**DAS Construction Services**

**Office of Legal Affairs, Policy & Procurement**

**450 Columbus Boulevard, Suite 1302**

**Hartford, Connecticut 06103**

|  |
| --- |
| **Request for Qualifications (RFQ) Web Advertisement**  **For On-Call Construction Administration**  **Consultant Services for - Minor Capitol Projects** |

|  |  |
| --- | --- |
| 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. |

|  |  |  |  |
| --- | --- | --- | --- |
| **A****dv. No.:** | **OC-DCS-CA-0024-0029** | **Web Advertisement Date:** | **Tuesday, January 17, 2017** |

|  |  |  |
| --- | --- | --- |
| **1** | **QBS Submittal Deadline:** | Deadline for the receipt of the QBS Submittal Booklets is: |
| **3 p.m. Tuesday, February 7, 2017** |

|  |  |  |
| --- | --- | --- |
| 2 | Selection Type: | **On-Call Construction Administration Consultant (CA) – Capital Projects** |

|  |  |  |
| --- | --- | --- |
| 3 | **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( CT DCS), Process Management Unit advertises for Requests for Qualifications for the On-Call Capital Project Consultant Services as specified below. |

|  |  |  |
| --- | --- | --- |
| **4** | **Consultant Services:** | **On-Call Construction Administration Consultant (CA)** (various projects of differing size and scope) |

|  |  |  |
| --- | --- | --- |
| 5 | **Contract/Project Title:** | **OC-DCS-CA-0024-0029** |

|  |  |  |
| --- | --- | --- |
| **6** | **Project Title:** | **On-Call Construction Administration Consultant (CA)** |

|  |  |  |
| --- | --- | --- |
| **7** | **Project Location(s):** | Various Locations Statewide |

|  |  |  |
| --- | --- | --- |
| **8** | **Maximum Total On-Call Contract Value:** | **$1,000,000.00** |

|  |  |  |
| --- | --- | --- |
| **9** | **Project Delivery Method:** | N.A. |

|  |  |  |
| --- | --- | --- |
| **10** | **Consultant Services Description:** | **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.**  **On-Call Construction Administration** **Consultants** provide extensive construction oversight on behalf of CT DCS staff, including compliance with contract documents and schedule. The Consultant’s primary business is construction administration (and not design or performing construction work), and they bring experience with institutional building projects.  On-Call Capitol Projects are defined as projects having a total construction budget of five million dollars ($5,000,000) or less. The maximum On-Call Consultant’s Fees for all Tasks performed under a specific On-Call Contract shall not exceed a fee of one million dollars ($1,000,000.00) or less, as applicable to the specific On-Call Contract. *(Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.).* 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. *(Important Note: The maximum On-Call Fee range is not applicable to the On-Call Claims Analyst Contracts.).* |

|  |  |  |
| --- | --- | --- |
| **11** | **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:**  **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:   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.   **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:   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.   **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 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)**:** Shallat 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:** |

|  |  |  |
| --- | --- | --- |
| **12** | **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**](http://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. |

|  |  |
| --- | --- |
| **13 Conditional**  **Selection Document**  **Requirements:** | In accordance with the requirements the Department’s 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 Department’s Legal Services Unit.  For a summary of the Documents that must be either **electronically uploaded to DAS BizNet or submitted directly to the CT Department’s Legal Services Unit** within **fourteen (14) days** of being Conditionally Selected:  For a summary of the Documents that must be either **electronically uploaded to DAS BizNet or submitted directly to the CT Department’s Legal Services Unit** within **fourteen (14) days** of being Conditionally Selected:   * + - * Go to the DCS Website:[**www.ct.gov/dcs**](http://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 Department’s 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. |

|  |  |  |  |
| --- | --- | --- | --- |
| **14 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) Consultant contract. The O-C 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** |
|  |  |  |
| **-** | **Additional** **Criteria Considerations** | - |
| **-** | Available Rating Points for CT Code Expertise per O-C Consultant | **10** |
| **-** | Available Rating Points for Micro Business per O-C Consultant | **10** |
| **-** | Total Available Points per O-C Consultant | **320** |
| **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**](http://www.ct.gov/dcs/)**;** 2. At the top of the CT DCS Home Page click on the **DCS Library** 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. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **15** | **QBS Email Registration:** | 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: | |
| **1** | Go to the DCS Website: [**www.ct.gov/dcs**](http://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. |

|  |  |
| --- | --- |
| **16 QBS Submittal**  **Booklet**  **Requirements:** | To access the **QBS Submittal Booklet Requirements** **(1212)** for this Project:   1. Go to the CT DCS Website: [**www.ct.gov/dcs**](http://www.ct.gov/dcs/) 2. At the top of the CT DCS Home Page click on the **Publications** link. 3. Click on the **QBS Submittal Booklet Requirements (1212)** link. 4. Please see Division 6 - “Additional Criteria Considerations & MBE Certification”. |

|  |  |  |  |
| --- | --- | --- | --- |
| **17** | **CT 330 Part I & CT 330 Part II:**  *[RCSA 4-134e-4*  *(c through e)]* | 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”.**  Thetwo (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: | |
| **1** | Go to the DCS Website: [**www.ct.gov/dcs**](http://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 |

|  |  |  |
| --- | --- | --- |
| **18** | **QBS Submittal Location:** | **QBS Submittal Booklets shall be submitted to the following address:**  **Randy Daigle**  DAS Construction Services  Office of Legal Affairs, Policy & Procurement  450 Columbus Boulevard, Suite 1302  Hartford, Connecticut 06103  Office: 860.713.5696  E-mail: [randy.daigle@ct.gov](mailto:randy.daigle@ct.gov)  **IMPORTANT NOTE:** 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).** |

**End of**

**RFQ Web Advertisement**