

ADV. No.: OC-DCS-VEH-0021-0024

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

Request for Qualifications (RFQ) Web Advertisement For On-Call (O-C) Consultant Services	
Adv. No.:	OC-DCS-VEH-0021-0024
Web Advertisement Date:	Wednesday Feb. 12, 2014
Selection Type:	On-Call Consultant Services — Capital Projects
General Statement:	In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Administrative Services (CT DAS), Division of Design & Construction (DCS), Process Management - QBS Unit advertises for Requests for Qualifications for the On-Call (O-C) Capital Project Consultant Services as specified below.
Consultant Services:	On-Call Vehicular Parking Consultant Services (various projects of differing size and scope)
Contract Number:	OC-DCS-VEH-0021-0024
Contract/Project Title:	On-Call Vehicular Parking Consultant Services (VEH)
Project Location(s):	Various Locations Statewide
Maximum Total On-Call Contract Fee:	<input checked="" type="checkbox"/> \$300,000 or less. <input type="checkbox"/> \$500,000 or less.
User Agency Name:	Department of Administrative Services, Division of Design & Construction
Project Delivery Method:	N.A
O-C Consultant Services Description:	<p>The On-Call Vehicular Parking Consultant provides designs for parking lots and parking garages, including egress and exiting into streets (traffic engineering). The Consultant should have knowledge of the procedures of the CT Department of Transportation "Office of the State Traffic Administration" and all other issues involved in parking areas including drainage, lighting, and emergency issues. Some background in structural engineering will help in evaluating the condition of parking garages.</p> <p>The scope of work under these on-call contracts shall encompass, but not be limited to; the entire spectrum of services affecting vehicular parking structure and/or parking lot management, maintenance and repair, design and related services. These services shall be provided to the CT DAS / DCS for infrastructure work required by the CT DAS / DCS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other custodial state agencies. Selected firms may function as a prime vendor or as a support resource for other DCS Consultants. These tasks may also include support of in-house work performed by the DCS Technical Support Services Unit and/or CT DAS / DCS Facilities Management. Services may involve both the design and construction phases of a contract/project.</p> <p>Note: On-Call Vehicular Parking Consultant Contracts have a maximum fee limitation for all tasks performed under a Contract not to exceed \$300,000 for design/consulting and related services fees to draw upon. Each Contract is for a period of two (2) years from date of contract signing.</p> <p>The Selected Firms shall be licensed and insured to practice their discipline within the State of Connecticut, and shall be properly registered to conduct business in the State of Connecticut.</p>

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Special O-C Consultant Services Qualification Considerations:	<p>Selected O-C Consultant Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</p> <p>Design and construction related services including Civil, Construction Administration, structural, Traffic Engineering and Planning services.</p>
On-Call Capital Projects Contract Limitations:	<p>On-Call Capital Projects are defined as projects having a total construction budget of <u>five million</u> dollars (\$5,000,000) or <u>less</u>. The maximum On-Call Consultant's Fees for all Task Assignments performed under a specific On-Call Contract shall not exceed a fee range of <u>three hundred thousand</u> dollars (\$300,000) or <u>less</u> to <u>five hundred thousand</u> dollars (\$500,000) or <u>less</u>, as applicable to the specific On-Call Contract. <i>(Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.)</i></p> <p>The maximum On-Call Consultant's Fees for all Task Assignments performed under this On-Call Contract shall not exceed the "Maximum Total On-Call Contract Fee" stated in this RFQ Web Advertisement. <i>(Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.)</i> While On-Call - Capital Project Contracts and "Task Letters" assigning specific project work will be with CT DAS/DCS, the work will be performed for other Executive Branch Agencies of state government.</p>

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<p>Summary of Electronic On-line Filing Requirements & Affirmation of Receipt of State Ethics Laws:</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 (Note: All Prospective O-C Consultants must comply with Item No. 2 below even if the Advertised Contract is less than \$500,000.):</p> <ol style="list-style-type: none"> 1. Electronic Uploading Requirements for Affidavits/Certifications The State of Connecticut has revised its affidavit/certification procedures. Each firm is required to open a BizNet account on the CT DAS website www.das.ct.gov and then upload certain affidavits/certifications. <ul style="list-style-type: none"> • 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 Division 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". The "<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>" can be downloaded from the website of the Office of State Ethics, Quick Links, Plain Language Guides www.ct.gov/ethics. Questions concerning the "<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>" 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. The "<i>Affirmation of Receipt of State Ethics Laws Summary</i>" must be electronically uploaded to the "State Procurement Marketplace" as described above. Questions concerning the electronic filing of the "<i>Affirmation of Receipt of State Ethics Laws Summary</i>" 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 DAS / DCS. 3. Additional Affidavits & Certifications Requirements: At the time a Firm is notified of its "Conditional Selection" by 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 DCS Legal Services Unit.
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Qualifications Based Selection (QBS) Requirements for On-Call Consultant Services:	<p>The Consultant must submit a Qualification Based Selection (QBS) Submittal Booklet as described below. The 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 On-Call (O-C) Consultant contract. The O-C Consultant Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For this Selection, the following are the rating point weights for the Selection 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;">On-Call Consultant Services Selection 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;">Problem Solving Capabilities for this O-C Contract</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Organizational / Team Structure for this O-C Contract</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Approach to the Work Required for this O-C Contract</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">Contract Oversight Capabilities for this O-C Contract</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points per each O-C Panel Member per O-C Consultant</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for three (3) Panel Members per O-C Consultant</td> <td style="text-align: center;">300</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Additional Criteria Considerations</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for CT Code Expertise per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for Micro Business per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Total Available Points per O-C Consultant</td> <td style="text-align: center;">320</td> </tr> </tbody> </table> <p>Note: The QBS O-C Consultant Services Selection for this Project shall be conducted in accordance with requirements stated in the On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330):</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 DCS Library link; 3. Scroll down and click on the On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330) 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 QBS - Guidelines for Selection and Contract Limits (1210) link. 	Criteria Number	On-Call Consultant Services Selection Criteria Categories	Rating Points	1	Problem Solving Capabilities for this O-C Contract	30	2	Organizational / Team Structure for this O-C Contract	25	3	Past Performance Record	20	4	Approach to the Work Required for this O-C Contract	15	5	Contract Oversight Capabilities for this O-C Contract	10	-	Available Rating Points per each O-C Panel Member per O-C Consultant	100	-	Available Rating Points for three (3) Panel Members per O-C Consultant	300	-	Additional Criteria Considerations	-	-	Available Rating Points for CT Code Expertise per O-C Consultant	10	-	Available Rating Points for Micro Business per O-C Consultant	10	-	Total Available Points per O-C Consultant	320
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MBE On-Call Consultant Contracts:	<p>CT DAS/DCS intends to select at least one (1) Minority Business Enterprise (MBE) Consultant out of the total number of O-C Consultants designated for this specific O-C Consultant Contract. DCS will follow the selection procedures referenced above to evaluate the QBS Submittals. If no MBE firms are within the initial list of firms recommended for selection, DCS will select the highest scoring MBE firm as long as such firm is qualified to perform the required services and can meet all required contract terms and conditions. Also please see Division 6 - "Additional Criteria Considerations & MBE Certification" of the QBS Submittal Booklet for details.</p>																																				
QBS Email Registration:	<p>To access the QBS Email Registration (1211) 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 DCS Library link. 3. Scroll down and click on the QBS Email Registration (1211) link. 																																				
QBS Submittal Booklet Requirements:	<p>To access the QBS Submittal Booklet Requirements (1212) 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 DCS Library link. 3. Scroll down and click on the QBS Submittal Booklet Requirements (1212) link. 4. Please see Division 6 - "Additional Criteria Considerations & MBE Certification". 																																				

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QBS Submittal Deadline:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Tuesday March 25, 2014</p> <p>QBS Submittal Booklets shall be submitted to the following address:</p> <p>Randy Daigle State Office Building Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design & Construction Process Management & QBS Unit -Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><u>IMPORTANT NOTE:</u> Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline and location may result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>		
On-Call RFQ Contacts:	<p style="text-align: center;">Division of Construction Services Process Management & QBS Unit:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top; padding: 5px;"> <p><i>For General Questions Concerning O-C Selection Requirements:</i></p> <p>Rose Mitchell , Secretary - QBS Unit Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p>Email: rose.mitchell@ct.gov</p> </td> <td style="width: 50%; text-align: center; vertical-align: top; padding: 5px;"> <p><i>For Specific Questions Concerning This O-C Consultant Services Contract</i></p> <p>Randy Daigle, QBS Unit Supervisor Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p>Email: randy.daigle@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 Questions Concerning O-C Selection Requirements:</i></p> <p>Rose Mitchell , Secretary - QBS Unit Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p>Email: rose.mitchell@ct.gov</p>	<p><i>For Specific Questions Concerning This O-C Consultant Services Contract</i></p> <p>Randy Daigle, QBS Unit Supervisor Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p>Email: randy.daigle@ct.gov</p>
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