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ADV. No.: BI-JA-485-CA

Connecticut Department of Administrative Services, 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.:	BI-JA-485-CA Web Advertisement Date: Monday, Dec. 10, 2018				
	QBS Submittal Deadline:	· ·				
	Deadine.	Thursday, Jan 10, 2019 3:00 p.m.				
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), Construction Services (CS), 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)				
4	User Agency Name:	Department of Corrections				
5	Project Planning	May 24, 2018				
	Start Date:	May 24, 2018				
6	Start Date: Contract Number:	BI-JA-485-CA				
6 7		·	sborn Correctional Facility			
	Contract Number:	BI-JA-485-CA	sborn Correctional Facility			
7	Contract Number: Project Title:	BI-JA-485-CA Exterior Door and Window Replacement O	sborn Correctional Facility			
7	Contract Number: Project Title: Project Location(s): Cost of the Work:	BI-JA-485-CA Exterior Door and Window Replacement Office States of the	er (A/E) consultants are selected to develop			
7 8 9	Contract Number: Project Title: Project Location(s): Cost of the Work: Project Delivery	BI-JA-485-CA Exterior Door and Window Replacement Office States of the	er (A/E) consultants are selected to develop ate to publically bid the Major Capital Project. I bidder" is awarded the contract to build the ranteed Maximum Price (GMP): lected to develop design and construction ajor Capital Project. The CMR shall publically the "lowest responsible and qualified general"			

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11	Project
	Description:

The Department of Administrative Services, Construction Services (DAS/CS) is seeking the services of a highly talented and experienced Construction Administrator (CA) Consultant team. The team will provide construction administration services during design and construction to the DAS/CS of Replacement of Exterior Doors and Windows, Osborn Correctional Facility, Somers, CT

12 Designated Services:

The Construction Administrator (CA) shall work closely with the Architect/Engineering (A/E) Design Team to provide the following services:

Preconstruction Phase Services:

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:

- · Analysis & Review Master Schedules;
- · Participation in all Design Phase Meetings;
- Review & Reporting of Design Document;
- Review & Reporting Constructability
- Review & Reporting Construction Cost Estimate;
- Construction Budget Cost Reconciliation with Owner, Agency, CMR and A/E;
- 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)

Construction Phase Services:

The scope of services responsibilities for this phase include but are not limited to the following: Review and comment on and monitor construction schedules;

- 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;
- 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);
- Monitor and comment on the construction budget;
- Participate in project closeout procedures;
- Manage all claims and disputes.

The CA shall also demonstrate experience with managing correctional facility projects.

13 Construction Administrator (CA) Qualifications:

The Construction Administrator (CA) shall provide the Preconstruction and Construction Phase oversight services required for this **Design**, **Bid**, **Build** Project.

The Construction Administrator Firm shall:

- Demonstrate that they have successfully completed similar design, bid, build projects on schedule, on budget and to a level of quality commensurate with the Owner's requirements;
- Define your firm's role with similar design, bid, build 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.





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- 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.

IMPORTANT NOTE:

Failure to submit the Qualifications and/or Resume(s) material noted in this section may result in your submission being found deficient.

14 Construction Scheduler Designated Services:

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.

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.

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.

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

16 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 .Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.

All State Contracts with a cost or value of \$50,000 or more:

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.

All Large State Construction or Procurement Contracts with a cost

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.

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of \$500,000 or more:

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.

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.

17 Conditional Selection of Firm Additional Affidavits & Certification 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:

- 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.

18	QBS Selection	Number of QBS Selection Panel Members Per Cost of Work:				
	Panels:			QBS Selec	ction Panel Members	_
		Cost of the Work		DAS/CS Employees (Appointed By DAS Commissioner)	Agency Employees (Appointed By Agency Commissioner)	Total
		\boxtimes	\$5,000,000 or Greater (Major Capital Project)	4	1	5
			\$5,000,000 or Less (Minor Capital Project)	2	1	3
			CHEFA Projects	3	2	5

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	2. 0/1 100	. 0.1		
19	QBS Screening	The CA must submit a QBS Submittal Booklet as described below. The QBS process for CA		
	ist Rating	Rating Services is based on comparing and evaluating weighted criteria of qualifications and performanc of Firms in relation to work of similar scope and complexity that is required for this specific contract Categories: The Contract award is based first on a selection of the highest qualifications and second on the		
Criteri	a			
	Categories:			
negotiation of a fair and reasonable fee. For the screening phase			n of a fair and reasonable fee. For the screening phase of this selection the	e following
		are the rat	ing point weights for the screening criteria categories:	
		Criteria Construction Administrator Consultant Services		Rating
		Number	Screening Criteria Categories	Points 35
		1	Experience with Work of Similar Size and Scope as Required for this Contract	
		2	Organizational / Team Structure For This Contract	30
		3	Past Performance Record	20
		4	Past Construction Administration on CMR Projects	15
		Note:	Points per Screening Panel Member	100
		The QBS CA Selection for this Project shall be conducted in accordance with requirement in the Selection & Bidding Manual : 1. Go to the DCS Website: www.ct.gov/dcs ;		
		 At the top of the DCS Home Page click on the DCS Library link; Click on "0000 Project Manuals & Guidelines". Click on the link for the Selection & Bidding Manual. For the number of active and inactive Selections and Contracts that are by a firm by at one time see the QBS – Guidelines for Selection and (1210) link under "1000 Project Initiation & Consultant Selection". 		
20	QBS Contract Limitations:			etermine in the number tontractions and dered and
		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.		
		the "1212	ective CA Consultant Firms must submit QBS Submittal Booklets in accord QBS Submittal Booklet Requirements", which can be accessed and do DCS Library as follows:	
	[RCSA 4-134e-4	1 Go to the DCS Website: www.ct.gov/dcs		
	(a through b)]	2 At the	e top of the DCS Home Page click on the DCS Library link.	

Click on "1000 Project Initiation & Consultant Selection".

22 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:

Scroll down and click on the 1212 QBS Submittal Booklet Requirements link.

Go to the DCS Website: www.ct.gov/dcs
 At the top of the DCS Home Page click on the DCS Library link.
 Click on "1000 Project Initiation & Consultant Selection".
 Scroll down and click on the 1211 QBS Email Registration link.



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ADV. NO BI-3A-465-CA					
23	CT 330 Part I & CT 330 Part II: [RCSA 4-134e-4 (c through e)]	"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			
		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:	Web Submittal bookiets 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 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.			
25	QBS Contacts:	For General QBS Submittal Questions:	For Specific Project Questions:		
		contained in this Advertisement shall be limited	Project Management Unit: Barbara Cosgrove DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: barbara.cosgrove@ct.gov s for more specific Project information than is to information that is available to all Firms and that requests for more specific Project information		

END RFQ Web Advertisement For CA Consultant Services for CMR