



RFQ Web Advertisement
For Construction Administrator (CA) Consultant Services

ADV. No.: BI-2B-413-CA

Connecticut Department of Administrative Services
Division of Construction Services
Office of Design & Construction – Process Management & QBS Unit – Room 478
165 Capitol Avenue, Hartford, CT 06106

Request for Qualifications (RFQ) Web Advertisement
For Construction Administrator (CA) Consultant Services

Table with 2 columns: Field Name and Value. Fields include Adv. No., Web Advertisement Date, Selection Type, General Statement, Consultant Services, Contract Number, Project Title, Project Location(s), Cost of the Work, User Agency Name, Project Planning Start Date, Project Delivery Method, and Project Description.



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Designated Services:

Preconstruction Phase Services:

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:

- Analysis & Review Master Schedules;
- Participation in all Design Phase Meetings;
- Participation in all Integrated Design Meetings for High Performance Buildings;
- Review & Reporting of Design Document;
- Review & Reporting Constructability
- Preliminary Field Operation Analysis;
- Review & Reporting Construction Cost Estimate;
- Construction Budget Cost Reconciliation with Owner, Agency, CMR and A/E;
- Review Commissioning (Cx) Coordination Services;
- Pre-Bid meeting(s) participation;
- Review of Bid Packages
- Participation in trade contractor Scope Meetings
- Bid Analysis. Review & Reporting Application for Payment;
- Review & Reporting for all Project construction records (RFI's, ASI's, RFP)
- feasibility, environmental studies;
- programming;
- High Performance Buildings;
- Building Commissioning (Cx);
- LEED Certification Process by LEED Accredited Professionals;
- Building Information Modeling (BIM) Process.
- Interior Design/space planning;
- Participation in budget reconciliation and value engineering with a Construction Administrator.

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 expert Primavera "review services" to review and comment on the Contractor's Primavera CPM Schedule;
- Run & keep record of Construction Phase Meetings;
- Review, comment on and monitor Safety Plan;
- Review, comment on and monitor schedule of values;
- Review and recommend periodic requisitions for partial payments;
- Review and Maintain Project Records and Status via PM Web;
- Monitor and comment on all special inspections and reports;
- Management and coordination of all Commissioning (Cx) tests and reports;
- Review & Reporting Project documentation records management and associated reporting;
- Monitor, 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.

As part of this project the construction administrator (CA) consultant will assist DAS/ FM in the review and evaluation of renovation the state facility at 170 Ridge Road in Wethersfield versus a lease option to temporarily house state employees during this project.



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<p>Construction Administrator (CA) Qualifications:</p>	<p>The Construction Administrator (CA) shall provide the Preconstruction and 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 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. <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>
<p>Construction Scheduler Designated Services:</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>Construction Scheduler: 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 General Contractor 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. 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. The CA Construction Scheduler is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The resume of the CA professional Construction Scheduler shall be included in the Qualifications Package - See Division 7 – QBS-CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</p>
<p>Commissioning (Cx) Designated Services:</p>	<p>The Selected Construction Administrator's (CA) shall provide the additional services of a Commissioning Agent (CxA).</p> <p>Commissioning Agent (CxA):</p> <ul style="list-style-type: none"> • The CxA is an entity identified by the Owner who leads, plans, schedules, and coordinates the commissioning team to implement the Commissioning (Cx) Process. • 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. • 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. <p>IMPORTANT NOTE: The evaluation of the CxA Qualifications is NOT APPLICABLE to the Screening or Selection of a Construction Administrator (CA). Please DO NOT submit any Commissioning Agent's resume or qualifications as part of your QBS Submittal Booklets for this contract.</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>
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Documents that must be Electronically Uploaded 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 with a cost of \$500,000 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.
	<input checked="" type="checkbox"/> OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary): When DAS is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), DAS 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.
	<input checked="" type="checkbox"/> IMPORTANT NOTE: 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 "Affirmation of Receipt of State Ethics Laws Summary" 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 DAS 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 DAS 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 DAS 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. • Click on "1000 Project Initiation & Consultant Selection". • Scroll down and click on the following forms: • 1150 - Credentials and Insurance Requirements; and • 1269.1 - DCS Legal Services Unit: Contract Requirements for Consultant Services.
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<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="457 499 1503 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 Experience</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". Scroll down and click on the Selection & Bidding Manual link. 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 Experience	15	Points per Screening Panel Member		100
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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. Wednesday, Dec. 30, 2015</p>																		



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<p>QBS Submittal Location:</p>	<p>QBS Submittal Booklets shall be submitted to the following address: Randy Daigle, Process Management Unit 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> Process Management Unit: Randy Daigle Process Management Unit Department of Administrative Services Room 478, 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	<p><i>For Specific Project Questions:</i> Project Management Unit: Ashour Gevargisnia Project Management Unit Department of Administrative Services Room 460, 165 Capitol Avenue Hartford, Connecticut 06106 Email: Ashour.gevargisnia@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
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