



# RFQ Web Advertisement For On-Call Civil Engineering / Surveying / and Landscape Architecture Consultant Services

**ADV. No.:** OC-DCS- CIV/SUR/LA-0033-0038

**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 Civil Engineering / Surveying / Landscape Architecture 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.

<b>Adv. No.:</b>	OC-DCS- CIV/SUR/LA-0033-0038	<b>Web Advertisement Date:</b>	Thursday, April 13, 2017
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<b>1</b>	<b>QBS Submittal Deadline:</b>	Deadline for the receipt of the QBS Submittal Booklets is: <b>3 p.m. Tuesday, May 9, 2017</b>
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<b>2</b>	<b>Selection Type:</b>	On-Call Civil Engineering / Surveying and Landscape Architect Consultant Services (CIV/SUR/LA)- Capital Projects
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<b>3</b>	<b>General Statement:</b>	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.
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<b>4</b>	<b>Consultant Services:</b>	On-Call Civil Engineering / Surveying and Landscape Architect Consultant Services (CIV/SUR/LA)- Capital Projects (various projects of differing size and scope)
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<b>5</b>	<b>Contract/Project Title:</b>	OC-DCS- CIV/SUR/LA-0033-0038
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<b>6</b>	<b>Project Title:</b>	On-Call Civil Engineering / Surveying and Landscape Architect Consultant Services (CIV/SUR/LA)
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<b>7</b>	<b>Project Location(s):</b>	Various Locations Statewide
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<b>8</b>	<b>Maximum Total On-Call Contract Value:</b>	\$500,000 or less.
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<b>9</b>	<b>Project Delivery Method:</b>	N.A.
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<b>10</b>	<b>Consultant Services Description:</b>	<p>It is the intention of DAS/CS to hire consultants under this series that can provide all of the identified services. The submitting consultant shall be capable of self-performing at least one of the designated services: civil engineering, surveying or landscape architecture and can provide the other required services by inclusion of sub-consultants on their respective team.</p> <p><b>On-Call Civil Engineering Consultants:</b> The scope of work under these contracts shall encompass, but are not limited to; the entire spectrum of services of civil engineering type projects including but not limited to maintenance and repair, design and related services. These services shall be provided to the DAS Construction Services [DAS/CS] for infrastructure work required by the DAS/CS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected</p>
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firms may function as a prime vendor or as a support resource for other DAS/CS Consultants. These tasks may also include support of in-house work performed by the DAS/CS Technical Support Services unit and/or DAS/CS Facilities Management. Services may involve both the design and construction administration of a project.

**On-Call Surveying Consultant Services:** The scope of work under these contracts consists of project assignments such as topographic, boundary, construction, bathymetric, as-built, and other surveys as required for sanitary sewer, sidewalk and trails, storm drainage, stream and storm facility rehabilitation, campus and roadway improvement.

**Conventional and GPS Surveying:** These services will be used to provide horizontal and vertical location of existing conditions information for the engineering design of the above mentioned types of projects. Additional services may include stake out of construction projects and right-of-way takings;

- **Photogrammetric:** Photogrammetric mapping and ground run survey combinations will occasionally be required to achieve safety and/or budgetary goals for larger projects; and
- **Ground Based Laser Surveying:** These services will occasionally be required to achieve motorists and worker safety, and/or budgetary goals.

**3D Laser Scanning Services:** These services will be used to provide three dimensional (3D) high definition scanning of existing facilities to be imported into architectural and engineering technical drawing software such as AutoCAD and Revit.

While On-Call - Capitol Project Contracts and "Task Letters" assigning specific project work will be with CT DAS/CS, the work will be performed for other Executive Branch Agencies of state government.

**Landscape Architectural Services:** The scope of work under these contracts shall encompass, but are not limited to; the entire spectrum of services of landscape architecture type projects including but not limited to maintenance and repair, design and related services. These services shall be provided to the DAS Construction Services [DAS/CS] for work required by the DAS/CS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS/CS Consultants. These tasks may also include support of in-house work performed by the DAS/CS Technical Support Services unit and/or DAS/CS Facilities Management. Services may involve both the design and construction administration of a project.

**11 Consultant Services Qualification Considerations:**

**The selected Civil Engineering / Surveying and Landscape Architect Consultants shall provide expertise and service in areas such as, but not limited to the following types of services:**

These contracts encompass such services as the preparation of reports, plans, specifications and cost estimates for various State owned buildings and properties. Individual Task Orders will be issued for Work which may include program administration, inspections, assessments, analytical laboratory sample analysis, report preparation, preparation of contract documents, consultations during construction and monitoring of contractors. Certain services to be provided under this contract may require the auxiliary use of specialized firms and individuals certified by the State of Connecticut, Department of Public Health. Proven ability to maintain schedules and budgets for projects in excess of \$1,000,000.



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**12 Consultant Services Contract Limitations:** **Please note the following contract limitations for this on-call series:**  
 NOTE: A Holder of CIV-SUR-LA on-call contract may not simultaneously hold an MBE-CIV on-call contract.  
 A Holder of MDE on-call contract may not simultaneously hold a CIV-SUR-LA, MBE-CIV, MEP, or STR on-call contract.

**13 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
-	<b>Available Rating Points for three (3) Panel Members per O-C Consultant</b>	<b>300</b>
-	<b>Additional Criteria Considerations</b>	-
-	Available Rating Points for CT Code Expertise per O-C Consultant	10
-	Available Rating Points for Micro Business per O-C Consultant	10
-	<b>Total Available Points per O-C Consultant</b>	<b>320</b>

**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.

**14 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.



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

15	<b>Selection Document Requirements (Prior to the QBS Submittal Deadline):</b>	<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 <b>prior to the due date of their QBS Submittal Booklet (“QBS Submittal Deadline”)</b>.</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"> <li>• Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>• Scroll down and click on the following DCS form:</li> <li>• <b>1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services.</b></li> </ul> <p>See <b>Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline)</b> in “<b>1212 QBS Submittal Booklet Requirements</b>” for additional instructions.</p>						
16	<b>Conditional Selection Document Requirements:</b>	<p>In accordance with the requirements the Department’s Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within <b>fourteen (14) calendar days</b> of being notified by email, certain documents as described in the <b>Conditional Selection Notification Letter</b>. Some documents are required to be <b>electronically uploaded</b> in accordance with Connecticut General Statutes Public Act No. 11-229, “Business Friendly Initiative”. Others must be submitted as <b>hard copies</b> directly to the Department’s Legal Services Unit.</p> <p>For a summary of the Documents that must be either <b>electronically uploaded to DAS BizNet or submitted directly to the CT Department’s Legal Services Unit</b> within <b>fourteen (14) days</b> of being Conditionally Selected:</p> <p>For a summary of the Documents that must be either <b>electronically uploaded to DAS BizNet or submitted directly to the CT Department’s Legal Services Unit</b> within <b>fourteen (14) days</b> of being Conditionally Selected:</p> <ul style="list-style-type: none"> <li>• Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>• Scroll down and click on the following DCS forms:</li> <li>• <b>1150 - Credentials and Insurance Requirements; and</b></li> <li>• <b>1269.1 - CT Department’s Legal Services Unit: Contract Requirements for Consultant Services.</b></li> </ul> <p>See <b>Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected)</b> in “<b>1212 QBS Submittal Booklet Requirements</b>” for additional instructions.</p>						
17	<b>QBS Email Registration:</b>	<p>The “<b>1211 QBS Email Registration</b>” is referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The <b>QBS Email Registration</b> is required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and is accessible in the <b>DCS Library</b> as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></td> </tr> <tr> <td style="text-align: center;">2</td> <td>At the top of the DCS Home Page click on the <b>DCS Library</b> link.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Scroll down and click on the <b>1211 QBS Email Registration</b> link.</td> </tr> </table>	1	Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>	2	At the top of the DCS Home Page click on the <b>DCS Library</b> link.	3	Scroll down and click on the <b>1211 QBS Email Registration</b> link.
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18	<b>QBS Submittal Booklet Requirements:</b>	<p>To access the <b>QBS Submittal Booklet Requirements (1212)</b> for this Project:</p> <ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2. At the top of the CT DCS Home Page click on the <b>Publications</b> link.</li> <li>3. Click on the <b>QBS Submittal Booklet Requirements (1212)</b> link.</li> <li>4. Please see Division 6 - “Additional Criteria Considerations &amp; MBE Certification”.</li> </ol>						



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<b>19</b> <b>CT 330 Part I &amp; CT 330 Part II:</b> <i>[RCSA 4-134e-4 (c through e)]</i>	<p>The two (2) forms, “<b>1213 CT 330 Part I</b>” (a Firm’s qualifications for the specific project) and “<b>1214 CT 330 Part II</b>” (general qualifications of a Firm or specific branch office of a Firm), are referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The two (2) forms are required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and are accessible in the <b>DCS Library</b> as follows:</p> <table border="1"><tr><td style="text-align: center;"><b>1</b></td><td>Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></td></tr><tr><td style="text-align: center;"><b>2</b></td><td>At the top of the DCS Home Page click on the <b>DCS Library</b> link.</td></tr><tr><td style="text-align: center;"><b>3</b></td><td>Scroll down and click on the <b>1213 CT 330 Part I</b> link.</td></tr><tr><td style="text-align: center;"><b>4</b></td><td>Scroll down and click on the <b>1214 CT 330 Part II</b> link</td></tr></table>	<b>1</b>	Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>	<b>2</b>	At the top of the DCS Home Page click on the <b>DCS Library</b> link.	<b>3</b>	Scroll down and click on the <b>1213 CT 330 Part I</b> link.	<b>4</b>	Scroll down and click on the <b>1214 CT 330 Part II</b> link
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<b>4</b>	Scroll down and click on the <b>1214 CT 330 Part II</b> link								
<b>20</b> <b>Qualification Submittal Deadline and Location:</b>	<p><b>QBS Submittal Booklets shall be submitted to the following address:</b></p> <p><b>Randy Daigle</b> DAS Construction Services Office of Legal Affairs, Policy &amp; Procurement 450 Columbus Boulevard, Suite 1302. Hartford, Connecticut 06103 Office: 860.713.5696 E-mail: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a></p> <p><b><u>IMPORTANT NOTE:</u></b> 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 of  
RFQ Web Advertisement