



1302  
**RFQ Web Advertisement**  
**For On-Call Architect - Capital Projects**

ADV. No.: **OC-DCS-ARC-0059-0064**

**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 Architect – Capital 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-ARC-0059-0064**      Web Advertisement Date: **Monday, December 10, 2018**

**QBS Submittal Deadline:** Deadline for the receipt of the QBS Submittal Booklets is:  
**Wednesday, Jan. 9, 2019**

**1 Selection Type:** **On-Call Architect - Capital Projects – FORMAL**

**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 Architect - Capital Projects**  
 (various projects of differing size and scope)

**4 User Agency Name:** Department of Administrative Services, Construction Services

**5 Project Planning Start Date:** N.A.

**6 Contract No.:** **OC-DCS-ARC-0059-0064**

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

**8 Project Location(s):** Various Locations Statewide

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

**Maximum On-Call Fee Per Task Assignment:** **\$500,000.00**

**10 Project Delivery Method:** N.A.

**11 O-C Consultant Services Description:** **NOTE: The 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.**



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	<p><b><u>On-Call Architect-Consultants:</u></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, and 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>
<p><b>12 O-C Consultant Services Qualification Considerations:</b></p>	<p><b>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Proven ability to maintain schedules and budgets for projects in excess of \$1,000,000.</li> </ul>
<p><b>13 On-Call Capital Projects Contract Limitations:</b></p>	<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/CS, 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:**

<b>14</b>	<b>Selection Document Requirements (Prior to the QBS Submittal Deadline):</b>	<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 <b>prior to the due date of their QBS Submittal Booklet ("QBS Submittal Deadline")</b>.</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"> <li>Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>Scroll down and click on the following DCS form:</li> <li><b>1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services.</b></li> </ul> <p>See <b>Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline)</b> in "<b>1212 QBS Submittal Booklet Requirements</b>" for additional instructions.</p>																								
<b>15</b>	<b>Conditional Selection Document Requirements:</b>	<p>In accordance with the requirements the DAS Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within <b>fourteen (14) calendar days</b> of being notified by email, certain documents as described in the <b>Conditional Selection Notification Letter</b>. Some documents are required to be <b>electronically uploaded</b> in accordance with Connecticut General Statutes Public Act No. 11-229, "Business Friendly Initiative". Others must be submitted as <b>hard copies</b> directly to the DAS Legal Services Unit.</p> <p>For a summary of the Documents that must be either <b>electronically uploaded to DAS BizNet or submitted directly to the CT DAS Legal Services Unit</b> within <b>fourteen (14) days</b> of being Conditionally Selected:</p> <ul style="list-style-type: none"> <li>Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>Scroll down and click on the following DCS forms:</li> <li><b>1150 - Credentials and Insurance Requirements; and</b></li> <li><b>1269.1 - CT DAS Legal Services Unit: Contract Requirements for Consultant Services.</b></li> </ul> <p>See <b>Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected)</b> in "<b>1212 QBS Submittal Booklet Requirements</b>" for additional instructions.</p>																								
<b>16</b>	<b>Qualifications Based Selection (QBS):</b>	<p><b>The Consultant must submit a Qualification Based Selection (QBS) Submittal Booklet as described below.</b> 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; 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 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;"><b>Available Rating Points for three (3) Panel Members per O-C Consultant</b></td> <td style="text-align: center;"><b>300</b></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	-	<b>Available Rating Points for three (3) Panel Members per O-C Consultant</b>	<b>300</b>
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		Additional Criteria Considerations	
	-		-
	-	Available Rating Points for CT Code Expertise per O-C Consultant	<b>10</b>
	-	Available Rating Points for Micro Business per O-C Consultant	<b>10</b>
	-	<b>Total Available Points per O-C Consultant</b>	<b>320</b>
<p><b>Note:</b>            The QBS Selection for this Project shall be conducted in accordance with requirements stated in the <b>On-Call Consultant Services Selections &amp; Task Assignment Procedure Manual (0330)</b>.</p> <ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>2. At the top of the CT DCS Home Page click on the <b>DCS Library</b> link;</li> <li>3. Click on the <b>On-Call Consultant Services Selections &amp; Task Assignment Procedure Manual (0330)</b> link.</li> <li>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 <b>QBS - Guidelines for Selection and Contract Limits (1210)</b> link.</li> </ol>			
<b>17</b>	<b>MBE On-Call Consultant Contracts:</b>	<p>CT DAS/CS intends to select at least <b>one (1)</b> Minority Business Enterprise (MBE) Consultant out of the total number of O-C Consultants designated for this specific O-C Consultant Contract. CT 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 6 - "Additional Criteria Considerations &amp; MBE Certification" of the QBS Submittal Booklet for details.</p>	
<b>18</b>	<b>QBS Contract Limitations:</b>	<p>It is highly recommended that prospective Consultant Firms review "<b>1210 QBS - Guidelines for Selection and Contract Limits</b>" prior to completing a <b>QBS Submittal Booklet</b> 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 "<b>1210 QBS - Guidelines for Selection and Contract Limits</b>" and still submits a <b>QBS Submittal Booklet</b>, then the Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Scroll down and click on the <b>1210 QBS - Guidelines for Selection and Contract Limits</b> link.</li> </ol>	
<b>19</b>	<b>QBS Submittal Booklets Requirements:</b> <i>[RCSA 4-134e-4 (a through b)]</i>	<p>All prospective Consultant Firms must submit <b>QBS Submittal Booklets</b> in accordance with the "<b>1212 QBS Submittal Booklet Requirements</b>", which can be accessed and downloaded from the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Scroll down and click on the <b>1212 QBS Submittal Booklet Requirements</b> link.</li> </ol>	
<b>20</b>	<b>QBS Email Registration:</b>	<p>The "<b>1211 QBS Email Registration</b>" is referenced in the "<b>1212 QBS Submittal Booklet Requirements</b>". The <b>QBS Email Registration</b> is required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and is accessible in the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Scroll down and click on the <b>1211 QBS Email Registration</b> link.</li> </ol>	



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**21 CT 330 Part I &  
CT 330 Part II:**  
*[RCSA 4-134e-4  
(c through e)]*

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:

- |          |   |
|----------|---|
| <b>1</b> | Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a> |
| <b>2</b> | At the top of the DCS Home Page click on the <b>DCS Library</b> link.     |
| <b>3</b> | Scroll down and click on the <b>1213 CT 330 Part I</b> link.              |
| <b>4</b> | Scroll down and click on the <b>1214 CT 330 Part II</b> link              |

**22 QBS Submittal  
Location:**

**QBS Submittal Booklets shall be submitted to the following address:**

**Randy Daigle**  
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)

**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.

END