



1400
RFQ Web Advertisement
For Construction Administrator (CA)

ADV. No.: BI-Q-691-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.:	BI-Q-691-CA	Web Advertisement Date:	Thursday Feb. 28, 2019
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QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: Monday March 18, 2019
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1	Selection Type:	Major Capitol Project Construction Administrator (CA) Consultant Services for D-B-B
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:	State of Connecticut – Military Department
5	Project Planning Dates:	<ul style="list-style-type: none"> • Project Planning Start Date: Sept. 1, 2017 • Scheduled Screening Date: April 2, 2019 • Shortlisted Firms Walk-Thru Date: N/A • Scheduled Selection/Interview Date: April 24, 2019
6	Contract Number:	BI-Q-691-CA
7	Project Title:	New Readiness Center
8	Project Location(s):	378 Pomfret St (Route 44), Putnam, CT
9	Cost of the Work:	\$15,429,000.00
10	Project Delivery Method:	<input checked="" 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 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.



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	<input type="checkbox"/>	<p>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.</p>
<p>11</p> <p>Project Description:</p>		<p>The Department of Administrative services (DAS), Construction Services (CS) is seeking the services of a highly talented and experienced Construction Administrator (CA) Consultant team. The team will provide construction administration services to the DAS/CS in support of the New Readiness Center at 378 Pomfret St (Route 44) Putnam, CT.</p> <ul style="list-style-type: none"> • Project will include the design and construction of a new 42,297 gross square foot National Guard Readiness Center on existing State Property. • The National Guard Readiness Center includes the following items that are integral to the facility; Backup/Emergency Generator, Organizational Vehicle Parking (Paved), and Flammable Material Facility. This facility will be designed to meet Industry Standards, as well as, all local, State, and Federal building codes and as per Public Law 90-480. • Construction will include all utility services, information systems, fire detection and alarm systems, roads, walks, curbs, gutters, storm drainage, parking areas, and site improvements. • References for guidance in design and construction of Readiness Centers are as follows but not limited to: <ul style="list-style-type: none"> ➢ DoDM1225.08 – Section 5 ➢ UNIFIED FACILITIES CRITERIA (UFC) UFC 04 ➢ National Guard Bureau Design Guide - DG 415-1 ➢ National Guard Bureau Design Guide – DG 415-5 ➢ Sustainable Design and Development Policy
<p>12</p> <p>Designated Services:</p>		<p>The Construction Administrator (CA) shall work closely with the General Contractor and the Architect/Engineering (A/E) Design Team to provide the following services:</p> <p><u>End of Phase Design Development, Construction Document Phase and Bid Phase Services:</u> 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 Construction Document (CD) Design Phase Meetings; • Participation in all Integrated Design Meetings for High Performance Buildings; • Participation in all Sustainable Design and Development Meetings; • Review & Reporting of Design Documents; • Review & Reporting Constructability • Preliminary Field Operation Analysis; • Develop Construction Cost Estimates at end of DD Phase and at 50% CD Phase and final CD; • Construction Budget Cost Reconciliation with Owner, Agency, and A/E; • Review Commissioning (Cx) Coordination Services; • Pre-Bid meeting(s) participation; • Review of Bid Packages • Bid Analysis. Review & Reporting Application for Payment; • Review & Reporting for all Project construction records (RFI's, ASI's, RFP, Etc) <p><u>Construction Phase Services:</u> 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; • Coordinate, lead & keep record of all 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;



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	<ul style="list-style-type: none"> • 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 Cx • 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), Etc. ; • Monitor and comment on the construction budget; • Project closeout procedures; • Manage all claims and disputes. <p>The CA shall also demonstrate experience with managing projects designed as High Performance Buildings and designed and constructed in accordance with the LEED Rating System standards. The CA Team shall have an Accredited Professional for LEED.</p>
<p>13 Construction Administrator (CA) Qualifications:</p>	<p>The Construction Administrator (CA) shall provide the Preconstruction and Construction Phase oversight services required for this (Design-Bid-Build) D-B-B Project.</p> <p>The Construction Administrator Firm shall:</p> <ul style="list-style-type: none"> • 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 the firm's role with similar Design Bid Build projects to this project, and the services the firm provided to the project. Include resumes of key staff showing the staff's primary involvement in CA services for the past five (5) years. Include a brief summary of each prior project showing adherence to original completion schedule, and, if off schedule, an explanation how the firm corrected the situation; 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 proposed assigned Key Personnel member(s) that have the experience with the scope of work, complexity, and dollar value of similar to this Project. The key personnel shall have no other projects that would conflict with the attention to the detail and workload required for successful completion of 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 Critical Path Method (CPM) schedules produced by the General Contractor and submitted to the CA. The CA must possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of <u>Primavera Project Planner software or equivalent CPM Scheduling Software</u>. 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>



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15	Commissioning (Cx) Designated Services:	The Commissioning Agent (CxA) will be an independent contract and not required for this submission
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**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: https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library • Type in the Search DAS Construction Services Library and click the Search Icon link. • 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"/> 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 of \$500,000 or more:	<input checked="" type="checkbox"/> 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.
		<input checked="" type="checkbox"/> 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.
		<input checked="" type="checkbox"/> IMPORTANT NOTE: If the firm has any contracts with any subcontractor or sub-consultant that also exceeds \$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 sub-consultant.
		<input checked="" type="checkbox"/> OPM Form 7 (Iran Certification)



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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: https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library • Type in the Search DAS Construction Services Library and click the Search Icon link. • 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:			
			QBS Selection Panel Members		
		Cost of the Work	DAS/CS Employees <small>(Appointed By DAS Commissioner)</small>	Agency Employees <small>(Appointed By Agency Commissioner)</small>	Total
		<input checked="" type="checkbox"/> \$5,000,000 or Greater (Major Capital Project)	4	1	5
<input type="checkbox"/> \$5,000,000 or Less (Minor Capital Project)	2	1	3		
<input 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="width: 10%;">Criteria Number</th> <th style="width: 80%;">Construction Administrator Consultant Services Screening Criteria Categories</th> <th style="width: 10%;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>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>Organizational / Team Structure For This Contract</td> <td style="text-align: center;">30</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>Past Construction Administration on DBB 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: : https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library; 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 DBB 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: https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library2 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: : https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library2 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: : https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library2 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: : https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library2 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



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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:	<p style="text-align: center;"><i>For General QBS Submittal Questions:</i></p> <p>Legal Affairs, Policy & Procurement Unit:</p> <p><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</p>	<p style="text-align: center;"><i>For Specific Project Questions:</i></p> <p>Project Management Unit:</p> <p><u>Ronald Wilfinger</u> DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: ronald.wilfinger@ct.gov</p>
		<p>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).</p>	

END
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For CA Consultant Services