

ADV. No.: OC-DCS-MBE-ARC — 0001 — 0004

Connecticut Department of Administrative Services
Division of Construction Services
 Office of Design & Construction
 Process Management Unit
 165 Capitol Avenue
 Hartford, CT 06106

Request for Qualifications (RFQ)
Web Advertisement
For On-Call MBE Architect – Capital Projects

Adv. No.:	OC-DCS-MBE-ARC – 0001 — 0004	Web Advertisement Date:	July 3, 2013
Selection Type:	On-Call MBE Consultant Services – Capital Projects		
General Statement:	In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Administrative Services (CT DAS), Division of Construction Services (CT DCS), Office of Design & Construction, Process Management Unit advertises for Requests for Qualifications for the Capital Project Minority Business Enterprise (MBE) Consultant Services as specified below.		
Consultant Services:	On-Call “Minority Business Enterprise (MBE)” Architect - Capital Projects (various projects of differing size and scope)		
Contract Number:	OC-DCS-MBE-ARC — 0001 — 0004		
Contract/Project Title:	On-Call “Minority Business Enterprise (MBE)” Architect - Capital Projects (MBE-ARC)		
Project Location(s):	Various Locations Statewide		
Total Contract Amount:	\$300,000.00		
User Agency Name:	N.A.		
Project Delivery Method:	N.A.		
Consultant Services Description:	<p>On-Call MBE Architect - Capitol Projects Contracts are a new category of On-Call Contracts created by CT DAS/DCS.</p> <p>On-Call MBE Architect - Capitol Projects Contracts have been reserved by CT DAS/DCS 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 & 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 shall 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 new On-Call contract, for projects having a total construction budget of two million dollars (\$2,000,000) or less, and will be completely set aside for participation by MBE Architect Consultants that are certified by the State Department of Administrative Services (“DAS”). The maximum On-Call Consultant’s Fees for all Tasks performed under this On-Call Contract shall not exceed fees of three hundred thousand dollars (\$300,000). (Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.).</p> <p>While On-Call Projects Contracts and “Task Letters” assigning specific project work will be with CT DAS/DCS, the work will be performed for other Executive Branch Agencies of state government.</p>		

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Consultant Services Qualification Considerations:	<p>On-Call MBE Architect - Capital Projects Consultants shall provide rapid response Architectural Support Services to CT DCS for Infrastructure Work required by CT DCS for Work under its direction or for Work under the direction other Executive Branch Agencies of state government.</p> <ul style="list-style-type: none"> • Selected Firms shall provide services for Work required for specific Tasks as a Prime Consultant or as a subconsultant for other CT DCS Prime Consultants or for Work required for specific Tasks directly for CT DCS. • The professional services performed under Tasks for these Contracts are for architectural firms with experience in various types of building projects. In addition to the services required for these contracts, prospective firms should emphasize any particular expertise or specialty services might make their firm unique or desirable. Examples of such specialty services may include, but are not limited to, historic preservation, retrofit/adaptive reuse, and etc. • 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.
Summary of Electronic On-line Filing Requirements:	<p>In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy’s “Business Friendly Initiative,” found in Public Act No. 11-229, the following must be adhered to (Note: All Prospective O-C Consultants must comply with item no. 2 below even if the Advertised Contract is less than \$500,000.)</p> <ol style="list-style-type: none"> 1. Electronic Uploading Requirements for Affidavits/Certifications: The State of Connecticut has revised its affidavit/certification procedures. Each firm is required to open a BizNet account on the CT DAS website (http://das.ct.gov) and then upload certain affidavits/certifications. Instructions for opening a BizNet account: Instructions can be found on the CT DAS website by clicking on “State Procurement Marketplace” and then clicking on “NEW* BizNet Connection”. Instructions for uploading the affidavits/certifications: Instructions can be found on the CT DAS website by clicking on “State Procurement Marketplace” and then clicking on “DAS Business Friendly Initiatives”. Follow the instructions in the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)”. The specific affidavits and certifications requiring uploading are found on the CT DAS website by clicking on “State Procurement Marketplace”, then click on the “BizNet” link under the Quick Links feature. Firms should use the affidavit/certification forms found under the BizNet link. Once uploaded, Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information. 2. Electronic “Guide to the Code of Ethics For Current or Potential State Contractors”: When CT DCS is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), CT DCS shall provide all potential consultant and contractor firms with the “Guide to the Code of Ethics For Current or Potential State Contractors”. The <i>“Guide to the Code of Ethics For Current or Potential State Contractors”</i> 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 <i>“Guide to the Code of Ethics For Current or Potential State Contractors”</i> can be directed to the OSE at 860-263-2400. CT DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must electronically upload an “Affirmation of Receipt of State Ethics Laws Summary” affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics laws. The <i>“Affirmation of Receipt of State Ethics Laws Summary”</i> must be electronically uploaded to the “State Procurement Marketplace” as described above. Questions concerning the electronic filing of the <i>“Affirmation of Receipt of State Ethics Laws Summary”</i> can be directed to CT DAS Procurement Services at (860) 713-5095. NOTE: Do not electronically submit an “Affirmation of Receipt of State Ethics Laws Summary” to CT DCS. 3. Additional Affidavits & Certifications Requirements: At the time a Firm is notified of its “Conditional Selection” by CT DCS, it will be given instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by CT DCS Legal Services Unit.

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Qualifications Based Selection (QBS):	<p>The Consultant must submit a Qualification Based Selection (QBS) Submittal Booklet as described below. 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 (O-C) MBE Consultant contract. The O-C MBE Consultant Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For this Selection, the following are the rating point weights for the Selection Criteria Categories:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Criteria Number</th> <th style="width: 70%;">Selection Criteria Categories</th> <th style="width: 20%;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Problem Solving Capabilities for this O-C Contract</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Organizational / Team Structure for this O-C Contract</td> <td style="text-align: center;">25</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>Approach to the Work Required for this O-C Contract</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Contract Oversight Capabilities for this O-C Contract</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points per each O-C Panel Member per O-C Consultant</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for three (3) Panel Members per O-C Consultant</td> <td style="text-align: center;">300</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Additional Criteria Considerations</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for CT Code Expertise per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for Micro Business per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Total Available Points per O-C Consultant</td> <td style="text-align: center;">320</td> </tr> </tbody> </table> <p>Note: The QBS Selection for this Project shall be conducted in accordance with requirements stated in the On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330).</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs; 2. At the top of the CT DCS Home Page click on the Publications link; 3. Click on the On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330) link. 4. 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. 	Criteria Number	Selection Criteria Categories	Rating Points	1	Problem Solving Capabilities for this O-C Contract	30	2	Organizational / Team Structure for this O-C Contract	25	3	Past Performance Record	20	4	Approach to the Work Required for this O-C Contract	15	5	Contract Oversight Capabilities for this O-C Contract	10	-	Available Rating Points per each O-C Panel Member per O-C Consultant	100	-	Available Rating Points for three (3) Panel Members per O-C Consultant	300	-	Additional Criteria Considerations	-	-	Available Rating Points for CT Code Expertise per O-C Consultant	10	-	Available Rating Points for Micro Business per O-C Consultant	10	-	Total Available Points per O-C Consultant	320
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QBS Submittal Booklet Requirements:	<p>To access the QBS Submittal Booklet Requirements (1212) for this Project:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs 2. At the top of the CT DCS Home Page click on the Publications link. 3. Click on the QBS Submittal Booklet Requirements (1212) link. 4. Please see Division 6 - "Additional Criteria Considerations & MBE Certification". 																																				
Qualification Submittal Deadline and Location:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Thursday, August 01, 2013</p> <p>QBS Submittal Booklets shall be submitted to the following address: State Office Building Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design & Construction Process Management Unit - Room 437 165 Capitol Avenue Hartford, Connecticut 06106</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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RFQ Contacts:

*For Questions Concerning General O-C Selection Requirements And
For Questions Concerning This Specific O-C Consultant Services Contract:*

CT DCS Process Management Unit:

Peter Babey –Supervising Project Manager
CT DCS Process Management Unit
Room 437
165 Capitol Avenue
Hartford, Connecticut 06106

Email: peter.babey@ct.gov

IMPORTANT NOTE:

Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.

All requests for more specific contract information must be sent in writing (email acceptable).

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