



Advertisement No.: BI-RT-889-CA	Web Advertisement Date: Monday, June 29, 2020
OSGR Project No.: 900-0015	

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 Consultant 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. Project Information

1.1	QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: 2:00 p.m. Wednesday, July 29, 2020	
1.2	DAS Contract Number: OSGR Project Number:	BI-RT-889-CA 900-0015	
1.3	Project Title:	Bullard Havens Technical High School	
1.4	Project Location:	500 Palisade Avenue, Bridgeport, CT 06610	
1.5	Total Construction Cost:	\$95,580,000.00	
1.6	User Agency:	Connecticut State Department of Education – Connecticut Technical Education and Career System	
1.7	Project Planning Dates:	Project Planning Start Date:	9/1/18
		Scheduled Shortlisting/Screening Date:	Tuesday, Aug. 11, 2020
		Shortlisted Firms Walk-Thru Date:	N/A
		Scheduled Selection/Interview Date:	Tuesday, Sept. 1, 2020
1.8	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 Consultant Services specified below.	
1.9	Selection Type:	This RFQ is for the following selection type:	
		Major Capital Project Consultant Services Selection	
1.10	DAS Contractor Classification:	This RFQ is for the following DAS Contractor Classification (DAS-Contractor-Classification-List):	
		Construction Manager At Risk (CMR) Project (Group B)	
1.11	Project Delivery Method and Consultant Services:	This RFQ is for the following project delivery method and consultant services:	
		<p>Construction Manager At Risk (CMR) Project: Construction Administrator (CA) and Commissioning Agent (CxA) consultants are selected to assist the Architect/Engineer Team consultants with developing 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 enter into a Guaranteed Maximum Price (GMP) contract with the State to build the Project. After consultation with and approval by the Commissioner, the CMR shall award subcontracts to responsible, qualified subcontractors submitting the lowest bids to build the Project.</p>	



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1. Project Information (continued)

1.12	Project Description:	<p>The Department of Administrative services (DAS) Construction Services (DAS/CS) is seeking the services of a highly talented and experienced construction administrative team. The team will provide construction administrative services during design and construction to the DAS/CS in support of the Bullard Havens Technical High School located at 500 Palisade Avenue, Bridgeport, CT.</p> <p>The objective of this project is to provide a completely new technical high school at the existing Bullard-Havens CT-THS site.</p> <p>This is to be accomplished by constructing a new +/- 245,000 sf facility on the current site to accommodate 13 separate shop programs, plus associated classrooms, theory rooms, and field house space. Then demolishing the existing buildings on the site: the +/- 70,000 sf "A" Building, Building "B" consisting of shop/lab/classroom spaces, and the +/- 10,000 sf "C" building consisting of shop storage spaces in their entirety. Additional work will include constructing a bus garage, construction new ball fields per the Educational Specifications (ED Spec) and constructing storage and out-buildings to provide ancillary space as described in the ED Spec and building program.</p> <p>Project delivery will be a Construction Manager at Risk (CMR).</p> <p>The Site is within a residential area.</p> <p>Hazardous material abatement will be required.</p> <p>The existing building will remain occupied during construction and school functions must not be interrupted.</p> <p>The project will meet CT HIGH Performance Building requirements.</p> <p>The project will meet FM Global standards as well as current Connecticut State Building/Fire Safety Code and other state agency (DAS, DEEP, DPH) & utility company requirements. The Authority Having Jurisdiction will be Connecticut Office of the State Building Inspector (OSBI) / State Fire Marshall's Office (SFMO). The project will be reviewed by the Office of School Construction, Grants and Review (OSCGR).</p>
1.13	Designated Services:	<p>The following designated tasks shall be required for this project and conducted from within the Consultant Team, including but not limited to the following types of services:</p> <p><u>Construction Administrator (CA) Consultant – Designated Services:</u> The Construction Administrator (CA) shall work closely with the Owner's Architect/Engineering (A/E) Design Team and Construction Manager (as applicable) to provide the following designated services for this Project:</p> <p>(1) CA Preconstruction Phase Oversight Services: The CA 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 of Master Schedules. • Participation in all Design Phase Meetings. • Review & Reporting of Design Documents. • Review & Reporting of Constructability. • Preliminary Field Operation Analysis. • Review & Reporting of Construction Cost Estimate. • Construction Budget Cost Reconciliation with Owner, Agency, CMR (if applicable) and A/E. • Commissioning (Cx / BECx) • Pre-Bid meeting(s) participation. • Review of Bid Packages.



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		<ul style="list-style-type: none"> • Participation in trade contractor Scope Meetings. • Bid Analysis. • Review & Reporting of Applications for Payment. • Review & Reporting for all Project construction records (RFIs, ASIs, RFPs). • High Performance Building Experience: The CA shall 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. The CA shall participate in all Integrated Design Meetings for High Performance Buildings. • Net Zero Energy Experience: This Project will pursue Net Zero Energy and the CA shall demonstrate how previous project experience will support achieving the goal of this Certification. The CA shall participate in all Integrated Design Meetings for Net Zero Energy. <p>(2) CA Construction Phase Oversight Services: The CA scope of services responsibilities for the construction phase shall include, but not be limited to, the following tasks:</p> <ul style="list-style-type: none"> • Review and comment on and monitor construction schedules; • Provide expert Primavera “review services” to review and comment on the General Contractor’s (or CMR’s, as applicable) Primavera 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 commissioning; • Review & Reporting for Project documentation records management and associated reporting; • Monitor and coordinate Requests For Information (RFI’s), Construction Change Directives (CCD’s) , Change Orders (CO’s); • Document LEED Silver certification (as applicable); • Building Commissioning (Cx); • Move Management; • Monitor and comment on the construction budget; • Participate in project closeout procedures; • Manage all claims and disputes. <p>(3) CA Construction Scheduler Services: The CA is required to employ or retain the services of a professional Construction Scheduler during the Construction Phase of the Project. The Construction Scheduler services shall include but not be limited to reviewing, analyzing, and reporting on CPM schedules produced by the General Contractor or Construction Manager (as applicable) and submitted to the CA. The Construction Scheduler shall possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of Primavera Project Planner software. The Construction Scheduler 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 Construction Scheduler shall attend meetings pertaining to scheduling and progress of the work including all progress meetings. <u>IMPORTANT NOTE:</u> The resume of the Construction Scheduler shall be included in Division 4 (CT330 Part I) of your firm’s QBS Submittal Booklet for this Project.</p> <p>(4) CA Commissioning Agent (CxA) Services (including Envelope Commissioning): The CA is required to employ or retain the services of a Commissioning Agent (CxA) during the Preconstruction and Construction Phases of the Project. Commissioning (Cx) shall be performed by an independent third-party CxA and who shall not be an employee of the Construction Manager, architectural, or engineering firm (as applicable) that implements the Project, The CxA shall lead, plan, schedule, and coordinate the commissioning team to implement the Commissioning (Cx) Process. The CxA shall be certified as a commissioning agent by the</p>
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		<p>Building Commissioning Association or the Association of Energy Engineers and shall be a Professional Engineer registered in the State of Connecticut. An ED Spec. has been completed for this project and shall be made available for review to <u>ONLY</u> the Shortlisted Firms.</p> <p><u>IMPORTANT NOTE:</u> Although the CA will be hiring a Commissioning Agent and a Building Envelope Commissioning Agent under their contract, they will be required to receive proposals from three Cx / BECx firms for review and approval by DAS Construction services following selection. Please do not include specific CxA / BECxA qualifications with your QBS submittal.</p>
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1.14	CT330 Parts I & II (Divisions 4 & 5, QBS Submittal Booklet):	<p>The CT330 Part I (Division 4 of your firm's QBS Submittal Booklet) shall:</p> <ul style="list-style-type: none"> • Demonstrate that your Team has successfully completed similar projects (D-B-B, CMR, or Design-Build, as applicable) on schedule, on budget, and to a level of quality commensurate with the Owner's requirements; • Define your Team's role with similar projects (D-B-B, CMR, or Design-Build, as applicable) to this Project, and the services the Team provided to the project. 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 five (5) current or recent projects. • Provide Team organization chart showing the Team's organization and staffing located in the northeast (i.e., New England, New York, and New Jersey). This chart should identify the major business areas and indicate how the architectural, engineering, or CA staff (as applicable) report to senior management. • Provide resumes for the assigned Key Personnel member(s) that have the experience with the scope of work, complexity, and dollar value of similar projects to this Project. The resumes of the key personnel shall show the staff's primary involvement in architectural, engineering, or CA services (as applicable) for the past three (3) to five (5) years. • If applicable to this Project, provide the resume of the CA Construction Scheduler in your firm's QBS Submittal Booklet. DO NOT provide any CA Commissioning Agent's (CxA) resume or qualifications as part of your QBS Submittal Booklet. • NEW: Provide the \$ Hourly Rates for the Key Personnel proposed for the Contract. <p>The CT330 Part II (Division 5 of your firm's QBS Submittal Booklet) shall:</p> <ul style="list-style-type: none"> • Demonstrate that each firm that has a key role on the Team has enough diversity of skills and a sufficient number of staff with required disciplines and skill sets to meet Contract needs. <p><u>IMPORTANT NOTE:</u> Failure to submit the qualifications and/or resume(s) material noted in CT330 Part I and Part II (Divisions 4 and 5) may result in your submission being deemed deficient. If deemed deficient, your firm will not be allowed to pursue this specific Contract.</p>
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2. QBS Consultant Procedures

2.1 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.

2.2 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.

2.3 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>.
- Additional instructions can be found in the **1212 QBS Submittal Booklet Instructions**. (Download the instructions from the **DAS/CS Library** as described in 2.1 above.)
- Click on the following link for detailed information regarding creating BizNet Accounts: <https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts>

2.4 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. Violations of Affidavits and Certifications (including, but not limited to, CGS §9-612(f)(2)(A)), **may** result in disqualification from entering into a State of Connecticut contract. Once uploaded, Affidavits and Certifications shall be updated and submitted as required by law.

2.5 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** 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. If deemed deficient, the firm **will not** be allowed to pursue this specific Contract.



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3. QBS Longlist, Shortlist, Interview, and Fee Proposal Procedures

3.1 Longlist Procedure (Pre-Screening):

- After the QBS Submittal Deadline has closed, the DAS/CS Policy & Procurement 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.

3.2 Shortlist Procedure (Screening):

- 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 contract in order to create a “Shortlist” of the most highly qualified firms. Each QBS Submittal Booklet will be evaluated by a QBS Selection Panel in accordance with the following “Screening Shortlist Rating Criteria Categories” and rating points:

Max. Rating Points:	Screening Shortlist Rating Criteria Categories:
50	Proposed Key Personnel’s Specialized 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

- After each booklet has been evaluated, the DAS/CS Policy & Procurement Unit will use the ratings to compute and create a list of the “most highly qualified firms” and, along with the total volume of work awarded to each firm in the previous five years (including number of contracts and dollar amounts), will furnish a “Screening Approval Memorandum” to DAS/CS Senior Management. DAS/CS Senior Management will review the memorandum and, using the ratings and total volume of work*, will select the firms to be Shortlisted and invited to present their qualifications at an Interview. (*NOTE: In order to achieve an equitable distribution of contracts, DAS/CS Senior Management may utilize the total volume of work to select the firms to be Shortlisted, provided, however, that the principle of selection of the most highly qualified firms is not violated.)

3.4 Interview Procedure (Selection):

- Shortlisted firms will be invited to attend a **mandatory site visit, scope meeting, and interview**. Each firm’s Interview presentation will be evaluated by the QBS Selection Panel in accordance with the following “Selection Interview Rating Criteria Categories”:

Selection Interview Rating Criteria Categories
➤ Proposed Team’s Experience With Projects Of Similar Size & Scope As This Project
➤ Proposed Team’s Approach To The Work Required For This Project
➤ Proposed Team’s Organizational Structure and Availability For This Project
➤ Prime Firm’s Geographic Proximity To & Familiarity With The Area In Which The Project Is Located
➤ Proposed Team’s Relevant Knowledge Of Connecticut Building & Fire Codes

- **NEW PROCEDURE – RANKING:** No “Rating Points” will be assigned per category. In the place of Rating Points, the QBS Selection Panel will independently “rank” each of the Consultant Teams on a scale of 1st (most qualified for this Contract) to 5th (least qualified for this Contract) at the conclusion of all Interviews.
- **NEW PROCEDURE – CONSULTANT SERVICES FEE PROPOSAL:** The top three most qualified firms will be notified and required to submit a “**Consultant Services Fee Proposal**” within ten (10) calendar days of the notification. Details will be included in the notification.
- The DAS/CS Policy & Procurement Unit will create a “Certified List” of the most highly qualified firms and, along with the total volume of work awarded to each firm in the previous five years* and the Consultant Services Fee Proposals, will furnish a “Selection Approval Memorandum” to the DAS Deputy Commissioner or his delegated individual for his review and approval. (*NOTE: In order to achieve an equitable distribution of contracts, the Deputy Commissioner or his delegated individual may utilize the total volume of work to determine the final selection of the most qualified firm.)

3.5 Conditional Selection Procedure:

- The DAS/CS Policy & Procurement Unit will email the selected firm a “Conditional Selection Notification Letter” which will provide instructions regarding additional information that must be submitted for the processing of its contract.



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4. QBS Contacts

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).**

4.1 For General QBS Submittal Questions:	4.2 For Specific Project Questions:
Randy Daigle, DAS/CS Policy & Procurement Unit DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 Email: randy.daigle@ct.gov and DAS.CS.RFQ@ct.gov	Barbara Cosgrove, DAS/CS Project Manager DAS Construction Services Office of Design & Construction 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: barbara.cosgrove@ct.gov