b>Consultant Services:</b>	Construction Administrator (CA)		
<b>Contract Number:</b>	<b>BI-HE-001-CA-2</b>		
<b>Contract/Project Title:</b>	New Administration Building, Charter Oak State College		
<b>Project Location(s):</b>	Central Connecticut State University Campus, Barbour Street, New Britain, CT 06053		
<b>Cost of the Work:</b>	\$16,915,783.00		
<b>User Agency Name:</b>	CCSU & Board of Regents for Higher Education; Charter Oak State College		
<b>Project Delivery Method:</b>	<input checked="" type="checkbox"/>	<b>Design-Bid-Build (D-B-B):</b> 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 type="checkbox"/>	<b>Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP):</b> 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.	



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<b>Project Description:</b>	<p>The Department of Construction Services, for CCSU and the Board of Regents for Higher Education – Charter Oak State College (COSC) &amp; Connecticut Distance Learning Consortium (CTDLC), is seeking the services of a highly talented and experienced Consultant Design Team to work with the COSC and CTDLC.</p> <p>The Design-Team shall design a facility and create complete and accurate contract documents for the Charter Oak State College’s New Administration Building. The New Administration Building will be a state-of-the-art facility on the campus of Central Connecticut State University in New Britain, Connecticut. Charter Oak State College assists adults seeking associate and baccalaureate degrees by earning credits through online, transfer courses, standardized test and special assessments. In addition, COSC works closely with the CTDLC, which provides a variety of technology-based services, including on-line delivery of courses for “e-learning”. The proposed structure will house the President’s Offices; Finance and Administration; Information Technology; Enrollment Services (Admissions, Financial Aid, Institutional Advancement); Academic Affairs (Administration, Registrar’s Office, Academic Advisors, Program Coordinators, Distance Learning and Institutional Research and the CTDLC (Administration, WEB Application Development, Learning Management Systems, Instructional Design, E-Suite) and support space.</p> <p>The total program space is estimated to be approximately 51,000 Gross Square Feet.</p> <p>The design and construction of a new 185 space parking lot and includes new site lighting, drainage, and landscaping. A new State Traffic Commission Certificate will be needed.</p> <p>This project includes accreditation of this building as a LEED® Silver building that is in compliance with the High Performance Building energy standards.</p> <p><b><u>IMPORTANT NOTE:</u></b> A “Pre-Design/Program Site Location” Study, dated 11/2007, has been completed; the Study for this Project shall be made available for review to ONLY the Shortlisted Firms.</p>
<b>Designated Services:</b>	<p>The Construction Administrator (CA) shall work closely with the Owner’s Architect/Engineering (A/E) Design Team to provide the following services:</p> <p><b><u>Preconstruction Phase Services:</u></b> 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"> <li>▪ Master Schedules Analysis &amp; Review;</li> <li>▪ Participation in all Design Phase Meetings;</li> <li>▪ Participation in all Integrated Design Meetings for High Performance Buildings;</li> <li>▪ Action Item Agendas;</li> <li>▪ Design Document Review &amp; Reporting;</li> <li>▪ Constructability Review &amp; Reporting;</li> <li>▪ Preliminary Field Operation Analysis;</li> <li>▪ Site Logistics Planning;</li> <li>▪ Construction Cost Estimate;</li> <li>▪ Construction Budget Cost Analysis and Review;</li> <li>▪ Construction Budget Cost Reconciliation with Owner, Agency, and A/E;</li> <li>▪ Materials Review;</li> <li>▪ Analysis of LEED Silver design Goals;</li> <li>▪ Commissioning (Cx) Coordination Services;</li> <li>▪ Pre-Bid meeting(s) participation;</li> <li>▪ Bid Analysis.</li> </ul>



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	<p><b>Construction Phase Services:</b> The scope of services responsibilities for this phase include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Review and comment on and monitor construction schedules;</li> <li>• Provide expert Primavera “review services” to review and comment on the Contractor’s Primavera CPM Schedule;</li> <li>• Review, comment on and monitor schedule of values;</li> <li>• Review and recommend periodic requisitions for partial payments;</li> <li>• Run &amp; keep record of Construction Phase Meetings;</li> <li>• Monitor and comment on all special inspections and reports;</li> <li>• Management and coordination of all Commissioning (Cx) tests and reports;</li> <li>• Project documentation records management and associated reporting;</li> <li>• Monitor, comment on, if necessary, analysis, approval, and coordination of Requests For Information (RFI’s), Construction Change Directives (CCD’s) , Change Orders (CO’s);</li> <li>• Document LEED Silver certification;</li> <li>• Monitor and comment on the construction budget;</li> <li>• Participate in project closeout procedures;</li> <li>• Manage all claims and disputes.</li> </ul> <p>The Construction Administrator shall also demonstrate experience with managing projects designed as High Performance Buildings and designed and constructed in accordance with the LEED Rating System standards. The CA Team shall have an Accredited Professional for LEED.</p>
<p><b>Construction Administrator (CA) Qualifications:</b></p>	<p>The Construction Administrator (CA) shall provide the Preconstruction and Construction Phase oversight services required for this Project.</p> <p>The Construction Administrator Firm shall:</p> <ul style="list-style-type: none"> <li>• Demonstrate that they have successfully completed similar projects on schedule, on budget and to a level of quality commensurate with the Owner’s requirements.;</li> <li>• 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 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.</li> <li>• Submit a 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.</li> <li>• All prospective CA’s shall submit resumes for the assigned Key Personnel member(s) that have the experience with the scope of work, complexity, and dollar value of 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.</li> </ul> <p><b>IMPORTANT NOTE:</b> Failure to submit the Qualifications and/or Resume(s) material noted in this section shall result in your submission being found deficient.</p>



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<p><b>Construction Scheduler Designated Services:</b></p>	<p>The Construction Administrator (CA) is required to employ or retain the services of a professional Construction Scheduler during the Construction Phase of the Project.</p> <p><b>Construction Scheduler:</b> For this project the CA Construction Scheduler services shall include but not be limited to reviewing, analyzing, and reporting on CPM schedules produced by the General Contractor and submitted to the CA. The CA Construction Scheduler must possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of Primavera Project Planner software. The CA Construction Scheduler is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The CA Construction Scheduler shall have at least five (5) years of verifiable experience as the person primarily responsible for preparing and maintaining detailed project schedules on projects of the same or similar size and nature as this project. The CA Construction Scheduler is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The Resume of the CA 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>
<p><b>Commissioning (Cx) Designated Services:</b></p>	<p>The Selected Construction Administrator’s (CA) shall provide the additional services of a Commissioning Agent (CxA).</p> <p><b>Commissioning Agent (CxA):</b></p> <ul style="list-style-type: none"> <li>• The CxA is an entity identified by the Owner who leads, plans, schedules, and coordinates the commissioning team to implement the Commissioning (Cx) Process.</li> <li>• The CxA shall be certified as a commissioning agent by the Building Commissioning Association or the Association of Energy Engineers, and shall be a Professional Engineer registered in the State of Connecticut.</li> <li>• Commissioning (Cx) shall be performed by an independent third-party CxA who shall not be an employee of the architectural, engineering, or construction firm that implements the project, and shall be hired directly by the Owner through the CA.</li> </ul> <p><b>IMPORTANT NOTE:</b> The evaluation of the CxA Qualifications is <b>NOT APPLICABLE</b> to the Screening or Selection of a Construction Administrator (CA) or Owner’s Representative (OR). Please <b>DO NOT</b> submit any Commissioning Agent’s resume or qualifications as part of your QBS Submittal Booklets for this contract.</p>



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<p><b>Affirmation of Receipt of State Ethics Laws Summary of Electronic On-line Filing Requirements:</b></p>	<p>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:</p> <p><b>1. Electronic Uploading Requirements for Affidavits/Certifications</b></p> <p>The State of Connecticut has revised its affidavit/certification procedures. Each firm is required to open a BizNet account on the DAS website (<a href="http://das.ct.gov">http://das.ct.gov</a>) and then upload certain affidavits/certifications.</p> <p><b>Instructions for opening a BizNet account</b> can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "NEW* BizNet Connection".</p> <p><b>Instructions for uploading the affidavits/certifications</b> 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)".</p> <p>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.</p> <p><b>2. Electronic "Guide to the Code of Ethics For Current or Potential State Contractors"</b></p> <p>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 <b>"Guide to the Code of Ethics For Current or Potential State Contractors"</b>. The <b>"Guide to the Code of Ethics For Current or Potential State Contractors"</b> can be downloaded from the website of the Office of State Ethics, Quick Links, Plain Language Guides (<a href="http://www.ct.gov/ethics">http://www.ct.gov/ethics</a>). Questions concerning the <b>"Guide to the Code of Ethics For Current or Potential State Contractors"</b> can be directed to the OSE at 860-263-2400.</p> <p>CT DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must <b>electronically upload</b> an <b>"Affirmation of Receipt of State Ethics Laws Summary"</b> affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics laws. The <b>"Affirmation of Receipt of State Ethics Laws Summary"</b> must be electronically uploaded to the "State Procurement Marketplace" as described above. Questions concerning the electronic filing of the <b>"Affirmation of Receipt of State Ethics Laws Summary"</b> can be directed to DAS Procurement Services at (860) 713-5095.</p> <p><b>NOTE: Do not electronically submit an "Affirmation of Receipt of State Ethics Laws Summary" to CT DCS.</b></p> <p><b>3. Additional Affidavits &amp; Certifications Requirements:</b></p> <p>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.</p>
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# 1206

## CA/OR Consultant Services Selection RFQ Web Advertisement

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<b>Date CT DCS Began Planning This Project:</b>	February 19, 2012																		
<b>Qualifications Based Selection (QBS):</b>	<p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Criteria Number</th> <th style="text-align: center;">Screening Criteria Categories</th> <th style="text-align: center;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Experience with Work of Similar Size and Scope as Required for this Contract</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Organizational / Team Structure</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Partnering Experience</td> <td style="text-align: center;">15</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Points per Interview Panel Member Points</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </tbody> </table> <p><b>Note:</b> The QBS Selection for this Project shall be conducted in accordance with requirements stated in the <b>Selection &amp; Bidding Manual</b>:</p> <ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>2. At the top of the CT DCS Home Page click on the <b>Publications</b> link;</li> <li>3. Click on the <b>Selection &amp; Bidding Manual</b> link.</li> <li>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 <b>Capital Project Selection &amp; Contract Limitation Guidelines (1221)</b> link.</li> </ol>	Criteria Number	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	<b>Points per Interview Panel Member Points</b>		<b>100</b>
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<b>QBS Email Registration:</b>	<p>To access the <b>QBS Email Registration</b> for this Project:</p> <ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>2. At the top of the CT DCS Home Page click on the <b>Forms</b> link.</li> <li>3. Click on the <b>QBS Email Registration (1225)</b> link.</li> </ol>																		
<b>QBS Submittal Booklet Requirements</b>	<p>To access the <b>QBS Submittal Booklet Requirements</b> for this Project:</p> <ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2. At the top of the CT DCS Home Page click on the <b>Publications</b> link.</li> <li>3. Click on the <b>QBS Submittal Booklet Requirements (1230)</b> link.</li> </ol>																		
<b>Qualification Submittal Deadline and Location:</b>	<p>Deadline for the receipt of the QBS Submittal Booklets is: <b>3 p.m. Tuesday, March 26, 2013</b></p> <p><b>QBS Submittal Booklets shall be submitted to the following address:</b> State Office Building Department of Construction Services Division of Design &amp; Construction Office of Process Management - Room 437 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><b>IMPORTANT NOTE:</b> 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>																		



**1206**  
**CA/OR Consultant Services Selection**  
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<b>RFQ Contacts:</b>	<p><i>For General QBS Requirements:</i></p> <p><b>CT DCS QBS Selection Unit:</b>  <b>Randy Daigle</b>, QBS Unit Supervisor  Room 437  165 Capitol Avenue  Hartford, Connecticut 06106  Email: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a></p>	<b>OR</b>	<p><i>For this Consultant Services Contract:</i></p> <p><b>CT DCS Project Manager</b>  <b>Richard Terrell</b>  Room 460  165 Capitol Avenue  Hartford, Connecticut 06106  Email: <a href="mailto:richard.terrell@ct.gov">richard.terrell@ct.gov</a></p>
	<p><b><u>IMPORTANT NOTE:</u></b>  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><b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b></p>		

**END**  
**CA/OR Consultant Services**  
**Request for Qualifications (RFQ)**  
**Web Advertisement**