

ADV. No.: OC-DCS-SCHL-0013-0015

**Connecticut Department of Administrative Services  
 Division of Construction Services  
 Office of Design & Construction  
 Process Management Unit  
 165 Capitol Avenue  
 Hartford, CT 06106**

**Request for Qualifications (RFQ)  
 Web Advertisement  
 For On-Call Consultant Services**

<b>Adv. No.:</b>	<b>OC-DCS-SCHL-0013- 0015</b>	<b>Web Advertisement Date:</b>	<b>Wednesday 10-23-13</b>
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<b>Selection Type:</b>	<b>On-Call Consultant Services — Capital Projects</b>
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<b>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), Division of Design & Construction( CT DAS), Process Management Unit advertises for Requests for Qualifications for the On-Call Capital Project Consultant Services as specified below.
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<b>Consultant Services:</b>	<b>On-Call Scheduling Consultant Services</b> (various projects of differing size and scope)
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<b>Contract Number:</b>	<b>OC-DCS-SCHL-0013-0015</b>
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<b>Contract/Project Title:</b>	<b>On-Call Scheduling Consultant Services (SCHL)</b>
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<b>Project Location(s):</b>	Various Locations Statewide
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<b>Maximum Total On-Call Contract Fee:</b>	<input checked="" type="checkbox"/> <b>\$300,000 or less.</b>	<input type="checkbox"/> <b>\$500,000) or less.</b>
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<b>User Agency Name:</b>	N.A.
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<b>Project Delivery Method:</b>	N.A
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<b>Consultant Services Description:</b>	<p><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 products.</p> <p>On-Call Capitol Projects are defined as projects having a total construction budget of <u>five million dollars (\$5,000,000) or less</u>. The maximum On-Call Consultant's Fees for all Tasks performed under a specific On-Call Contract shall not exceed a fee range of <u>three hundred thousand dollars (\$300,000) or less to five hundred thousand dollars (\$500,000) or 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 "<b>Maximum Total On-Call Contract Fee</b>" stated in this RFQ Web Advertisement.. <i>(Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.)</i>.</p> <p>While On-Call - Capitol Project Contracts and "Task Letters" assigning specific project work will be with CT DAS/DCS, the work will be performed for other Executive Branch Agencies of state government.</p>
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<b>Consultant Services Qualification Considerations:</b>	<p><b>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</b></p> <ol style="list-style-type: none"> <li>1. Project Design and Construction scheduling.</li> </ol>
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**Summary of Electronic  
On-line Filing  
Requirements &  
Affirmation of Receipt  
of State Ethics Laws:**

In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy's "Business Friendly Initiative," found in Public Act No. 11-229, the following must be adhered to (Note: All Prospective O-C Consultants must comply with item no. 2 below even if the Advertised Contract is less than \$500,000.):

**1. Electronic Uploading Requirements for Affidavits/Certifications**

The State of Connecticut has revised its affidavit/certification procedures. Each firm is required to open a BizNet account on the DAS website (<http://das.ct.gov>) and then upload certain affidavits/certifications.

**Instructions for opening a BizNet account** can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "NEW\* BizNet Connection".

**Instructions for uploading the affidavits/certifications** can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "DAS Business Friendly Initiatives". Follow the instructions in the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)".

The specific affidavits and certifications requiring uploading are found on the DAS website by clicking on "State Procurement Marketplace", then click on the "BizNet" link under the Quick Links feature. Firms should use the affidavit/certification forms found under the BizNet link. Once uploaded, Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.

**2. Electronic "Guide to the Code of Ethics For Current or Potential State Contractors"**

When the Division of Construction Services (CT DCS) is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), CT DCS 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.

CT DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must **electronically upload** an "**Affirmation of Receipt of State Ethics Laws Summary**" affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics laws. The "*Affirmation of Receipt of State Ethics Laws Summary*" must be electronically uploaded to the "State Procurement Marketplace" as described above. Questions concerning the electronic filing of the "*Affirmation of Receipt of State Ethics Laws Summary*" can be directed to DAS Procurement Services at (860) 713-5095.

**NOTE: Do not electronically submit an "Affirmation of Receipt of State Ethics Laws Summary" to CT DAS / DCS.**

**3. Additional Affidavits & Certifications Requirements:**

At the time a Firm is notified of its "Conditional Selection" by DCS, it will be given instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by CT DCS Legal Services Unit.

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<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;"> <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><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> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;"><b>Additional Criteria Considerations</b></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><b>Total Available Points per O-C Consultant</b></td> <td style="text-align: center;"><b>320</b></td> </tr> </tbody> </table> <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>Publications</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>	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>	-	<b>Additional Criteria Considerations</b>	-	-	Available Rating Points for CT Code Expertise per O-C Consultant	10	-	Available Rating Points for Micro Business per O-C Consultant	10	-	<b>Total Available Points per O-C Consultant</b>	<b>320</b>
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<b>MBE On-Call Consultant Contracts:</b>	<p>CT DAS/DCS 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 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, CT 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 &amp; MBE Certification" of the QBS Submittal Booklet for details.</p>																																				
<b>QBS Submittal Booklet Requirements:</b>	<p>To access the <b>QBS Submittal Booklet Requirements (1212)</b> for this Project:</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>Publications</b> link.</li> <li>3. Click on the <b>QBS Submittal Booklet Requirements (1212)</b> link.</li> <li>4. Please see Division 6 - "Additional Criteria Considerations &amp; MBE Certification".</li> </ol>																																				

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<b>Qualification Submittal Deadline and Location:</b>	Deadline for the receipt of the QBS Submittal Booklets is: <b>3 p.m. Tuesday, Nov. 19, 2013</b>  <b>QBS Submittal Booklets shall be submitted to the following address:</b>  <b>Randy Daigle</b> State Office Building Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design & Construction <b>Process Management Unit - Room 437</b> 165 Capitol Avenue Hartford, Connecticut 06106  <b>IMPORTANT NOTE:</b> 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.
<b>RFQ Contacts:</b>	<p style="text-align: center;"><i>For Questions Concerning General O-C Selection Requirements And For Questions Concerning This Specific O-C Consultant Services Contract:</i></p> <p style="text-align: center;"><b>CT DCS Process Management Unit:</b> <b>Donald Ouillette</b> Assistant Director of Project Management CT Department of Construction Services Room 437 165 Capitol Avenue Hartford, Connecticut 06106 <b>Email:</b> <a href="mailto:donald.ouillette@ct.gov">donald.ouillette@ct.gov</a></p> <p><b>IMPORTANT NOTE:</b> Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.  <b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b></p>

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