



1400
RFQ Web Advertisement
For Construction Administrator (CA)

ADV. No.: CF-RD-303-CA

DAS Construction Services
Office of Legal Affairs, Policy & Procurement
450 Columbus Boulevard, Suite 1302
Hartford, Connecticut 06103

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

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.

Adv. No.:	CF-RD-303-CA	Web Advertisement Date:	Wednesday, Dec. 6, 2017
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QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: Thursday, January 11, 2018
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| 1 | Selection Type: | Major Capitol Project Construction Administrator (CA) |
| 2 | General Statement: | In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Administrative Services (DAS), Division of Construction Services (DCS), Process Management & QBS Unit advertises for Requests for Qualifications (RFQs) for the Major Capital Project Architect/Engineer (A/E) Consultant Services as specified below. |
| 3 | Consultant Services: | Construction Administrator (CA); Commissioning Agent (CxA) |
| 4 | User Agency Name: | Western Connecticut State University |
| 5 | Project Planning Start Date: | 9/11/2017 |
| 6 | Contract Number: | CF-RD-303 |
| 7 | Project Title: | Berkshire Hall Conversion to Student Center-Phase 1: New Food Service Dining Facilities |
| 8 | Project Location(s): | Western Connecticut State University-Midtown Campus
Danbury, CT |
| 9 | Cost of the Work: | \$16,635,294.00 |

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| 10 | Project Delivery Method: | <input type="checkbox"/> Design-Bid-Build (D-B-B): Architect/Engineer (A/E) consultants are selected to develop design and construction documents for the State to publically bid the Major Capital Project. The "lowest responsible and qualified general bidder" is awarded the contract to build the Project. |
| | | <input checked="" type="checkbox"/> Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP): Architect/Engineer (A/E) consultants are selected to develop design and construction documents in cooperation with a CMR for a Major Capital Project. The CMR shall publically bid the project elements to subcontractors and the "lowest responsible and qualified general bidders" will be awarded subcontracts after the CMR enters into GMP contract with the State to build the Project. |
| | | <input type="checkbox"/> Design-Build (D-B): A Design-Build Criteria Architect (DBCA) is selected to produce D-B Request for Proposals (RFP) documents for a Major Capital Project. The Design-Builder with the "Best Value Total Cost Proposal" is awarded a contract by the State to design and build the Project. |



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11	Project Description:	<p>The Department of Administrative services (DAS) Construction Services is seeking the services of a highly talented and experienced Construction Administrator (CA) Consultant team. The team will provide construction administration services to the DCS in support of the Berkshire Hall Conversion-Phase 1 at Western Connecticut State University in Danbury, CT.</p> <p>Creation of a new food services commercial kitchen and student dining facility, including a loading dock for food service near Osborne Street and a site retaining wall adjacent to Haas Library.</p> <p>A preliminary space program calls for 22,000 gross square feet of new construction, and approximately 10,000 gross square feet of renovation. The pre-design study will verify the programmatic requirements.</p> <p>The anticipated scope of work for the building's conversion includes removal of the basement, first, and second floors of Berkshire's classroom wing, the locker and fitness center wing, as well as investigation of re-use of the theatre wing and retaining the gymnasium footprint.</p>
12	Designated Services:	<p>The Construction Administrator (CA) shall work closely with the Construction Manager and the Architect/Engineering (A/E) Design Team to provide the following services:</p> <p><u>Preconstruction Phase Services:</u></p> <p>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:</p> <ul style="list-style-type: none"> • 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; • Prepare independent Construction Cost Estimate; • Oversee Construction Budget Cost Reconciliation with Owner, Agency, CMR and A/E; • Management of Commissioning (Cx) Coordination Services, including MEPFP plan review; • 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) <p><u>Construction Phase Services:</u></p> <p>The scope of services responsibilities for this phase include but are not limited to the following: Review and comment on and monitor construction schedules;</p> <ul style="list-style-type: none"> • Provide expert review services to review and comment on the Contractor's 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; Including Envelope BECxA • 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);



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	<ul style="list-style-type: none"> • Monitor and comment on the construction budget; • Assist DAS in all project closeout procedures; • Assist DAS in managing all claims and disputes.
<p>13 Construction Administrator (CA) Qualifications:</p>	<p>The Construction Administrator (CA) shall provide the Preconstruction and Construction Phase oversight services required for this CMR Project.</p> <p>The Construction Administrator Firm shall:</p> <ul style="list-style-type: none"> • Demonstrate that they have successfully completed similar Construction Manager at Risk projects on schedule, on budget and to a level of quality commensurate with the Owner's requirements; • Define your firm's role with similar Construction Manager at Risk projects 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>14 Construction Scheduler Designated Services:</p>	<p>Construction Scheduler: For this project the CA services shall include but not be limited to reviewing, analyzing, and reporting on CPM schedules produced by the Construction Manager and submitted to the CA. The CA must possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of Primavera Project Planner software. The CA is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The CA 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 is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The resume of the CA Construction Scheduler shall be included in the Qualifications Package - See Division 7 – QBS-CT330 Part I, Section E: Resumes for Key Personnel Proposed.</p>
<p>15 Commissioning (Cx) Designated Services:</p>	<p>The Selected Construction Administrator's (CA) shall provide the additional services of a Commissioning Agent (CxA), Including Building Envelope Commissioning (BECxA)</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 Construction Manager, architectural or engineering firm that implements the project, and shall be hired directly by the Owner through the CA.



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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.

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

16	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 .Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.</p>
All State Contracts with a cost or value of \$50,000 or more:	<input checked="" type="checkbox"/>	<p>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.</p>
All Large State Construction or Procurement Contracts with a cost of \$500,000 or more:	<input checked="" type="checkbox"/>	<p>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.</p>
	<input checked="" type="checkbox"/>	<p>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.</p> <p>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.</p>
	<input checked="" type="checkbox"/>	<p>OPM Form 7 (Iran Certification)</p>



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17	Conditional Selection of Firm Additional Affidavits & Certification Requirements:	<p>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.</p> <p>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:</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 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.
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18	QBS Selection Panels:	Number of QBS Selection Panel Members Per Cost of Work:			
		Cost of the Work	QBS Selection Panel Members		
			DAS/CS Employees (Appointed By DAS Commissioner)	Agency Employees (Appointed By Agency Commissioner)	Total
		\$5,000,000 or Greater (Major Capital Project)	4	1	5
		\$5,000,000 or Less (Minor Capital Project)	2	1	3
<input checked="" type="checkbox"/>	CHEFA Projects	3	2	5	

19	QBS Screening Shortlist Rating Criteria Categories:	<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" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Criteria Number</th> <th style="text-align: center;">Construction Administrator Consultant Services Screening Criteria Categories</th> <th style="text-align: center;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Experience with Work of Similar Size and Scope as Required for this Contract</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Organizational / Team Structure For This Contract</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Past Construction Administration on CMR Projects</td> <td style="text-align: center;">15</td> </tr> <tr> <td colspan="2" style="text-align: center;">Points per Screening Panel Member</td> <td style="text-align: center;">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"> 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. Click on "0000 Project Manuals & Guidelines". 4. Click on the link for the Selection & Bidding Manual. 5. 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 on CMR Projects	15	Points per Screening Panel Member		100
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20	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.
21	QBS Submittal Booklets Requirements: <i>[RCSA 4-134e-4 (a through b)]</i>	<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"> 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 Click on “1000 Project Initiation & Consultant Selection”. 4 Scroll down and click on the 1212 QBS Submittal Booklet Requirements link.
22	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 Click on “1000 Project Initiation & Consultant Selection”. 4 Scroll down and click on the 1211 QBS Email Registration link.
23	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> <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 Click on “1000 Project Initiation & Consultant Selection”. 4 Scroll down and click on the 1213 CT 330 Part I link. 5 Scroll down and click on the 1214 CT 330 Part II link
24	QBS Submittal Location:	<p>QBS Submittal Booklets shall be submitted to the following address:</p> <p>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</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>



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25	QBS Contacts:	<i>For General QBS Submittal Questions:</i>	
		Legal Affairs, Policy & Procurement Unit: <u>Randy Daigle</u> DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 Email: randy.daigle@ct.gov	<i>For Specific Project Questions:</i> Project Management Unit: <u>Peter Simmons</u> DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: Peter.simmons@ct.gov
<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).			

END
RFQ Web Advertisement
For CA Consultant Services for CMR