**Connecticut Department of Administrative Services, Construction Services**

**Office of Legal Affairs, Policy, & Procurement**

**450 Columbus Boulevard, Suite 1302**

**Hartford, Connecticut 06103**

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| **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. *Please read this RFQ Web Advertisement and all referenced documents carefully.* |
| **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 |

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| **1. Contract Information** |
| **1.1** | **QBS Submittal Deadline:** | Deadline for the receipt of the QBS Submittal Booklets is: |
| **3 p.m.** | **Thursday, February 27, 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 Construction Administration Consultant (CAm) – Minor Capital Projects**(various projects of differing size and scope) |
| **1.5** | **User Agency:** | Department of Administrative Services, Construction Services |
| **1.6** | **Scheduled Selection Date:** | **Thursday, March 2712, 2020** |
| **1.7** | **Contract Number:** | **OC-DCS-CAm-0007-0011** |
| **1.8** | **Project Title:** | **On-Call Construction Administration Consultant (CAm)** |
| **1.9** | **Project Location(s):** | Various Locations Statewide. |
| **1.10** | **Maximum Total On-Call Contract Value:** | **$500,000.00** |
| 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”**.  |

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| **1. Project Information** (continued) |
| **1.12** | **On-Call Consultant Contract Considerations:** | **NOTE: A Firm can only hold ONE, CA On-Call contract at one time, either one CA or one CAm, in order to provide more opportunity to the consultant services community.****On-Call Construction Administration** **Consultants** **for minor capital projects;** to provide limited or part time construction oversight on behalf of CT DCS staff, including compliance with contract documents and schedule. These project assignments are anticipated to provide for a range of 8 to 20 hours per week of project oversight for the duration of the construction activity. Preferably, the selected consultant’s primary business is construction administration (and not performing construction work), and they bring experience with institutional building projects. These services will be for construction contracts based on both DBB procurement and Pre-Selected Contractor construction procurement **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.* 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. Please note that a rejection of a Task Assignment by a Consultant may result in no further Task Assignments to the Consultant.
* Each Contract is for a period of two (2) years from date of contract signing.
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| **1.13** | **On-Call Consultant Services and Qualification Considerations:** | **The selected Construction Administration Consultant for minor capital projects** shall provide expertise and service in areas such as, but not limited to, the following types of services:**Preconstruction Phases: The provision of Pre-Construction Phase Services will be at the discretion of the owner and will not be included in most of these project assignments.** During the Schematic, Design Development, Construction Document, and Bid Phases of the Project the Construction Administrator will act as representative for Division of Construction Services and shall work closely with the State User Agency and Architect/Engineer Team. The Construction Administrator’s responsibilities for this phase, if needed could include, but shall not be limited to the following: 1. Analysis and support of A/E Master Project Schedule;
2. Project Phasing and Work Sequence Analysis and recommendations;
3. Design Phase document review reports with comments regarding constructability reviews;
4. Construction cost estimate;
5. Value engineering/cost reduction alternatives;
6. Participation in Pre-bid Conferences, if any, and;
7. Attendance at the bid opening.

**Construction Phase:** During the Construction Phase the Construction Administrator shall act as the Division of Construction Services representative to administer the State’s construction contract with the General Contractor. The Construction Administrator’s responsibilities for this phase shall include, but shall not be limited to, the following: 1. Review of, recommendations on, monitoring of and approval of construction schedules;
2. Review of and recommendations regarding the schedule of values and periodic requisitions for partial payments;
3. Establishing and conducting project meetings;
4. Construction photographs if required;
5. Supervision and inspection of all work – including coordination of special inspections and testing;
6. Project documentation and records and their management;
7. Associated reporting;
8. Review and recommend action on field issues and change order proposals;
9. Managing project closeout procedures and documents;
10. The potential of administering the construction contract and proactively managing all claims and disputes (if this looks like it will happen an amendment to the contract will be prepared, this phase should not be included in the initial scope of work).
11. Support of the project team via a working knowledge of the DAS DCS PMWeb Project Management and Documents Management System.

**The Selected Construction Administrator** (added Service if needed)**:** Shall be responsible for the coordination, integration, schedule, budget, phasing and any required environment permitting for all portions of the contract/project. The selected Construction Administrator shall be responsible for reviewing all required construction documents, for ensuring packaging of these in order to allow for a logical sequence of major construction events; and, for providing construction administration services for the entire project.**The Selected Construction Administrator** (added Service if needed)**:** Shallat the discretion of the owner be responsible for verifying that the construction work has been done in accordance with the requirements of the CT State Building Code and other applicable codes and construction standards - via properly trained and licensed staff.**The Selected Construction Administrator** (added Service if needed)**:** Shall monitor all required permitting (i.e.: environmental, utilities, moth-balling et al), the removal and legal disposal of all existing equipment, demolished materials & structures and, coincident with phasing of any construction of the additions and renovations, all reconnections and restoration of communications and conditions affecting all the various building systems currently employed or newly implemented. |

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| **2. QBS Contacts** |
| **2.1 For General QBS Submittal Questions:** |
| **Randy Daigle, DAS/CS Process Management Unit**DAS Construction ServicesOffice of Legal Affairs, Policy & Procurement450 Columbus Blvd. Suite 1302Hartford, Connecticut 06103 |
| **Email:** randy.daigle@ct.gov |

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| **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 limitationsin ***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 Firmshall 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](https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2) 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 contractsto 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.  |

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