

ADV. No.: BI-P-91-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	
Adv. No.:	BI-P-91-CA
Web Advertisement Date:	Wednesday, May 6, 2015
Selection Type:	Major Capitol Project Construction Administrator (CA) Consultant Services
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 Major Capital Project Construction Administrator (CA) Consultant Services as specified below.
Consultant Services:	Construction Administration for Construction
Contract Number:	BI-P-91-CA
Contract/Project Title:	Renovation and Addition to the Valley Laboratory
Project Location(s):	153 Cook Hill Road, Windsor, CT 06095
Cost of the Work:	\$8,500,000.00
User Agency Name:	The Connecticut Agricultural Experimental Station
Project Delivery Method:	<input checked="" type="checkbox"/> Design-Bid-Build (D-B-B): Construction Administrator (CA) consultant 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"/> Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP): 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.

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Project Description:	<p>The project is for the design and construction at the existing Valley Laboratory, State owned facility located on 153 Cook Hill Road, Windsor, CT. The project is a design-bid-build and includes site improvements, utilities and renovations to the existing historical facility and new addition. The existing and new will be designed as a phased project.</p> <p>The existing facility built in the 1940's is a CT Registered Historical Place, approximately 10,500 square feet, will undergo a comprehensive renovation and updated meeting current code requirements. The existing stair will be upgraded. Roof will be replaced and provide all new interior finishes. Provide new mechanical/plumbing and electrical systems.</p> <p>Design a new one story addition, approximately 8500 square feet, to house ten (10) new labs, accessible toilet rooms, mechanical/electrical room, elevator and main entrance lobby. Also two (2) new greenhouses totaling approximately 2500 square feet, to replace the two (2) existing.</p> <p>Site design will involve new on-site paved parking for 30 vehicles along with new sidewalks and repaving existing driveways. Site work will include new sanitary line, site storm drywells, gas line, new fire protection service, possibly new water service and landscaping.</p> <p>It is anticipated that hazardous materials will be encountered and testing performed by DCS.</p>
Designated Services:	<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>Construction Phase Services: The scope of services responsibilities for this phase include but are not limited to the following:</p> <ul style="list-style-type: none"> • Review and comment on and monitor construction schedules; • Provide experience with reviewing and commenting on the Contractor's Schedule; • Review, comment on and monitor schedule of values; • Review and recommend periodic requisitions for partial payments; • Run & keep record of Construction Meetings; • Monitor and comment on all special inspections and reports; • Management and coordination of all testing reports; • Project documentation records management and associated reporting; • Take and document construction photographs; • supervision and inspection of all work; • 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. <p>The CA shall also demonstrate experience with managing projects designed as High Performance Buildings.</p> <p>During the construction phase, the CA will act as the DCS representative to administer the State's Contract for Construction with the General Contractor.</p>
Construction Administrator (CA) Qualifications:	<p>The Construction Administrator (CA) shall provide the Construction Phase oversight services required for this Project.</p> <p>The Construction Administrator Firm shall:</p> <ul style="list-style-type: none"> • Demonstrate that they have successfully completed 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 services for the past three (3) to five (5) years. Include a brief summary of each prior project

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	<p>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 – QBS-CT330 Part I, Section H.</p> <ul style="list-style-type: none"> • 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 staff reports to senior management. This chart shall be inserted in Division 7– QBS-CT330 Part I, Section D. • 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 – QBS-CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract. • The selected CA shall have experience in the renovation, restoration and preservation of Historic Structures. Minimum requirements shall also include knowledge of the requirements for historic restoration as set forth in the Secretary of the Interior’s Standards regarding the architectural fabric, recommended remediation and renovation means and methods and an awareness of the close coordination required by and with the CT Historical Commission. <p>IMPORTANT NOTE: Failure to submit the Qualifications and/or Resume(s) material noted in this section may result in your submission being found deficient.</p>
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Requirements for Affidavits, Certifications, Professional Documents, etc.

Summary of Electronic Uploading Requirements for Affidavits & Nondiscrimination Forms	<p>Public Act No. 11-229, “Business Friendly Initiative”: 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>Instructions for opening a BizNet account and uploading the Affidavits and Nondiscrimination Forms can be found on the DAS website (http://das.ct.gov), 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>
	Documents that must be <u>Electronically Uploaded</u> to the DAS BizNet Website Prior to the QBS Submittal Booklet due date:
All State Contracts with a cost or value of \$50,000 or more	<input checked="" type="checkbox"/> OPM Form 5 (Consulting Agreement Affidavit): NOTE: 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.
All Large State Construction or Procurement Contracts	<input checked="" type="checkbox"/> OPM Form 5 (Consulting Agreement Affidavit): NOTE: 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.

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with a cost of \$500,000 or more	<input checked="" type="checkbox"/> OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary): 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 <i>“Guide to the Code of Ethics For Current or Potential State Contractors”</i> . 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 (http://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. <u>IMPORTANT NOTE:</u> 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 <i>“Affirmation of Receipt of State Ethics Laws Summary”</i> filled out and signed from each such subcontractor or subconsultant.
	<input checked="" type="checkbox"/> OPM Form 7 (Iran Certification)
Conditional Selection of Firm: Additional Affidavits & Certification Requirements	<p>In accordance with the requirements the DCS Legal Services Unit, the selection of a firm is conditional upon completing and submitting, within 14 calendar days of being notified by email, certain documents as described in the Conditional Selection Notification Letter. Some documents are required to be electronically uploaded in accordance with Connecticut General Statutes Public Act No. 11-229, “Business Friendly Initiative”. Others must be submitted as hard copies directly to the DCS Legal Services Unit.</p> <p>For a summary of the Documents that must be either electronically uploaded to DAS BizNet or submitted directly to the CT DCS Legal Services Unit within fourteen (14) days of being Conditionally Selected:</p> <ul style="list-style-type: none"> • Go to the DCS Website: www.ct.gov/dcs • At the top of the DCS Home Page click on the DCS Library link. • Scroll down and click on the following DCS forms: • 1150 - Credentials and Insurance Requirements; and • 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services.

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Date CT DCS Began Planning This Project:	July 1, 2014																		
Qualifications Based Selection (QBS) Screening Requirements for CA Services:	<p>The CA must submit a QBS Submittal Booklet 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;">Points per Screening Panel Member</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>Note: The QBS CA 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 DCS Library link; 3. Scroll down and 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 QBS - Guidelines for Selection and Contract Limits (1210) link. 	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	Points per Screening Panel Member		100
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Points per Screening Panel Member		100																	
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 DCS Library link. 3. Scroll down and click on the QBS Email Registration (1211) link. 																		
QBS Submittal Booklet Requirements	<p>The requirements for the QBS Submittal Booklet are described in the QBS Submittal Booklet Requirements (1212). 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 DCS Library link. 3. Scroll down and click on the QBS Submittal Booklet Requirements (1212) link. 																		
QBS Submittal Deadline:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Thursday, May 28, 2015</p>																		
QBS Submittal Location:	<p>QBS Submittal Booklets shall be submitted to the following address: Randy Daigle, DCS Process Management Unit Department of Administrative Services (DAS) Division of Construction Services (DCS) Room 478 165 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 may result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>																		

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RFQ Contacts:	<p><i>For Questions Concerning General QBS Submittal Requirements:</i></p> <p>CT DCS Selection Administrator Randy Daigle DCS Process Management Unit Room 478, 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	<p>OR</p>	<p><i>For Questions Concerning CA Consultant Services Requirements:</i></p> <p>CT DCS Project Manager Ward Ponticelli, RA DCS Project Management Unit Room 460, 165 Capitol Avenue Hartford, Connecticut 06106 Email: ward.ponticelli@ct.gov</p>
<p><u>IMPORTANT NOTE:</u> Responses to requests for more specific Project information than is contained in this Advertisement shall be limited to information that is available to all Firms and that is necessary to complete this QBS process. All requests for more specific Project information must be sent in writing (email acceptable).</p>			

END
RFQ Web Advertisement
For CA Consultant Services