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**RFQ Web Advertisement  
 For On-Call Scheduling Consultant Services**

**ADV. No.:** OC-DCS-SCH-0017-0020

**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 Scheduling Consultant Services**

<b>Adv. No.:</b>	<b>OC-DCS-SCH-0017-0020</b>	<b>Web Advertisement Date:</b>	<b>Thursday, April 11, 2019</b>
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<b>QBS Submittal Deadline:</b>	Deadline for the receipt of the QBS Submittal Booklets is: <b>Tuesday, May 14, 2019 3:00 PM</b>
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<b>1 Selection Type:</b>	<b>On-Call</b>
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<b>2 General Statement:</b>	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.
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<b>3 Consultant Services:</b>	<b>On-Call Scheduling Consultant</b> (various projects of differing size and scope)
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<b>4 User Agency Name:</b>	Department of Administrative Services/Construction Services
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<b>5 Project Planning Start Date:</b>	N.A.
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<b>6 Contract No.:</b>	<b>OC-DCS-SCH-0017-0020</b>
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<b>7 Project Title:</b>	<b>On-Call Scheduling Consultant</b>
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<b>8 Project Location(s):</b>	Various Locations Statewide
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<b>9 Maximum Total On-Call Contract Value:</b>	<b>\$300,000.00</b>
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<b>10 Project Delivery Method:</b>	N.A.
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<b>11 O-C Consultant Services Description:</b>	<b>On-Call Scheduling Consultants</b> assist in developing construction schedules and cost-estimating. The Consultant should have knowledge of Microsoft Project and Oracle Primavera P6 and other industry construction scheduling software.  While On-Call - Capitol 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.
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<b>12 O-C Consultant Services Qualification Considerations:</b>	<b>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</b>  Project Design and Construction scheduling.  It needs to be understood that all On-Call Task Assignments are made on a rotation basis with the other On-Call Consultants selected to provide the specific consultants service. Please note
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that a rejection of a Task Assignment by a Consultant may result in no further Task Assignments to the Consultant.

<b>13 On-Call Capital Projects Contract Limitations:</b>	<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 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.).</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 may 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 Selection Document Requirements (Prior to the QBS Submittal Deadline):</b>	<p>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 <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, see <b>1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services</b>, available for download from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p> <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>
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<b>15 Conditional Selection Document Requirements:</b>	<p>In accordance with the requirements the DCS 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 DCS 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 DCS Legal Services Unit</b> within <b>fourteen (14) days</b> of being Conditionally Selected, see <b>1150 - Credentials and Insurance Requirements and 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services</b>, available for download from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series and 1200 Series.</p> <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>
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<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 on a selection of the highest. For this Selection, the following are the rating point weights for the Selection Criteria Categories:</p>	
		<b>Criteria Number</b>	<b>Selection Criteria Categories</b>
		<b>1</b>	Problem Solving Capabilities for this O-C Contract
		<b>2</b>	Organizational / Team Structure for this O-C Contract
		<b>3</b>	Past Performance Record
		<b>4</b>	Approach to the Work Required for this O-C Contract
		<b>5</b>	Contract Oversight Capabilities for this O-C Contract
		-	Available Rating Points per each O-C Panel Member per O-C Consultant
		-	<b>Available Rating Points for three (3) Panel Members per O-C Consultant</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>, available for download from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 0000 Series. 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>, available for download from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>			
<b>17</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>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>	
<b>18</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>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>	
<b>19</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>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>	
<b>20</b>	<b>CT 330 Part I &amp; CT 330 Part II:</b> <i>[RCSA 4-134e-4 (c through e)]</i>	<p>The two (2) forms, “<b>1213 CT 330 Part I</b>” (a Firm’s qualifications for the specific project) and “<b>1214 CT 330 Part II</b>” (general qualifications of a Firm or specific branch office of a Firm), are referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The two (2) forms are required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and are accessible in the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>	



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**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](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.

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