



**RFQ Web Advertisement
For Construction Administrator (CA) Consultant Services**

ADV. No.: BI-CTC-500-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-CTC-500-CA **Web Advertisement Date:** Wednesday Oct. 14, 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-CTC-500-CA

Contract/Project Title: Renovations to Physical Plant Naugatuck Valley Community College

Project Location(s): 750 Chase Parkway, Waterbury, CT 06708

Cost of the Work: \$5,134,618.00

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.

Project Description: The Scope of work which includes, but is not limited to::
Replacement of two (2) 25,000 MBH boilers with three (3) 20,000 MBH Boilers, replacement of HTHW distribution pumps, expansion tanks, and air separator. Replacement pumps will be larger and controlled by VFD to maintain pressure differential. The HTHW piping system will be reconfigured. A 'Low Nox' package to reduce emissions and a flue draft economizer will be added to improve efficiency The design will include a chiller, approximately 500 ton nominal capacity electric driven centrifugal or screw chiller during periods when both heating and cooling are simultaneously required.

Designated Services: The Construction Administrator (CA) shall work closely with the Owner's Architect/Engineering (A/E) Design Team to provide the following services:



RFQ Web Advertisement For Construction Administrator (CA) Consultant Services

ADV. No.: BI-CTC-500-CA

Construction Phase Services:

The scope of services responsibilities for this phase include but are not limited to the following:

- 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.

During the construction phase, the CA will act as the DCS representative to administer the State's Contract for Construction with the General Contractor.

Construction Administrator (CA) Qualifications:

The Construction Administrator (CA) shall provide the Construction Phase oversight services required for this Project.

The Construction Administrator Firm shall:

- 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 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.
- 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.

IMPORTANT NOTE:

Failure to submit the Qualifications and/or Resume(s) material noted in this section may result in your submission being found deficient.

Requirements for Affidavits, Certifications, Professional Documents, etc.



**RFQ Web Advertisement
For Construction Administrator (CA) Consultant Services**

ADV. No.: BI-CTC-500-CA

<p>Summary of Electronic Uploading Requirements for Affidavits & Nondiscrimination Forms</p>	<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>	
<p>Documents that must be Electronically Uploaded to the DAS BizNet Website Prior to the QBS Submittal Booklet due date:</p>		
<p>All State Contracts with a cost or value of \$50,000 or more</p>	<input checked="" type="checkbox"/>	<p>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.</p>
<p>All Large State Construction or Procurement Contracts with a cost of \$500,000 or more</p>	<input checked="" type="checkbox"/>	<p>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.</p>
	<input checked="" type="checkbox"/>	<p>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 "Guide to the Code of Ethics For Current or Potential State Contractors". The "Guide to the Code of Ethics For Current or Potential State Contractors" 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 "Guide to the Code of Ethics For Current or Potential State Contractors" can be directed to the OSE at 860-263-2400.</p> <p>IMPORTANT NOTE: If the firm has any contracts with any subcontractor or subconsultant that also exceeds \$500,000.00 for the project, the firm must submit an "Affirmation of Receipt of State Ethics Laws Summary" filled out and signed from each such subcontractor or subconsultant.</p>
	<input checked="" type="checkbox"/>	<p>OPM Form 7 (Iran Certification)</p>
<p>Conditional Selection of Firm: Additional Affidavits & Certification Requirements</p>	<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. 	
<p>Date CT DCS Began Planning This Project:</p>	<p>December 2, 2014</p>	



**RFQ Web Advertisement
For Construction Administrator (CA) Consultant Services**

ADV. No.: BI-CTC-500-CA

<p>Qualifications Based Selection (QBS) Screening Requirements for CA Services:</p>	<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" data-bbox="456 499 1510 695"> <thead> <tr> <th>Criteria Number</th> <th>Construction Administrator Consultant Services Screening Criteria Categories</th> <th>Rating Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Experience with Work of Similar Size and Scope as Required for this Contract</td> <td>35</td> </tr> <tr> <td>2</td> <td>Organizational / Team Structure For This Contract</td> <td>30</td> </tr> <tr> <td>3</td> <td>Past Performance Record</td> <td>20</td> </tr> <tr> <td>4</td> <td>Past Construction Administration on CMR Projects</td> <td>15</td> </tr> <tr> <td colspan="2">Points per Screening Panel Member</td> <td>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"> Go to the DCS Website: www.ct.gov/dcs; At the top of the DCS Home Page click on the DCS Library link; Click on "0000 Project Manuals & Guidelines". Click on the link for the Selection & Bidding Manual. 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 under "1000 Project Initiation & Consultant Selection". 	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	Past Construction Administration on CMR Projects	15	Points per Screening Panel Member		100
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	Past Construction Administration on CMR Projects	15																	
Points per Screening Panel Member		100																	
<p>QBS Submittal Booklets Requirements: <i>[RCSA 4-134e-4 (a through b)]</i></p>	<p>All prospective CA Consultant Firms must submit QBS Submittal Booklets in accordance with the "1212 QBS Submittal Booklet Requirements", which can be accessed and downloaded from the DCS Library as follows:</p> <ol 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. Click on "1000 Project Initiation & Consultant Selection". Scroll down and click on the 1212 QBS Submittal Booklet Requirements link. 																		
<p>QBS Email Registration:</p>	<p>The "1211 QBS Email Registration" is referenced in the "1212 QBS Submittal Booklet Requirements". The QBS Email Registration is required to be completed and submitted with your QBS Submittal Booklet for this Project and is accessible in the DCS Library as follows:</p> <ol 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. Click on "1000 Project Initiation & Consultant Selection". Scroll down and click on the 1211 QBS Email Registration link. 																		
<p>CT 330 Part I & CT 330 Part II:</p>	<p>The two (2) forms, "1213 CT 330 Part I" (a Firm's qualifications for the specific project) and "1214 CT 330 Part II" (general qualifications of a Firm or specific branch office of a Firm), are referenced in the "1212 QBS Submittal Booklet Requirements". The two (2) forms are required to be completed and submitted with your QBS Submittal Booklet for this Project and are accessible in the DCS Library as follows:</p> <ol 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. Click on "1000 Project Initiation & Consultant Selection". Scroll down and click on the 1213 CT 330 Part I link. Scroll down and click on the 1214 CT 330 Part II link 																		
<p>QBS Submittal Deadline:</p>	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Thursday, December 10, 2015</p>																		



RFQ Web Advertisement For Construction Administrator (CA) Consultant Services

ADV. No.: BI-CTC-500-CA

<p>QBS Submittal Location:</p>	<p>QBS Submittal Booklets shall be submitted to the following address: Randy Daigle, DCS Process Management Unit Supervisor Department of Administrative Services (DAS)/ Division of Construction Services (DCS) 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>	
<p>QBS Contacts:</p>	<p><i>For General QBS Submittal Questions:</i> DCS Process Management Unit: Randy Daigle DCS Process Management Unit Room 478, 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	<p><i>For Specific Project Questions:</i> DCS Project Management Unit: Barbara Cosgrove DCS Project Management Room 460, 165 Capitol Avenue Hartford, Connecticut 06106 Email: barbara.cosgrove@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 <u>writing</u> (email acceptable).</p>

END
RFQ Web Advertisement
For CA Consultant Services