

ADV. No.: BI-JA-465-CA

**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 Construction Administrator (CA) Consultant Services	
<b>Adv. No.:</b>	<b>BI-JA-465-CA</b>
<b>Web Advertisement Date:</b>	<b>Wednesday, Aug. 13, 2014</b>
<b>Selection Type:</b>	<b>Major Capitol Project Construction Administrator (CA) Consultant Services</b>
<b>General Statement:</b>	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 Major Capital Project Construction Administrator (CA) Consultant Services as specified below.
<b>Consultant Services:</b>	Provide pre-construction services as the Construction Administrator (CA) during design and construction administration, inspection services, and commissioning services as the Construction Administrator (CA) during construction
<b>Contract Number:</b>	<b>BI-JA-465-CA</b>
<b>Contract/Project Title:</b>	York Correctional Heating and Cooling Loop Evaluation and Design
<b>Project Location(s):</b>	York Correctional Facility, 201 West Main Street, Niantic, CT
<b>Cost of the Work:</b>	\$9,519,750
<b>User Agency Name:</b>	Department of Corrections
<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 assist the Architect/Engineer Team consultants with developing 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> Construction Administrator (CA) and Commissioning Agent (CxA) consultants shall be selected to assist the Architect/Engineer Team consultants with developing design and construction documents in 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.

ADV. No.: BI-JA-465-CA

<b>Project Description:</b>	<ul style="list-style-type: none"> <li>• The project is required to assess the existing original construction and design of the underground Hot and Chilled water loop in order to design an effective replacement system. The existing piping system provides heating and cooling to the entire West (high) security side as well as the partial East (low) security side of the York Correctional facility. This system is experiencing consistent failures resulting to complete loss of heating and cooling capacity of this level 5 Correctional facility. This is the only Female Correction Facility in the State. Accordingly, this project needs to proceed at an accelerated pace, in order to avoid any potential emergency situation. Initially, a study needs to be performed to identify the current inadequacies that exist in the Heating and Chill Water System and a prioritized list be provided, showing a logical method of correction. An accurate cost estimate needs to be provided, with current and projected costs for the entire project. All site work investigation will be conducted inside a Level 5 Correctional facility and all of the engineer's and sub-consultant's employees are subject to close scrutiny and approval of the State of Connecticut Department of Corrections.</li> </ul>
<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>• Action Item Agendas;</li> <li>• Design Document Review &amp; Reporting;</li> <li>• Constructability Review &amp; Reporting;</li> <li>• Demonstrate familiarity and ability to utilize PMWeb</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>• Commissioning (Cx) Coordination Services;</li> <li>• Pre-Bid meeting(s) participation;</li> <li>• Bid Analysis.</li> </ul> <p><b><u>Construction Phase Services:</u></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>• Review, comment on and monitor schedule of values;</li> <li>• Review and recommend periodic requisitions for partial payments;</li> <li>• Demonstrate familiarity and ability to utilize PMWeb</li> <li>• Run &amp; keep record of Construction Phase Meetings;</li> <li>• Prepare a daily report of construction activities, weather, incidents, meetings, etc.</li> <li>• Hire and supervise all required inspections and testing as required in the contract documents</li> <li>• Monitor and comment on all special inspections and reports;</li> <li>• Hire and supervise a Commissioning Agent</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>• Monitor and comment on the construction budget;</li> <li>• Participate in project closeout procedures;</li> <li>• Manage all claims and disputes.</li> </ul>

ADV. No.: BI-JA-465-CA

<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. 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 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 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 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 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><u>IMPORTANT NOTE:</u></b>          Failure to submit the Qualifications and/or Resume(s) material noted in this section shall result in your submission being found deficient.</p>
<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 Construction Manager 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 and Microsoft 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 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.</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) and Testing Lab Designated Services:</b></p>	<p>The Selected Construction Administrator's (CA) shall provide the additional services of a Commissioning Agent (CxA) and DAS preapproved Testing Agency qualified in geotechnical engineering, asphalt placement, concrete placement, re-bar placement, 100% visual inspection of all piping field welding and 100% radiographic testing of piping field welds as required by the design documents.</p> <p>The Resume of the CxA professional commissioning agent 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 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> </ul>

ADV. No.: BI-JA-465-CA

	<ul style="list-style-type: none"> <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>Testing Lab:</b></p> <p>The testing lab shall be pre-approved by the DAS and be onsite during all construction operations requiring testing. The resume of the Testing Lab and all personnel intended for use on the site shall be included in the Qualifications Package – See Division 7 – QBS-ct330 [PART I, Section E: Resumes for Key Personnel Proposed for the project.</p>
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**Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:**

<b>Summary of Electronic Uploading Requirements for Affidavits &amp; Nondiscrimination Forms</b>	<p><b>Public Act No. 11-229, “Business Friendly Initiative”:</b> The State of Connecticut has revised its submittal requirements for Affidavits and Nondiscrimination Forms. Each firm is now required to open a BizNet account on the DAS website and then electronically upload certain Affidavits and Nondiscrimination Forms to their DAS BizNet account.</p> <p><b>Instructions for opening a BizNet account and uploading the Affidavits and Nondiscrimination Forms</b> can be found on the DAS website (<a href="http://das.ct.gov">http://das.ct.gov</a>), by clicking on “State Procurement Marketplace” and then clicking on “DAS Business Friendly Initiatives”.</p> <p>Firms should use the Affidavits and Nondiscrimination 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>Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.</p>	
	<b>Documents that must be <u>Electronically Uploaded</u> to the DAS BizNet Website Prior to the QBS Submittal Booklet due date:</b>	
<b>All State Contracts with a cost or value of \$50,000 or more</b>	<input checked="" type="checkbox"/>	<b>OPM Form 5 (Consulting Agreement Affidavit):</b> <b>NOTE:</b> For this form, “Consulting Agreement” means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.
<b>All Large State Construction or Procurement Contracts with a cost of \$500,000 or more</b>	<input checked="" type="checkbox"/>	<b>OPM Form 5 (Consulting Agreement Affidavit):</b> <b>NOTE:</b> For this form, “Consulting Agreement” means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.
	<input checked="" type="checkbox"/>	<b>OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary):</b> When 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), 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.  <b>IMPORTANT NOTE:</b> If the firm has any contracts with any subcontractor or subconsultant that <u>also exceeds</u> \$500,000.00 for the project, the firm must submit an <b>“Affirmation of Receipt of State Ethics Laws Summary”</b> filled out and signed from each such subcontractor or subconsultant.
	<input checked="" type="checkbox"/>	<b>OPM Form 7 (Iran Certification)</b>

ADV. No.: BI-JA-465-CA

<b>Conditional Selection of Firm: Additional Affidavits &amp; Certification Requirements</b>	<p>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 the DCS Legal Services Unit.</p> <p>In accordance with the requirements the DCS Legal Services Unit, the selection of a firm is conditional upon completing and submitting, within <b>14 calendar days</b> of being notified by email, certain documents as described in the <b>Conditional Selection Notification Letter</b>. Some documents are required to be <b>electronically uploaded</b> in accordance with Connecticut General Statutes Public Act No. 11-229, "Business Friendly Initiative". Others must be submitted as <b>hard copies</b> directly to the DCS Legal Services Unit.</p> <p>For a summary of the Documents that must be either <b>electronically uploaded to DAS BizNet or submitted directly to the CT DCS Legal Services Unit</b> within <b>fourteen (14) days</b> of being Conditionally Selected:</p> <ul style="list-style-type: none"><li>• Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li><li>• At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li><li>• Scroll down and click on the following DCS forms:</li><li>• <b>1150 - Credentials and Insurance Requirements; and</b></li><li>• <b>1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services.</b></li></ul>
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ADV. No.: BI-JA-465-CA

<b>Date CT DCS Began Planning This Project:</b>																			
<b>Qualifications Based Selection (QBS) Screening Requirements for CA Services:</b>	<p>The CA must submit a <b>QBS Submittal Booklet</b> as described below. The QBS process for CA Services 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;">Construction Administrator Consultant Services 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;">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;">2</td> <td style="text-align: center;">Organizational / Team Structure For This Contract</td> <td style="text-align: center;">30</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;">Partnering Experience</td> <td style="text-align: center;">15</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Points per Screening Panel Member</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </tbody> </table> <p><b>Note:</b>            The QBS CA 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>DCS Library</b> link;</li> <li>3. Scroll down and 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>QBS - Guidelines for Selection and Contract Limits (1210)</b> link.</li> </ol>	Criteria Number	Construction Administrator Consultant Services Screening Criteria Categories	Rating Points	1	Experience with Work of Similar Size and Scope as Required for this Contract	35	2	Organizational / Team Structure For This Contract	30	3	Past Performance Record	20	4	Partnering Experience	15	<b>Points per Screening Panel Member</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>DCS Library</b> link.</li> <li>3. Scroll down and click on the <b>QBS Email Registration (1211)</b> link.</li> </ol>																		
<b>QBS Submittal Booklet Requirements</b>	<p>The requirements for the <b>QBS Submittal Booklet</b> are described in the <b>QBS Submittal Booklet Requirements (1212)</b>. 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>DCS Library</b> link.</li> <li>3. Scroll down and click on the <b>QBS Submittal Booklet Requirements (1212)</b> link.</li> </ol>																		
<b>QBS Submittal Deadline:</b>	<p>Deadline for the receipt of the QBS Submittal Booklets is:  <b>3 p.m. Tuesday, Sept. 9, 2014</b></p>																		
<b>QBS Submittal Location:</b>	<p><b>QBS Submittal Booklets shall be submitted to the following address:</b>            Randy Daigle, Process Management Supervisor            Department of Administrative Services            Division of Construction Services            Office of Design &amp; Construction            QBS Unit -Room 478            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 may result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>																		



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For Construction Administrator (CA) Consultant Services**

ADV. No.: BI-JA-465-CA

<b>RFQ Contacts:</b>	<i>For Questions Concerning General QBS Submittal Requirements:</i>		<i>For Questions Concerning CA Consultant Services Requirements:</i>
	<b>CT DCS Selection Administrator</b> Randy Daigle, – QBS Unit Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a>	<b>OR</b>	<b>CT DCS Project Manager</b> Ronald T. Zanobi Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: <a href="mailto:ron.zanobi@ct.gov">ron.zanobi@ct.gov</a>
<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.  <b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b>			

**END  
RFQ Web Advertisement  
For CA Consultant Services**