



RFQ Web Advertisement For On-Call-Roofing Consultant Services

ADV. No.: **OC-DCS-ROOF-0029-0033**

Connecticut Department of Administrative Services
Division of Construction Services
Office of Design & Construction – Process Management & QBS Unit – Room 478
165 Capitol Avenue, Hartford, CT 06106

Request for Qualifications (RFQ) Web Advertisement For On-Call Roofing Consultant Services

Adv. No.: **OC-DCS-ROOF-0029-0033** Web Advertisement Date: **Wednesday, Aug. 10, 2016**

IMPORTANT NOTE: This RFQ Web Advertisement contains new Quality Based Selection (QBS) Submittal Requirements and QBS Selection Procedures. Please read this RFQ Web Advertisement and all referenced documents carefully.

1 Selection Type: **On-Call Roofing Consultant**

2 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 Design & Construction (DCS), Process Management – QBS Unit advertises for Requests for Qualifications for the On-Call (O-C) Capital Project Consultant Services as specified below.

3 Consultant Services: **On-Call Roofing Consultant**
(various projects of differing size and scope)

4 User Agency Name: Department of Administrative Services, Division of Design & Construction Services

5 Project Planning Start Date: N.A.

6 Contract No.: **OC-DCS-ROOF-0029-0033**

7 Project Title: **On-Call Roofing Consultant**

8 Project Location(s): Various Locations Statewide

9 Maximum Total On-Call Contract Value: **\$500,000.00**

10 Project Delivery Method: N.A.

11 O-C Consultant Services Description: **On-Call Roofing Consultants** shall demonstrate that they have extensive knowledge of various roofing systems. The types of assignments that will be undertaken as part of this type of service are as follows:

- Investigative reports, destructive testing and field reports, development of reports that would provide DCS with comparable roofing systems and costs for specific installations including benefits of each type of roofing system, perform the actual design and specification of a roof system including performing structural analysis of impact of roofing loads created by any situation that is identified, and the impact of connection to various wall systems at the connection to the roof system, including drainage issues, capable of producing the necessary Bidding Documents for a roofing project, and to perform construction observation. All of these type activities can occur on any type of existing roof system; the consultants need to have knowledge and experience with a full range of roof systems that the State has a part of its portfolio. Knowledge of various low slope roof systems, metal



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roofing systems, steep roof systems, and full understanding of fabricated metal roofs and flashing requirements needed to assure a waterproof installation.

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| 12 O-C Consultant Services Qualification Considerations: | <p>The selected Construction Administration Consultant shall provide expertise and service in areas such as, but not limited to, the following types of services:</p> <p>Selected O-C Consultant Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</p> <p>The On-Call Roofing Consultant shall also demonstrate a minimum of at least a five (5) year history of successful experience of providing a range of services relating to the issues arising from various roofing systems on state buildings. Knowledge of current building code elements are essential. It needs to be understood that all On-Call Task Assignments are made on a rotation basis with the other On-Call Consultants that were 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.</p> |
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| 13 On-Call Capital Projects Contract Limitations: | <p>On-Call Capital Projects are defined as projects having a total construction budget of five million dollars (\$5,000,000) or less. The maximum On-Call Consultant's Fees for all Task Assignments performed under a specific On-Call Contract shall not exceed a fee range of three hundred thousand dollars (\$300,000) or less to five hundred thousand dollars (\$500,000) or less, as applicable to the specific On-Call Contract. (Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.)</p> <p>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" stated in this RFQ Web Advertisement. (Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.). While On-Call - Capital Project 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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Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:

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| 14 Selection Document Requirements (Prior to the QBS Submittal Deadline): | <p>In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy's "Business Friendly Initiative," found in Public Act No. 11-229, each Firm is required to open a BizNet Account on the DAS website and then electronically upload certain Documents to their DAS BizNet Account prior to the due date of their QBS Submittal Booklet ("QBS Submittal Deadline").</p> <p>For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline:</p> <ul style="list-style-type: none"> • Go to the DCS Website: www.ct.gov/dcs • At the top of the DCS Home Page click on the DCS Library link. • Scroll down and click on the following DCS form: • 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services. <p>See Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline) in "1212 QBS Submittal Booklet Requirements" for additional instructions.</p> |
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15 Conditional Selection Document Requirements:

In accordance with the requirements the DCS Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within **fourteen (14) calendar days** of being notified by email, certain documents as described in the **Conditional Selection Notification Letter**. Some documents are required to be **electronically uploaded** in accordance with Connecticut General Statutes Public Act No. 11-229, "Business Friendly Initiative". Others must be submitted as **hard copies** directly to the DCS Legal Services Unit.

For a summary of the Documents that must be either **electronically uploaded to DAS BizNet or submitted directly to the CT DCS Legal Services Unit** within **fourteen (14) days** of being Conditionally Selected:

- Go to the DCS Website: www.ct.gov/dcs
- At the top of the DCS Home Page click on the **DCS Library** link.
- Scroll down and click on the following DCS forms:
- **1150 - Credentials and Insurance Requirements; and**
- **1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services.**

See **Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected)** in "1212 QBS Submittal Booklet Requirements" for additional instructions.

16 Qualifications Based Selection (QBS):

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) Consultant contract. The O-C 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:

| 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 |

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)**.

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.

17 QBS Contract Limitations:

It is highly recommended that prospective Consultant Firms review "1210 QBS - Guidelines for Selection and Contract Limits" prior to completing a **QBS Submittal Booklet** to determine if they meet or exceed Contracts Limitations for this specific Project. If a 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**, then the Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the **DCS Library** as follows:

- 1 Go to the DCS Website: www.ct.gov/dcs
- 2 At the top of the DCS Home Page click on the **DCS Library** link.



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| | 3 Scroll down and click on the 1210 QBS - Guidelines for Selection and Contract Limits link. | | | | | | | | |
| 18 QBS Submittal Booklets Requirements: <i>[RCSA 4-134e-4 (a through b)]</i> | <p>All prospective Consultant Firms must submit QBS Submittal Booklets in accordance with the “1212 QBS Submittal Booklet Requirements”, which can be accessed and downloaded from the DCS Library as follows:</p> <table border="1"> <tr> <td>1</td> <td>Go to the DCS Website: www.ct.gov/dcs</td> </tr> <tr> <td>2</td> <td>At the top of the DCS Home Page click on the DCS Library link.</td> </tr> <tr> <td>3</td> <td>Scroll down and click on the 1212 QBS Submittal Booklet Requirements link.</td> </tr> </table> | 1 | Go to the DCS Website: www.ct.gov/dcs | 2 | At the top of the DCS Home Page click on the DCS Library link. | 3 | Scroll down and click on the 1212 QBS Submittal Booklet Requirements link. | | |
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| 19 QBS Email Registration: | <p>The “1211 QBS Email Registration” is referenced in the “1212 QBS Submittal Booklet Requirements”. The QBS Email Registration is required to be completed and submitted with your QBS Submittal Booklet for this Project and is accessible in the DCS Library as follows:</p> <table border="1"> <tr> <td>1</td> <td>Go to the DCS Website: www.ct.gov/dcs</td> </tr> <tr> <td>2</td> <td>At the top of the DCS Home Page click on the DCS Library link.</td> </tr> <tr> <td>3</td> <td>Scroll down and click on the 1211 QBS Email Registration link.</td> </tr> </table> | 1 | Go to the DCS Website: www.ct.gov/dcs | 2 | At the top of the DCS Home Page click on the DCS Library link. | 3 | Scroll down and click on the 1211 QBS Email Registration link. | | |
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| 3 | Scroll down and click on the 1211 QBS Email Registration link. | | | | | | | | |
| 20 CT 330 Part I & CT 330 Part II: <i>[RCSA 4-134e-4 (c through e)]</i> | <p>The two (2) forms, “1213 CT 330 Part I” (a Firm’s qualifications for the specific project) and “1214 CT 330 Part II” (general qualifications of a Firm or specific branch office of a Firm), are referenced in the “1212 QBS Submittal Booklet Requirements”. The two (2) forms are required to be completed and submitted with your QBS Submittal Booklet for this Project and are accessible in the DCS Library as follows:</p> <table border="1"> <tr> <td>1</td> <td>Go to the DCS Website: www.ct.gov/dcs</td> </tr> <tr> <td>2</td> <td>At the top of the DCS Home Page click on the DCS Library link.</td> </tr> <tr> <td>3</td> <td>Scroll down and click on the 1213 CT 330 Part I link.</td> </tr> <tr> <td>4</td> <td>Scroll down and click on the 1214 CT 330 Part II link</td> </tr> </table> | 1 | Go to the DCS Website: www.ct.gov/dcs | 2 | At the top of the DCS Home Page click on the DCS Library link. | 3 | Scroll down and click on the 1213 CT 330 Part I link. | 4 | Scroll down and click on the 1214 CT 330 Part II link |
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| 4 | Scroll down and click on the 1214 CT 330 Part II link | | | | | | | | |
| 21 QBS Submittal Deadline: | <p>Deadline for the receipt of the QBS Submittal Booklets is:</p> <p>3 p.m. Tuesday, Sept. 6, 2016</p> | | | | | | | | |
| 22 QBS Submittal Location: | <p>QBS Submittal Booklets shall be submitted to the following address:</p> <p>Randy Daigle State Office Building Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design & Construction Process Management & QBS Unit -Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><u>IMPORTANT NOTE:</u> 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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