



Advertisement No.: OC-DCS-EPA-0024-0026	Web Advertisement Date: Thursday, January 16, 2020
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**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 On-Call Consulting Services**

IMPORTANT NOTE:	UPDATED 2019: DAS Construction Services now requires Portable Document Format (PDF) Quality Based Selection (QBS) Submittal Booklets to be uploaded on-line through DAS BizNet. <i>Please read this RFQ Web Advertisement and all referenced documents carefully.</i>
Uploading On-Line QBS Submittal Booklets:	Follow the instructions in 1212 QBS Submittal Booklet Instructions , available for download from the DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series > 1200 Series

1. Contract Information

1.1	QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Tuesday, February 18, 2020
1.2	Selection Type:	On-Call Consultant Services Selection — Capital Projects
1.3	General Statement:	In accordance with the requirements of the Connecticut General Statutes §4b-55 through §4b-59, the State of Connecticut Department of Administrative Services/Construction Services (DAS/CS) Office of Legal Affairs, Policy, & Procurement (OLAPP) advertises for Requests for Qualifications (RFQs) for the On-Call Capital Project Consultant Services as specified below.
1.4	Type of Consultant Services:	On-Call Environmental Policy Act Consultant (EPA) (various projects of differing size and scope)
1.5	User Agency:	Department of Administrative Services, Construction Services
1.6	Scheduled Selection Date:	Thursday, February 27, 2020
1.7	Contract Number:	OC-DCS-EPA-0024-0026
1.8	Project Title:	On-Call Environmental Policy Act Consultant (EPA)
1.9	Project Location(s):	Various Locations Statewide.
1.10	Maximum Total On-Call Contract Value:	\$300,000.00 The maximum On-Call Consultant's Fees for all Task Assignments performed under this On-Call Contract shall not exceed the " Maximum Total On-Call Contract Fee ".
1.11	Maximum On-Call Fee Per Task Assignment:	\$300,000.00 The maximum On-Call Consultant's Fees per Task Assignment performed under this On-Call Contract shall not exceed the " Maximum On-Call Fee Per Task Assignment Value ".

1. Project Information (continued)

1.12	On-Call Consultant Contract Considerations:	<p>DAS Construction Services (DAS/CS) On-Call Contracts are contracts for a specific type of consultant service with a maximum fee and supplemented by Task Letters to define the specific assignment scope, fee, and contract time duration.</p> <ul style="list-style-type: none"> On-Call Capital Projects are defined as projects having a total construction budget of five million dollars (\$5,000,000) or less. While On-Call Contracts and "Task Letters" assigning specific project work will be with DAS/CS, the work may be performed for other Executive Branch Agencies of state government. It needs to be understood that all On-Call Task Assignments are made on a rotation basis with the other On-Call Consultants selected to provide the specific consultants service.
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1.13	<p>On-Call Consultant Services and Qualification Considerations:</p>	<p>On-Call Environmental Policy Act Consultants are principally utilized to identify Connecticut Environmental Policy Act (CEPA) and National Environmental Policy Act (NEPA) issues for a given project as well as the requirements to address them. The Consultant, consequently, should have extensive experience and knowledge of various CEPA and NEPA requirements and their applicability to a particular project.</p> <p>On-Call Capitol Projects are defined as projects having a total construction budget of <u>five million dollars (\$5,000,000) or less</u>. The maximum On-Call Consultant's Fees for all Tasks performed under a specific On-Call Contract shall not exceed a fee range of <u>three hundred thousand dollars (\$300,000) or less to five hundred thousand dollars (\$500,000) or less</u>, as applicable to the specific On-Call Contract. <i>(Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.)</i> 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.</p> <ul style="list-style-type: none"> While On-Call - Capitol Project Contracts and "Task Letters" assigning specific project work will be with CT DAS / DCS, the work can be performed for other Executive Branch Agencies of state government. <p>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</p> <ol style="list-style-type: none"> CEPA/NEPA environmental documentation experience; The variety and complexity of project type previously work on; Involvement in coordinating or facilitating a public meeting or hearing; Any present day technologies and document presentation you utilize efficiently which would enhance review agencies' and the public's understanding of the Project; Experiences in environmental permitting; Staff / Team expertise in the topics covered in an environmental document; and Working knowledge of CEPA/NEPA statutes and regulations. <p>On-Call Environmental Impact Evaluation Consultants:</p> <p>The scope of work under these contracts shall encompass, but not be limited to; the preparation of environmental documents in accordance with the Connecticut Environmental Policy Act ("CEPA"), the National Environmental Policy Act ("NEPA") of 1969, as amended, in cases where the project is a joint state and federal action, DCS's CEPA Procedure Manual, as amended, and attending and presenting information at public meetings and hearings.</p> <p>The scope also includes the drafting of the Record of Decision, which includes response to public comments received during public review of the CEPA/NEPA phase. The Consultant team shall have expertise in all aspects of environmental documentation and analysis - including but not limited to - Traffic Studies, State Traffic Commission Permit Applications, Archeological and Historical Surveys, Geological and Natural Resources Assessments, Biological Assessments, and Socio-Economic Data Development. The CEPA/NEPA process typically is done concurrently with the schematic design phase of the project</p> <p>Minimum experience with this type of evaluation and reports will be at least a five (5) year history of successful analysis, design and installation. Knowledge of current building code elements are essential. It needs to be understood that the assignments are made on a rotation basis, and rejection of an assignment by the consultant might result in cancellation of further assignments.</p>



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2. QBS Contacts

2.1 For General QBS Submittal Questions:

Randy Daigle, DAS/CS Process Management Unit

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

Email: randy.daigle@ct.gov

3. QBS Consultant Procedures

3.1 Download *1210 QBS Guidelines for Selection and Contract Limits* and *1212 QBS Submittal Booklet Instructions*:

- Go to the **DAS/CS Library** website (<https://portal.ct.gov/DASCSLibrary>)
- Click on "1000 Series - Project Initiation and Consultant Selection"
- Click on "1200 Series – Consultant Selection Forms"
- Scroll down and click on the appropriate document.

3.2 Review contract limitations in *1210 QBS Guidelines for Selection and Contract Limits*:

- Review *1210 QBS Guidelines for Selection and Contract Limits* prior to responding to this RFQ.
- Determine if your Firm meets or exceeds Contracts Limitations for this specific Contract.
- If your 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, your Firm shall not be considered any further for this specific Project.

3.3 Create a BizNet Account:

- Create a **Business Network (BizNet) account** in the State of Connecticut web-based platform by clicking the following link and following all instructions: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>.
- Detailed instructions can be found in the *1212 QBS Submittal Booklet Instructions*. (Download the instructions from the **DAS/CS Library** as described above.)
- Click on the following link for additional information about BizNet Accounts:
<https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts>

3.4 Upload Affidavits and Certifications

- **Electronically upload** certain Affidavits and Certifications *prior* to the QBS Submittal Deadline.
- Detailed instructions can be found in the *1212 QBS Submittal Booklet Instructions*.
- Click on the following link for additional information about uploading Affidavits and Certifications:
<https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts>
- **NOTE:** Failure to **properly complete, sign, date, and upload** all of the required Affidavits and Certifications to BizNet *prior* to the QBS Submittal Deadline *shall* result in the firm's submittal being deemed deficient and the firm will not be allowed to pursue this specific Contract. Once uploaded, Affidavits and Certifications shall be updated and submitted as required by law.

3.5 Prepare and Upload a QBS Submittal Booklet:

- Prepare a **Portable Document Format (PDF) QBS Submittal Booklet** in accordance with *1212 QBS Submittal Booklet Instructions*.
- Upload **one (1) complete PDF QBS Submittal Booklet** to your Firm's **BizNet Account** *prior* to the QBS Submittal Deadline by going to the RFQ Web Advertisement for the Contract on the [State Contracting Portal](#) and clicking on "Submit On-Line Request for Qualification".
- **NOTE:** Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline *may* result in the Firm's submittal being deemed deficient for consideration for this Contract.



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4. QBS Longlist and Selection Procedures

4.1 Longlist Procedure (Pre-Screening):

- After the QBS Submittal Deadline has closed, the QBS Unit will (1) determine if any prospective Consultant Firm exceeds contract limitations as specified in **1210 QBS Guidelines for Selection and Contract Limits**, and (2) review all QBS Submittal Booklets for compliance with **1212 QBS Submittal Booklet Instructions**.
- If a Firm does *not* exceed the contract limitations *and* their QBS Submittal Booklet is acceptable, the Firm *shall be* placed on the “**Longlist**” of Consultant Firms to be evaluated by the QBS Selection Panel.
- If a Firm *exceeds* the contract limitations, the Firm **shall not be** considered any further for the specific Contract.
- If a Firm’s QBS Submittal Booklet is deficient, the Firm **may not be** considered any further for the specific Contract.

4.2 Selection Procedure :

- Each QBS Submittal Booklet will be evaluated and rated by a QBS Selection Panel in accordance with the following “Selection Rating Criteria Categories”. 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 Consultant contract.

The QBS process is based on comparing and evaluating weighted criteria of qualifications and performance of all Firms in relation to work of similar scope and complexity that is required for this specific On-Call Consultant contract. Each QBS Submittal Booklet will be evaluated by a QBS Selection Panel in accordance with the following “Selection Rating Criteria Categories” and rating points:

Max. Rating Points:	Selection Rating Criteria Categories:
50	Proposed Key Personnel’s Specialized Design Experience And Technical Competence For The Type Of Services Required For This Project
30	Proposed Team’s Capacity and Capability To Perform The Work, Including Any “Specialized Services” Required For This Project
20	Prime Firm’s Past Performance Record With The State And Other Clients
Max. Rating Points:	Additional Criteria Considerations (Firms may receive additional points)
10	Prime Firm’s Relevant CT Code Knowledge Required For This Project
10	Prime Firm as a Micro Business

- The QBS selection process shall be conducted in accordance with requirements stated in the **On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330)**, available for download as follows:
 - Go to the **DAS/CS Library** website (<https://portal.ct.gov/DASCSLibrary>)
 - Click on “0000 Series - Project Manuals and Guidelines”.
 - Scroll down and click on the appropriate document.
- After each booklet has been evaluated and rated, the QBS Unit will use the ratings to compute and create a list of the “most highly qualified Firms” and, along with the total number of contracts awarded to each Firm in the previous five years, will furnish a “Selection Approval Memorandum” to DAS/CS Senior Management. DAS/CS Senior Management will review the memorandum and, using the ratings and total number of contracts*, will select the Firms for this Contract. (*NOTE: In order to achieve an equitable distribution of contracts, DAS/CS Senior Management may utilize the total number of contracts to select the Firms, provided, however, that the principle of selection of the most highly qualified Firms is not violated.)

4.3 MBE On-Call Consultant Contracts:

- DAS/CS intends to select at least **one (1)** Minority Business Enterprise (MBE) Consultant out of the total number of On-Call Consultants designated for this specific On-Call Consultant Contract. DAS/CS 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, DAS/CS 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 3 SBE/MBE Certification** of the **1212 QBS Submittal Booklet Instructions** for details.

4.4 Conditional Selection Procedure:

- The QBS Unit will email each Selected Firm a “Conditional Selection Notification Letter” which will provide instructions regarding additional information that must be submitted for the processing of its contract by DAS/CS OLAPP.