



<b>Advertisement No.:</b> OC-DCS-MBE-ARC-0016-0019	<b>Web Advertisement Date:</b> Friday, July 10, 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**

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

**1. Contract Information**

1.1	<b>QBS Submittal Deadline:</b>	Deadline for the receipt of the QBS Submittal Booklets is: <b>3 p.m. Wednesday, Aug. 5, 2020</b>
1.2	<b>Selection Type:</b>	<b>On-Call Consultant Services Selection — Capital Projects</b>
1.3	<b>General Statement:</b>	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	<b>Type of Consultant Services:</b>	<b>On-Call “Minority Business Enterprise (MBE)” Architect (MBE-ARC)</b> (various projects of differing size and scope)
1.5	<b>User Agency:</b>	Department of Administrative Services, Construction Services
1.6	<b>Scheduled Selection Date:</b>	<b>Thursday, Aug. 13, 2020</b>
1.7	<b>Contract Number:</b>	<b>OC-DCS-MBE-ARC-0016-0019</b>
1.8	<b>Project Title:</b>	<b>On-Call “Minority Business Enterprise (MBE)” Architect (MBE-ARC)</b>
1.9	<b>Project Location(s):</b>	Various Locations Statewide.
1.10	<b>Maximum Total On-Call Contract Value:</b>	<b>\$500,000.00</b> The maximum On-Call Consultant’s Fees for <b>all</b> Task Assignments performed under this On-Call Contract shall not exceed the “ <b>Maximum Total On-Call Contract Fee</b> ”.
1.11	<b>Maximum On-Call Fee Per Task Assignment:</b>	<b>\$300,000.00</b> The maximum On-Call Consultant’s Fees <b>per Task Assignment</b> performed under this On-Call Contract shall not exceed the “ <b>Maximum On-Call Fee Per Task Assignment Value</b> ”.

**1. Project Information (continued)**

1.12	<b>On-Call Consultant Contract Considerations:</b>	<p><b><u>NOTE: The MBE Architectural On-Call will now be considered a Formal Project and will be counted towards the Total Contracts Allowed. A Firm can only hold ONE Architectural On-Call Contract at one time, either one MBE or one Non-MBE.</u></b></p> <p><b><u>DAS Construction Services (DAS/CS) On-Call Contracts</u></b> 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"> <li>On-Call Capital Projects are defined as projects having a total construction budget of <b>five million dollars (\$5,000,000) or less.</b></li> </ul>
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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Each Contract is for a period of two (2) years from date of contract signing.</li> </ul> <p><b>On-Call MBE Architect - Capital Projects Contracts</b> have been reserved by CT DAS/CS for participation by firms that are certified as a Minority Business Enterprise (MBE) through the Connecticut Department of Administrative Services. Firms are required to provide a copy of its current MBE Certification behind the Division 6 - “Additional Criteria Considerations &amp; MBE Certification” Tab of their QBS Submittal Booklet. Any Firm’s QBS Submittal Booklet that does not contain a copy of their current MBE Certification may be rejected.</p> <p>On-Call “Minority Business Enterprise (MBE)” Architect Consultants shall provide services for a wide array of projects from commercial-type space modifications in existing state buildings to the design of new structures to be located on state property. This On-Call contract, for projects having a total construction budget of two million dollars (\$2,000,000) or less, will be completely set aside for participation by MBE Architect Consultants that are certified by the State Department of Administrative Services (“DAS”) as MBE firms. The maximum On-Call Consultant’s Fees for all Tasks performed under this On-Call Contract shall not exceed fees of five hundred thousand dollars (\$500,000).</p>
1.13	<b>On-Call Consultant Services and Qualification Considerations:</b>	<p><b>On-Call MBE Architect-Consultants:</b> The Department of Administrative Services, Construction Services (DAS/CS) On-Call Contracts are a contract for a specific type of architectural consultant service with a maximum fee and supplemented by Task Letter to define the specific assignment scope, fee, and contract time duration.</p> <ul style="list-style-type: none"> <li>• Architectural (On-Call) Contracts shall provide rapid response Architectural Support Services to the Division of Construction Services for Infrastructure Work required by the CT DAS/CS for Work under its direction or for Work under the direction of other CT State Agencies.</li> <li>• Selected Firms shall provide services for Work required for specific Tasks as a Prime Consultant or as a sub-consultant for other CT DAS/CS Prime Consultants or for Work required for specific Tasks directly for CT DAS/CS.</li> <li>• The professional services performed under Tasks for these Contracts are for full-service architectural firms with experience in all types of building projects. In addition to the full services required for these contracts, prospective firms should emphasize any particular expertise or specialty services that might make their firm unique or desirable. Examples of such specialty services may include, but are not limited to, historic preservation, retrofit/adaptive re-use, etc.</li> <li>• Firms providing professional services performed under Tasks for these Contracts shall demonstrate substantial working knowledge of requirements of Americans with Disabilities (ADA) and all applicable Connecticut State Statutes, the Connecticut Life Safety Code, and the Connecticut Building Code.</li> <li>• Firms providing professional services performed under Tasks for these Contracts may be required, to perform independent, 3rd Party Code Compliance Review of Contract Documents.</li> </ul>



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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](mailto: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 <b>may</b> 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.