



**RFQ Web Advertisement
For On-Call Vehicular Parking Consultant Services**

ADV. No.: **OC-DCS-VEH-0025-0028**

**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 Vehicular Parking Consultant Services**

Adv. No.: **OC-DCS-VEH-0025-0028** Web Advertisement Date: **Thursday, April 11, 2019**

QBS Submittal Deadline: Deadline for the receipt of the QBS Submittal Booklets is:
~~Tuesday, May 7, 2019 3:00 PM~~ **Tuesday, May 28, 2019 3:00 PM**

1 Selection Type: **On-Call Vehicular Parking 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), Construction Services (CS), 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 Vehicular Parking Consultant**
(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-VEH-0025-0028**

7 Project Title: **On-Call Vehicular Parking Consultant**

8 Project Location(s): Various Locations Statewide

9 Maximum Total On-Call Contract Value: **\$300,000.00**

10 Project Delivery Method: N.A.

11 O-C Consultant Services Description: The **On-Call Vehicular Parking Consultant** provides designs for parking lots and parking garages, including egress and exiting into streets (traffic engineering). The Consultant should have knowledge of the procedures of the CT Department of Transportation “Office of the State Traffic Administration” and all other issues involved in parking areas including drainage, lighting, and emergency issues. Some background in structural engineering will help in evaluating the condition of parking garages.

The scope of work under these on-call contracts shall encompass, but not be limited to; the entire spectrum of services affecting vehicular parking structure and/or parking lot management, maintenance and repair, design and related services. These services shall be provided to the CT DAS/CS for infrastructure work required by the CT DAS/CS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other custodial state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS Consultants. These tasks may also include support of in-house work performed by the DAS Technical Support Services Unit and/or



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CT DAS Facilities Management. Services may involve both the design and construction phases of a contract/project.

Note: On-Call Vehicular Parking Consultant Contracts have a maximum fee limitation for all tasks performed under a Contract not to exceed \$300,000 for design/consulting and related services fees to draw upon. Each Contract is for a period of two (2) years from date of contract signing.

The Selected Firms shall be licensed and insured to practice their discipline within the State of Connecticut, and shall be properly registered to conduct business in the State of Connecticut.

12 O-C Consultant Services Qualification Considerations:

Selected O-C Consultant Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:

Design and construction related services including Civil, Construction Administration, structural, Traffic Engineering and Planning services.

The On-Call **Vehicular Parking** Consultant shall also demonstrate a minimum of at least a **five (5)** year history of successful experience of providing a range of services. 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.

13 On-Call Capital Projects Contract Limitations:

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 one million dollars (\$1,000,000) 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.).

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. While On-Call - Capital Project Contracts and "Task Letters" assigning specific project work will be with CT DAS/DCS, the work may be performed for other Executive Branch Agencies of state government.

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

14 Selection Document Requirements (Prior to the QBS Submittal Deadline):

In accordance with the Connecticut General Statutes "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")**.

For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline, see **1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services**, available for download from the **DAS/CS Library** (<https://portal.ct.gov/DASCSLibrary>) > 1000 Series > 1200 Series.

See **Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline)** in "**1212 QBS Submittal Booklet Requirements**" for additional instructions.



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15	Conditional Selection Document Requirements:	<p>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.</p> <p>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, see 1150 - Credentials and Insurance Requirements and 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services, available for download from the DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series and 1200 Series.</p> <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>																								
16	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 on a selection of the highest qualifications. 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> </tbody> </table> <p>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), available for download from the DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 0000 Series.</p> <p>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), available for download from the DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series > 1200 Series.</p>	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
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17	QBS Contract Limitations:	<p>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 DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series > 1200 Series.</p>																								
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 DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series > 1200 Series.</p>																								



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19	QBS Email Registration:	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 DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series > 1200 Series.
20	CT 330 Part I & CT 330 Part II: <i>[RCSA 4-134e-4 (c through e)]</i>	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 DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series > 1200 Series.
21	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 <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.

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