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**RFQ Web Advertisement
 For On-Call Construction Administration
 Consultant Services**

ADV. No.: **OC-DCS-CA-0031-0037**

**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 Construction Administration Consultant Services – Capital Projects**

Adv. No.:	OC-DCS-CA-0031-0037	Web Advertisement Date:	Friday, July 12, 2019
QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: Wednesday, August 14, 2019 3:00 PM		
1 Selection Type:	On-Call Services – Capital Projects		
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 Construction Services (CT DCS), Office of Design & Construction, Process Management Unit advertises for Requests for Qualifications for the Capital Project Minority Business Enterprise (MBE) Consultant and Non-Minority Business Enterprise Services as specified below.		
3 Consultant Services:	On-Call Construction Administration Consultant Services (various projects of differing size and scope)		
4 User Agency Name:	Department of Administrative Services/Construction Services (DAS/CS)		
5 Project Planning Start Date:	N.A.		
6 Contract No.:	OC-DCS-CA-0031-0037		
7 Project Title:	On-Call Construction Administration Consultants		
8 Project Location(s):	Various Locations Statewide		
9 Maximum Total On-Call Contract Value:	\$1,000,000.00		
10 Project Delivery Method:	N.A.		
11 O-C Consultant Services Description:	<p><u>On-Call Construction Administration Consultants:</u> Under these contracts, the selected Construction Administrator shall have responsibilities to the Department of Construction Services and its Client Custodial Agencies of the State of Connecticut for the complete coordination and management of both the design and construction processes for this contract.</p> <p>Functioning as the selected Construction Administration Firm/Team(s) shall provide expertise and service in areas such as, but not limited to, the following types of services:</p> <p><u>Design Phase:</u> (1) During the design phases the Construction Administrator will act as the Department of Construction Services representative to work closely with the Client Agency and Architect/Consultant Design Team: (2) the Construction Administrator's responsibilities for this phase, if needed could include, but shall not be limited to, the following: (3) assistance to the A/E with the development of a master schedule; (4) assistance in project phasing and work sequence recommendations; (5) construction document review reports with comments regarding</p>		



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constructability reviews and reporting; (6) construction cost estimates if needed; (7) value engineering/cost reduction alternatives if needed; (8) participation in pre-bid conferences if any and (9) attendance at the bid opening.

Construction Phase: (1) During the construction phase the Construction Administrator shall act as the Department of Construction Services representative to administer the State's construction contract with the general contractor; (2) the Construction Administrator's responsibilities for this phase shall include, but shall not be limited to, the following: (3) review of, recommendations on, monitoring of and approval of construction schedules; (4) review of and recommendations regarding the schedule of values and periodic requisitions for partial payments; (5) establishing and conducting project meetings; (6) construction photographs if required; (7) supervision and inspection of all work – including coordination of special inspections and testing; (8) project documentation and records and their management; (9) associated reporting; (10) review and recommend action on field issues and change order proposals; (11) managing project closeout procedures and documents; (12) The potential of administering the construction contract and proactively managing all claims and disputes (if this looks like it will happen an amendment to the contract will be prepared, this phase should not be included in the initial scope of work).

The Selected Construction Administrator (added Service if needed) shall be responsible for the coordination, integration, schedule, budget, phasing and any required environment permitting for all portions of the contract/project. The selected Construction Administrator shall be responsible for reviewing all required construction documents, for ensuring packaging of these in order to allow for a logical sequence of major construction events; and, for providing construction administration services for the entire project.

The Selected Construction Administrator (added Service if needed) shall monitor all required permitting (i.e.: environmental, utilities, moth-balling et al), the removal and legal disposal of all existing equipment, demolished materials & structures and, coincident with phasing of any construction of the additions and renovations, all reconnections and restoration of communications and conditions affecting all the various building systems currently employed or newly implemented.

The Selected Construction Administrator (added Service if needed) shall hire and coordinate the services of building commissioning (Cx) and building envelope commissioning (BeCx) during the design and/or construction phases of the project

Note: On-Call Contracts have a maximum fee limitation for all tasks performed under a Contract not to exceed \$500,000. 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.

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.

12 MBE On-Call Consultant Contracts:

CT DCS intends to select at least one (1) Minority Business Enterprise (MBE) Consultant out of the total number of O-C Consultants designated for this specific O-C Consultant Contract. CT DCS 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, DCS 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 & MBE Certification" of the QBS Submittal Booklet for details.



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12	O-C Consultant Services Qualification Considerations:	<p>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</p> <p>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.</p> <p>Proven ability to maintain schedules and budgets for projects in excess of \$1,000,000.00 On-Call Capitol Projects are defined as projects having a total construction budget of <u>five million</u> dollars (<u>\$5,000,000</u>) or <u>less</u>. The maximum On-Call Consultant's Fees for <u>all</u> Tasks performed under a specific On-Call Contract shall not exceed a fee of <u>one million</u> dollars (<u>\$1,000,000.00</u>) or <u>less</u>, as applicable to the specific On-Call Contract. <i>(Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.)</i> The maximum 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. <i>(Important Note: The maximum On-Call Fee range is <u>not</u> applicable to the On-Call Claims Analyst Contracts.)</i></p>
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Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:

13	Selection Document Requirements (Prior to the QBS Submittal Deadline):	<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 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, 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.</p> <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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14	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>
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15	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="text-align: center;">Criteria Number</th> <th style="text-align: center;">Selection Criteria Categories</th> <th style="text-align: center;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>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>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>Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td>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>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>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>Available Rating Points for CT Code Expertise per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for Micro Business per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Total Available Points per O-C Consultant</td> <td style="text-align: center;">320</td> </tr> </tbody> </table> <p>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), available for download from the DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 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 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	-	Additional Criteria Considerations	-	-	Available Rating Points for CT Code Expertise per O-C Consultant	10	-	Available Rating Points for Micro Business per O-C Consultant	10	-	Total Available Points per O-C Consultant	320
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16	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>																																				
17	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>																																				
18	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 DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series > 1200 Series.</p>																																				
19	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 DAS/CS Library (https://portal.ct.gov/DASCSLibrary) > 1000 Series > 1200 Series.</p>																																				



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**20 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

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