



1301
RFQ Web Advertisement
For On-Call- Construction Administration
Consultant Services for Minor Capitol Projects

ADV. No.: OC-DCS-CAM-0001-0006

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 Construction Administration
Consultant Services for - Minor Capitol Projects

Adv. No.:	OC-DCS-CAM-0001-0006	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 Construction Administration Consultant (CAm) – Minor 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 Construction Administration Consultant (CAm) – Minor 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-CAM-0001-0006
7	Project Title:	Construction Administration Consultant
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><u>NOTE: A Firm can only hold ONE, CA On-Call contract at one time, either one CA or one CAm, in order to provide more opportunity to the consultant services community.</u></p> <p>On-Call Construction Administration Consultants for minor capital projects to provide limited or part time construction oversight on behalf of CT DCS staff, including compliance with contract documents and schedule. These project assignments are anticipated to provide for a range of 8 to 20 hours per week of project oversight for the duration of the construction activity. Preferably, the selected consultant's primary business is construction administration (and not performing construction work), and they bring experience with institutional building projects. These services will be for construction contracts based on both DBB procurement and Pre-Selected Contractor construction procurement</p> <p>On-Call Capitol Projects are defined as projects having a total construction budget of <u>five million dollars (\$5,000,000) or less</u>. The maximum On-Call Consultant's Fees for all Tasks performed under</p>



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	<p>a specific On-Call Contract shall not exceed a fee range of <u>three hundred thousand</u> dollars (\$300,000) or less to <u>five hundred thousand</u> dollars (\$500,000) or less, as applicable to the specific On-Call Contract. <i>(Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.)</i> The maximum On-Call Consultant's Fees for all Tasks performed under this On-Call Contract shall not exceed the "Maximum Total On-Call Contract Fee" stated in this RFQ Web Advertisement. <i>(Important Note: The maximum On-Call Fee range is <u>not</u> applicable to the On-Call Claims Analyst Contracts.)</i></p> <ul style="list-style-type: none"> • While On-Call - Capitol Project Contracts and "Task Letters" assigning specific project work will be with CT DCS, the work will be performed for other Executive Branch Agencies of state government.
12	<p>MBE On-Call Consultant Contracts: 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>
13	<p>Consultant Services Qualification Considerations: The selected Construction Administration Consultant shall provide expertise and service in areas such as, but not limited to, the following types of services:</p> <p>Preconstruction Phases: The provision of Pre-Construction Phase Services will be at the discretion of the owner and will not be included in most of these project assignments. During the Schematic, Design Development, Construction Document, and Bid Phases of the Project the Construction Administrator will act as representative for Division of Construction Services and shall work closely with the State User Agency and Architect/Engineer Team. The Construction Administrator's responsibilities for this phase, if needed could include, but shall not be limited to the following:</p> <ol style="list-style-type: none"> 1. Analysis and support of A/E Master Project Schedule; 2. Project Phasing and Work Sequence Analysis and recommendations; 3. Design Phase document review reports with comments regarding constructability reviews; 4. Construction cost estimate; 5. Value engineering/cost reduction alternatives; 6. Participation in Pre-bid Conferences, if any, and; 7. Attendance at the bid opening. <p>Construction Phase: During the Construction Phase the Construction Administrator shall act as the Division of Construction Services representative to administer the State's construction contract with the General Contractor. The Construction Administrator's responsibilities for this phase shall include, but shall not be limited to, the following:</p> <ol style="list-style-type: none"> 1. Review of, recommendations on, monitoring of and approval of construction schedules; 2. Review of and recommendations regarding the schedule of values and periodic requisitions for partial payments; 3. Establishing and conducting project meetings; 4. Construction photographs if required; 5. Supervision and inspection of all work – including coordination of special inspections and testing; 6. Project documentation and records and their management; 7. Associated reporting; 8. Review and recommend action on field issues and change order proposals; 9. Managing project closeout procedures and documents; 10. The potential of administering the construction contract and proactively managing all claims and disputes (if this looks like it will happen an amendment to the contract will be prepared, this phase should not be included in the initial scope of work). 11. Support of the project team via a working knowledge of the DAS DCS PMWeb Project Management and Documents Management System. <p>The Selected Construction Administrator (added Service if needed): Shall be responsible for the coordination, integration, schedule, budget, phasing and any required environment permitting for all portions of the contract/project. The selected Construction Administrator shall be responsible for</p>



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reviewing all required construction documents, for ensuring packaging of these in order to allow for a logical sequence of major construction events; and, for providing construction administration services for the entire project.

The Selected Construction Administrator (added Service if needed): Shall at the discretion of the owner be responsible for verifying that the construction work has been done in accordance with the requirements of the CT State Building Code and other applicable codes and construction standards - via properly trained and licensed staff.

The Selected Construction Administrator (added Service if needed): Shall monitor all required permitting (i.e.: environmental, utilities, moth-balling et al), the removal and legal disposal of all existing equipment, demolished materials & structures and, coincident with phasing of any construction of the additions and renovations, all reconnections and restoration of communications and conditions affecting all the various building systems currently employed or newly implemented.

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

14 Selection Document Requirements (Prior to the QBS Submittal Deadline):

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”).**

For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline:

- 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.**

See **Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline)** in “**1212 QBS Submittal Booklet Requirements**” for additional instructions.

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.



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16	Qualifications Based Selection (QBS):	<p>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:</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;">Selection Criteria Categories</th> <th style="text-align: center;">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;">Available Rating Points for three (3) Panel Members per O-C Consultant</td> <td style="text-align: center;">300</td> </tr> </tbody> </table> <p>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).</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 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. 	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
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17	QBS Contract Limitations:	<p>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:</p> <ol style="list-style-type: none"> 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 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> <ol style="list-style-type: none"> 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. 																								
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> <ol style="list-style-type: none"> 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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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 style="text-align: center;">1</td><td>Go to the DCS Website: www.ct.gov/dcs</td></tr><tr><td style="text-align: center;">2</td><td>At the top of the DCS Home Page click on the DCS Library link.</td></tr><tr><td style="text-align: center;">3</td><td>Scroll down and click on the 1213 CT 330 Part I link.</td></tr><tr><td style="text-align: center;">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
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21 QBS Submittal Deadline:	<p>Deadline for the receipt of the QBS Submittal Booklets is:</p> <p>3 p.m. Wednesday, June 8, 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><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>								

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