



**RFQ Web Advertisement  
For On-Call Construction Claims Auditor Consultant -  
Capital Projects**

**ADV. No.:** OC-DCS-AUD-0018-0021

**Connecticut Department of Administrative Services  
Office of Legal Affairs, Policy & Procurement  
450 Columbus Boulevard, Suite 1302  
Hartford, Connecticut 06103**

**Request for Qualifications (RFQ) Web Advertisement  
For On-Call MBE Architect – Capital Projects**

**IMPORTANT NOTE:** This RFQ Web Advertisement contains new Quality Based Selection (QBS) Submittal Requirements and QBS Selection Procedures. Please read this RFQ Web Advertisement and all referenced documents carefully.

<b>Adv. No.:</b>	OC-DCS-AUD-0018-0021	<b>Web Advertisement Date:</b>	Thursday, April 26, 2018
------------------	----------------------	--------------------------------	--------------------------

<b>QBS Submittal Deadline:</b>	Deadline for the receipt of the QBS Submittal Booklets is: <b>Thursday, May 24, 2018 3:00 PM</b>
--------------------------------	---

<b>1 Selection Type:</b>	<b>On-Call Consultant Services – Capital Projects</b>
--------------------------	---

<b>2 General Statement:</b>	In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Administrative Services, Division of Construction Services (CT DAS/CS), Office of Design & Construction, Process Management Unit advertises for Requests for Qualifications for the Capital Project Consultant Services as specified below.
-----------------------------	---

<b>3 Consultant Services:</b>	<b>On-Call AUD - Capital Projects</b> (various projects of differing size and scope)
-------------------------------	---

<b>4 User Agency Name:</b>	N.A.
----------------------------	------

<b>5 Project Planning Start Date:</b>	N.A.
---------------------------------------	------

<b>6 Contract No.:</b>	<b>OC-DCS-AUD-0018-0021</b>
------------------------	-----------------------------

<b>7 Project Title:</b>	<b>On-Call Construction Claims Auditor - Capital Projects</b>
-------------------------	---

<b>8 Project Location(s):</b>	Various Locations Statewide
-------------------------------	-----------------------------

<b>9 Cost Of The Work:</b>	<b>\$500,000.00</b>
----------------------------	---------------------

<b>10 Project Delivery Method:</b>	N.A.
------------------------------------	------

<b>11 Consultant Services Description:</b>	<b><u>On-Call Construction Claims Auditor Consultants:</u></b> On-Call Construction Claims Auditor Consultants for CT DAS/CS Design and Construction Projects requiring specialized skills in contract document and financial records review, cost analysis, entitlement analysis, et al. Preparation of report findings, conclusions and recommendations will be required as needed on a task by task basis. Consultants shall have the correct professional licenses and certifications including a licensed Certified Public Accountant on staff to lend proper weight to their professional conclusions, and considerable knowledge of, and experience with, construction claims auditing on large institutional, educational or similarly complex building projects – whether public or private sector. Consultants may be required to provide expert testimony at arbitration hearings and/or court proceedings
--	---



1301  
**RFQ Web Advertisement  
 For On-Call Construction Claims Auditor Consultant -  
 Capital Projects**

**ADV. No.:** OC-DCS-AUD-0018-0021

**Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:**

Sequencing and scheduling of major building construction projects.

Analysis of field and home office overhead methodologies for “Eichleay” determination;  
 Analysis and evaluation of cost data consistent with generally accepted accounting principles and standardized accounting rules relating to contract costs; Computer Simulation Analysis;  
 Computerized Data-base Analysis of Contractor/ Consultant Financial Records Histograms;  
 Task Event Sequencing and Financial Outlay Analysis.

12	<b>Consultant Services Qualification Considerations:</b>	<ul style="list-style-type: none"> <li>• <b>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</b> These contracts encompass such services as the preparation of audit reports, expert opinion and cost analyses associated with contractor construction claims on State capital building projects.. Individual Task Orders will be issued for Work which may include review of contractor claims and supporting documents, preparing requests for records necessary to properly analyze costs, preparing findings and conclusions regarding costs, assisting the State in preparing for mediation, arbitration and court proceedings, and offering expert testimony..</li> <li>•</li> </ul>
----	--	--

**Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:**

13	<b>Selection Document Requirements (Prior to the QBS Submittal Deadline):</b>	<p>In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy’s “Business Friendly Initiative,” found in Public Act No. 11-229, each Firm is required to open a BizNet Account on the DAS website and then electronically upload certain Documents to their DAS BizNet Account <b>prior to the due date of their QBS Submittal Booklet (“QBS Submittal Deadline”)</b>.</p> <p>For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline:</p> <ul style="list-style-type: none"> <li>• Go to the CT DAS/CS Library website: (<a href="http://portal.ct.gov/DASCSLibrary">http://portal.ct.gov/DASCSLibrary</a>)</li> <li>• Click on “1000 Series – Project Initiation &amp; Consultant Selection”</li> <li>• Click on “1200 Series – Consultant Selection Forms”</li> <li>• Scroll down to “1269.1 DAS/CS Contract Requirements for Consultant Services”</li> </ul> <p>See <b>Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline)</b> in “1212 QBS Submittal Booklet Requirements” for additional instructions.</p>
----	---	--



# RFQ Web Advertisement For On-Call Construction Claims Auditor Consultant - Capital Projects

ADV. No.: **OC-DCS-AUD-0018-0021**

<b>14</b>	<b>Conditional Selection Document Requirements:</b>	<p>In accordance with the requirements the DCS Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within <b>fourteen (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 DAS/CS Library website: (<a href="http://portal.ct.gov/DASCSLibrary">http://portal.ct.gov/DASCSLibrary</a>)</li> <li>• Click on "1000 Series – Project Initiation &amp; Consultant Selection"</li> <li>• Scroll down to "<b>1150 - Credentials and Insurance Requirements</b>"</li> <li>• Click on "1200 Series – Consultant Selection Forms"</li> <li>• <b>1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services.</b></li> </ul> <p>See <b>Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected)</b> in "<b>1212 QBS Submittal Booklet Requirements</b>" for additional instructions.</p>																																				
<b>15</b>	<b>Qualifications Based Selection (QBS):</b>	<p><b>The Consultant must submit a Qualification Based Selection (QBS) Submittal Booklet as described below.</b> 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; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;">Criteria Number</th> <th style="width: 70%;">Selection Criteria Categories</th> <th style="width: 20%;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>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>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>Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td>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>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>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;"><b>Available Rating Points for three (3) Panel Members per O-C Consultant</b></td> <td style="text-align: center;"><b>300</b></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;"><b>Additional Criteria Considerations</b></td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for CT Code Expertise per O-C Consultant</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">-</td> <td>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;"><b>Total Available Points per O-C Consultant</b></td> <td style="text-align: center;"><b>310</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>On-Call Consultant Services Selections &amp; Task Assignment Procedure Manual (0330)</b>.</p> <ol style="list-style-type: none"> <li>1. Go to the DAS/CS Library website: (<a href="http://portal.ct.gov/DASCSLibrary">http://portal.ct.gov/DASCSLibrary</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>On-Call Consultant Services Selections &amp; Task Assignment Procedure Manual (0330)</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	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	-	<b>Available Rating Points for three (3) Panel Members per O-C Consultant</b>	<b>300</b>	-	<b>Additional Criteria Considerations</b>	-	-	Available Rating Points for CT Code Expertise per O-C Consultant	0	-	Available Rating Points for Micro Business per O-C Consultant	10	-	<b>Total Available Points per O-C Consultant</b>	<b>310</b>
Criteria Number	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																																				
-	<b>Available Rating Points for three (3) Panel Members per O-C Consultant</b>	<b>300</b>																																				
-	<b>Additional Criteria Considerations</b>	-																																				
-	Available Rating Points for CT Code Expertise per O-C Consultant	0																																				
-	Available Rating Points for Micro Business per O-C Consultant	10																																				
-	<b>Total Available Points per O-C Consultant</b>	<b>310</b>																																				



1301  
**RFQ Web Advertisement**  
**For On-Call Construction Claims Auditor Consultant -**  
**Capital Projects**

**ADV. No.:** OC-DCS-AUD-0018-0021

<b>16</b>	<b>QBS Contract Limitations:</b>	<p>It is highly recommended that prospective Consultant Firms review “<b>1210 QBS - Guidelines for Selection and Contract Limits</b>” prior to completing a <b>QBS Submittal Booklet</b> to determine if they meet or exceed Contracts Limitations for this specific Project. If a Firm exceeds the number of allowable Contracts as described in “<b>1210 QBS - Guidelines for Selection and Contract Limits</b>” and still submits a <b>QBS Submittal Booklet</b>, then the Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DAS/CS Library website: (<a href="http://portal.ct.gov/DASCSLibrary">http://portal.ct.gov/DASCSLibrary</a>)</li> <li>2 Scroll down and click on the <b>1210 QBS - Guidelines for Selection and Contract Limits</b> link.</li> </ol>
<b>17</b>	<b>QBS Submittal Booklets Requirements:</b> <i>[RCSA 4-134e-4 (a through b)]</i>	<p>All prospective Consultant Firms must submit <b>QBS Submittal Booklets</b> in accordance with the “<b>1212 QBS Submittal Booklet Requirements</b>”, which can be accessed and downloaded from the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DAS/CS Library website: (<a href="http://portal.ct.gov/DASCSLibrary">http://portal.ct.gov/DASCSLibrary</a>)</li> <li>2 Scroll down and click on the <b>1212 QBS Submittal Booklet Requirements</b> link.</li> </ol>
<b>18</b>	<b>QBS Email Registration:</b>	<p>The “<b>1211 QBS Email Registration</b>” is referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The <b>QBS Email Registration</b> is required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and is accessible in the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DAS/CS Library website: (<a href="http://portal.ct.gov/DASCSLibrary">http://portal.ct.gov/DASCSLibrary</a>)</li> <li>2 Scroll down and click on the <b>1211 QBS Email Registration</b> link.</li> </ol>
<b>19</b>	<b>CT 330 Part I &amp; CT 330 Part II:</b> <i>[RCSA 4-134e-4 (c through e)]</i>	<p>The two (2) forms, “<b>1213 CT 330 Part I</b>” (a Firm’s qualifications for the specific project) and “<b>1214 CT 330 Part II</b>” (general qualifications of a Firm or specific branch office of a Firm), are referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The two (2) forms are required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and are accessible in the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DAS/CS Library website: (<a href="http://portal.ct.gov/DASCSLibrary">http://portal.ct.gov/DASCSLibrary</a>)</li> <li>2 Scroll down and click on the <b>1213 CT 330 Part I</b> link.</li> <li>3 Scroll down and click on the <b>1214 CT 330 Part II</b> link</li> </ol>
<b>20</b>	<b>QBS Submittal Location:</b>	<p><b>QBS Submittal Booklets shall be submitted to the following address:</b></p> <p><b>Randy Daigle</b></p> <p>DAS Construction Services  Office of Legal Affairs, Policy &amp; Procurement  450 Columbus Boulevard, Suite 1302  Hartford, Connecticut 06103  Office: 860.713.5696  E-mail: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a></p> <p><b>IMPORTANT NOTE:</b>  Failure to submit properly formatted <b>QBS Submittal Booklets for CMR Services</b> 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>

END