



1301
**RFQ Web Advertisement
 For Commissioning On-Call-
 Capital Projects**

ADV. No.: OC-DCS-Cx-0001-0005

**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 On-Call Building and Envelope Commissioning
 Consultant Services – Capital Projects**

Adv. No.:	OC-DCS-Cx-0001-0005	Web Advertisement Date:	Wednesday, May 11, 2016
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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.

1	Selection Type:	On-Call Building and Envelope Commissioning Consultant Services – Capital Projects
2	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 Construction Services (CT DCS), Office of Design & Construction, Process Management Unit advertises for Requests for Qualifications for the Capital Project Minority Business Enterprise (MBE) Consultant and Non-Minority Business Enterprise Services as specified below.
3	Consultant Services:	On-Call Building and Envelope Commissioning Consultant Services - Capital Projects (various projects of differing size and scope)
4	User Agency Name:	N.A.
5	Project Planning Start Date:	N.A.
6	Contract No.:	OC-DCS-Cx-0001-0005
7	Project Title:	On-Call Commissioning Agent
8	Project Location(s):	Various Locations Statewide
9	Maximum Total On-Call Contract Value:	\$500,000.00
10	Project Delivery Method:	N.A.
11	Consultant Services Description:	<p>On-Call Building and Envelope Commissioning Contracts are a new category of On-Call Contracts created by CT DAS/DCS.</p> <ul style="list-style-type: none"> • Consultants will assist the Department during design and construction to develop building commissioning requirements consistent with the state's High Performance Building Standards. The consultant will be an integral part of the project team including the A/E, Department project management staff, the independent Contract Administrator, and the Construction Manager (if the project is a CMR project). The consultant will continue during construction and post construction to assure the project meets the commissioning specifications. The services under this series may also include Retro-Commissioning of existing state facilities.



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	<ul style="list-style-type: none"> • Building Systems Commissioning. • Building Envelope Commissioning.
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12	MBE On-Call Consultant Contracts:	<p>CT DCS intends to select at least one (1) Minority Business Enterprise (MBE) Consultant out of the total number of O-C Consultants designated for this specific O-C Consultant Contract. CT DCS will follow the selection procedures referenced above to evaluate the QBS Submittals. If no MBE firms are within the initial list of firms recommended for selection, DCS will select the highest scoring MBE firm as long as such firm is qualified to perform the required services and can meet all required contract terms and conditions. Also please see Division 6 - "Additional Criteria Considerations & MBE Certification" of the QBS Submittal Booklet for details.</p>
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13	Consultant Services Qualification Considerations:	<p>On-Call MBE Architect - Capital Projects Consultants shall provide rapid response Architectural Support Services to CT DCS for Infrastructure Work required by CT DCS for Work under its direction or for Work under the direction of other Executive Branch Agencies of state government.</p> <ul style="list-style-type: none"> • Selected Firms shall provide services for Work required for specific Tasks as a Prime Consultant or as a subconsultant for other CT DCS Prime Consultants or for Work required for specific Tasks directly for CT DCS. <ul style="list-style-type: none"> • The professional services performed under Tasks for these Contracts are for Building and Envelope Commissioning firms with experience in various types of building projects. In addition to the services required for these contracts, prospective firms should emphasize any particular expertise or specialty services that might make their firm unique or desirable.
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Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:

14	Selection Document Requirements (Prior to the QBS Submittal Deadline):	<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 prior to the due date of their QBS Submittal Booklet ("QBS Submittal Deadline").</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"> • 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 form: • 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services. <p>See Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline) in "1212 QBS Submittal Booklet Requirements" for additional instructions.</p>
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15 Conditional Selection Document Requirements:

In accordance with the requirements the DCS Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within **fourteen (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.

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:

- 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.**

See **Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected)** in "1212 QBS Submittal Booklet Requirements" for additional instructions.

16 Qualifications Based Selection (QBS):

The Consultant must submit a Qualification Based Selection (QBS) Submittal Booklet as described below. 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) MBE Consultant contract. The O-C MBE 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:

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
-	Available Rating Points for three (3) Panel Members per O-C Consultant	300

Note:
 The QBS Selection for this Project shall be conducted in accordance with requirements stated in the **On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330)**.

1. Go to the CT DCS Website: www.ct.gov/dcs;
2. At the top of the CT DCS Home Page click on the **Publications** link;
3. Click on the **On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330)** 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.

17 QBS Contract Limitations:

It is highly recommended that prospective Consultant Firms review "1210 QBS - Guidelines for Selection and Contract Limits" prior to completing a **QBS Submittal Booklet** 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 "1210 QBS - Guidelines for Selection and Contract Limits" and still submits a **QBS Submittal Booklet**, then the Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the **DCS Library** as follows:

- 1 Go to the DCS Website: www.ct.gov/dcs
- 2 At the top of the DCS Home Page click on the **DCS Library** link.



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	3 Scroll down and click on the 1210 QBS - Guidelines for Selection and Contract Limits link.								
18 QBS Submittal Booklets Requirements: <i>[RCSA 4-134e-4 (a through b)]</i>	<p>All prospective 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> <table border="1"> <tr> <td>1</td> <td>Go to the DCS Website: www.ct.gov/dcs</td> </tr> <tr> <td>2</td> <td>At the top of the DCS Home Page click on the DCS Library link.</td> </tr> <tr> <td>3</td> <td>Scroll down and click on the 1212 QBS Submittal Booklet Requirements link.</td> </tr> </table>	1	Go to the DCS Website: www.ct.gov/dcs	2	At the top of the DCS Home Page click on the DCS Library link.	3	Scroll down and click on the 1212 QBS Submittal Booklet Requirements link.		
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3	Scroll down and click on the 1212 QBS Submittal Booklet Requirements link.								
19 QBS Email Registration:	<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> <table border="1"> <tr> <td>1</td> <td>Go to the DCS Website: www.ct.gov/dcs</td> </tr> <tr> <td>2</td> <td>At the top of the DCS Home Page click on the DCS Library link.</td> </tr> <tr> <td>3</td> <td>Scroll down and click on the 1211 QBS Email Registration link.</td> </tr> </table>	1	Go to the DCS Website: www.ct.gov/dcs	2	At the top of the DCS Home Page click on the DCS Library link.	3	Scroll down and click on the 1211 QBS Email Registration link.		
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2	At the top of the DCS Home Page click on the DCS Library link.								
3	Scroll down and click on the 1211 QBS Email Registration link.								
20 CT 330 Part I & CT 330 Part II: <i>[RCSA 4-134e-4 (c through e)]</i>	<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> <table border="1"> <tr> <td>1</td> <td>Go to the DCS Website: www.ct.gov/dcs</td> </tr> <tr> <td>2</td> <td>At the top of the DCS Home Page click on the DCS Library link.</td> </tr> <tr> <td>3</td> <td>Scroll down and click on the 1213 CT 330 Part I link.</td> </tr> <tr> <td>4</td> <td>Scroll down and click on the 1214 CT 330 Part II link</td> </tr> </table>	1	Go to the DCS Website: www.ct.gov/dcs	2	At the top of the DCS Home Page click on the DCS Library link.	3	Scroll down and click on the 1213 CT 330 Part I link.	4	Scroll down and click on the 1214 CT 330 Part II link
1	Go to the DCS Website: www.ct.gov/dcs								
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3	Scroll down and click on the 1213 CT 330 Part I link.								
4	Scroll down and click on the 1214 CT 330 Part II link								
21 QBS Submittal Deadline:	<p>Deadline for the receipt of the QBS Submittal Booklets is:</p> <p>3 p.m. Tuesday, May 31, 2016</p>								
22 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>								

END