



RFQ Web Advertisement For On-Call- Mechanical, Electrical & Plumbing Engineering Consultant Services for - Capital Projects

ADV. No.: OC-DCS-MEP-0041-0045

DAS 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 Construction Administration Consultant Services for - Minor Capitol Projects

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.

Adv. No.: OC-DCS-MEP-0041-0045 Web Advertisement Date: Wednesday, June 7, 2017

1 QBS Submittal Deadline: **Deadline for the receipt of the QBS Submittal Booklets is:
3 p.m. Thursday, July 6, 2017**

2 Selection Type: **On-Call Mechanical, Electrical & Plumbing Engineering Consultant (MEP) – Capital Projects**

3 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(CT DCS), Process Management Unit advertises for Requests for Qualifications for the On-Call Capital Project Consultant Services as specified below.

4 Consultant Services: **On-Call Mechanical, Electrical & Plumbing Engineering Consultant (MEP)** (various projects of differing size and scope)

5 Contract Number: **OC-DCS-MEP-0041-0045**

6 Project Title: **On-Call Mechanical, Electrical & Plumbing Engineering Consultant (MEP)**

7 Project Location(s): Various Locations Statewide

8 Maximum Total On-Call Contract Value: **\$1,000,000.00**

9 Project Delivery Method: N.A.

10 Consultant Services Description: **NOTE: A Firm can only hold ONE, MDE or MEP On-Call contract at one time, in order to provide more opportunity to the consultant services community.**
The DAS Construction Services (DAS/CS) On-Call Contracts are a contract for a specific type of Mechanical, Electrical & Plumbing Engineering Consultant Services (MEP) Engineering consultant service with a maximum fee and supplemented by Task Letter to define the specific assignment scope, fee, and contract time duration.

- MEP Engineering (On-Call) Contracts shall provide rapid response General MEP Engineering Services to the DAS Construction Services for Infrastructure Work required by the CT DAS for Work under its direction or for Work under the direction of other CT State Agencies.
- 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 DCS.
- The professional services performed under tasks for these Contracts are for full-service engineering firms with experience in all types of building projects. In addition to the full services



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	<p>required for these contracts, prospective firms should emphasize any particular expertise or specialty services that might make their firm unique or desirable.</p> <ul style="list-style-type: none"> 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. Firms providing professional services performed under Tasks for these Contracts may be required, to perform independent, 3rd Party Code Compliance Review of Contract Documents. <p>The maximum MEP Engineering On-Call Consultant's Fees for all Tasks performed under this On-Call Contract shall not exceed the "Maximum Total On-Call Contract Fee" stated in this RFQ Web Advertisement.</p>
<p>11 Consultant Services Qualification Considerations:</p>	<p>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</p> <ul style="list-style-type: none"> These contracts encompass such services as the preparation of reports, plans, specifications and cost estimates for various State owned buildings and properties. Individual Task Orders will be issued for Work which may include program administration, inspections, assessments, analytical laboratory sample analysis, report preparation, preparation of contract documents, consultations during construction and monitoring of contractors. Certain services to be provided under this contract may require the auxiliary use of specialized firms and individuals certified by the State of Connecticut, Department of Public Health. Proven ability to maintain schedules and budgets for projects in excess of \$1,000,000.

Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:

<p>12 Selection Document Requirements (Prior to the QBS Submittal Deadline):</p>	<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 .Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.</p>
<p>All State Contracts with a cost or value of \$50,000 or more:</p>	<p><input checked="" type="checkbox"/> OPM Form 5 (Consulting Agreement Affidavit): NOTE: For this form, "Consulting Agreement" means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.</p>
<p>All Large State Construction or Procurement Contracts with a cost</p>	<p><input checked="" type="checkbox"/> OPM Form 5 (Consulting Agreement Affidavit): NOTE: For this form, "Consulting Agreement" means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.</p>



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of \$500,000 or more:	<input checked="" type="checkbox"/> OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary): When DAS is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), DAS shall provide all potential consultant and contractor firms with the “Guide to the Code of Ethics For Current or Potential State Contractors” . The “Guide to the Code of Ethics For Current or Potential State Contractors” 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 “Guide to the Code of Ethics For Current or Potential State Contractors” can be directed to the OSE at 860-263-2400. IMPORTANT NOTE: If the firm has any contracts with any subcontractor or subconsultant that <u>also exceeds</u> \$500,000.00 for the project, the firm must submit an “Affirmation of Receipt of State Ethics Laws Summary” filled out and signed from each such subcontractor or subconsultant.
	<input checked="" type="checkbox"/> OPM Form 7 (Iran Certification)

13 Conditional Selection of Firm Additional Affidavits & Certification Requirements	<p>In accordance with the requirements the Department’s 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 Department’s Legal Services Unit.</p> <p>For a summary of the Documents that must be either electronically uploaded to DAS BizNet or submitted directly to the CT Department’s Legal Services Unit within fourteen (14) days of being Conditionally Selected:</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 forms: 1150 - Credentials and Insurance Requirements; and 1269.1 - CT Department’s Legal Services Unit: Contract Requirements for Consultant Services. <p>See Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected) in “1212 QBS Submittal Booklet Requirements” for additional instructions.</p>
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14 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) 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:</p>																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">Available Rating Points for CT Code Expertise per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	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
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	-	Available Rating Points for Micro Business per O-C Consultant	10
	-	Total Available Points per O-C Consultant	320

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 **DCS Library** 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.

15	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> <ol style="list-style-type: none"> 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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16	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”.
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17	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> <ol style="list-style-type: none"> 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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18	QBS Submittal Location:	<p>QBS Submittal Booklets shall be submitted to the following address:</p> <p>Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Boulevard, Suite 1302 Hartford, Connecticut 06103 Office: 860.713.5696 E-mail: randy.daigle@ct.gov</p> <p>IMPORTANT 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).</p>
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End of
RFQ Web Advertisement