

ADV. No.: OC-DCS-CA-0017-0020

**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	
Adv. No.:	OC-DCS-CA-0017-0020
Web Advertisement Date:	Wednesday, 10-23-13
Selection Type:	On-Call Consultant Services — Capital Projects
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(CT DCS), Process Management Unit advertises for Requests for Qualifications for the On-Call Capital Project Consultant Services as specified below.
Consultant Services:	On-Call Construction Administration Consultant Services (various projects of differing size and scope)
Contract Number:	OC-DCS-CA-0017-0020
Contract/Project Title:	On-Call Construction Administration Consultant (CA)
Project Location(s):	Various Locations Statewide
Maximum Total On-Call Contract Fee:	<input type="checkbox"/> \$300,000 or less. <input checked="" type="checkbox"/> \$500,000) or less.
User Agency Name:	N.A.
Project Delivery Method:	N.A.
Consultant Services Description:	<p>On-Call Construction Administration Consultants provide extensive construction oversight on behalf of CT DCS staff, including compliance with contract documents and schedule. The Consultant's primary business is construction administration (and not design or performing construction work), and they bring experience with institutional building projects.</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</u> to <u>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 "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> <p>While On-Call - Capitol Project Contracts and "Task Letters" assigning specific project work will be with CT DCS, the work will be performed for other Executive Branch Agencies of state government.</p>

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<p>Consultant Services Qualification Considerations:</p>	<p>The selected Construction Administration Consultant shall provide expertise and service in areas such as, but not limited to, the following types of services:</p> <p><u>Preconstruction Phases:</u> During the Schematic, Design Development, Construction Document, and Bid Phases of the Project the Construction Administrator will act as representative for Department of Construction Services and shall work closely with the State User Agency and Architect/Engineer Team. The Construction Administrator's responsibilities for this phase, if needed could include, but shall not be limited to the following:</p> <ol style="list-style-type: none"> 1. Analysis and support of A/E Master Project Schedule; 2. Project Phasing and Work Sequence Analysis and recommendations; 3. Design Phase document review reports with comments regarding constructability reviews; 4. Construction cost estimate; 5. Value engineering/cost reduction alternatives; 6. Participation in Pre-bid Conferences, if any, and; 7. Attendance at the bid opening. <p><u>Construction Phase:</u> 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. The Construction Administrator's responsibilities for this phase shall include, but shall not be limited to, the following:</p> <ol style="list-style-type: none"> 1. Review of, recommendations on, monitoring of and approval of construction schedules; 2. Review of and recommendations regarding the schedule of values and periodic requisitions for partial payments; 3. Establishing and conducting project meetings; 4. Construction photographs if required; 5. Supervision and inspection of all work – including coordination of special inspections and testing; 6. Project documentation and records and their management; 7. Associated reporting; 8. Review and recommend action on field issues and change order proposals; 9. Managing project closeout procedures and documents; 10. 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). <p><u>The Selected Construction Administrator (added Service if needed):</u> 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.</p> <p><u>The Selected Construction Administrator (added Service if needed):</u> 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.</p>
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<p>Summary of Electronic On-line Filing Requirements & Affirmation of Receipt of State Ethics Laws:</p>	<p>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 (Important Note: All Prospective O-C Consultants must comply with Item No. 2 below even if the Advertised Contract is less than \$500,000.):</p> <ol style="list-style-type: none">1. Electronic Uploading Requirements for Affidavits/Certifications<p>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.</p><p>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".</p><p>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)".</p><p>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.</p>2. Electronic "Guide to the Code of Ethics For Current or Potential State Contractors"<p>When the Department 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 "<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>" 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 "<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>" can be directed to the OSE at 860-263-2400.</p><p>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 "<i>Affirmation of Receipt of State Ethics Laws Summary</i>" must be electronically uploaded to the "State Procurement Marketplace" as described above. Questions concerning the electronic filing of the "<i>Affirmation of Receipt of State Ethics Laws Summary</i>" can be directed to DAS Procurement Services at (860) 713-5095.</p><p>NOTE: Do not electronically submit an "Affirmation of Receipt of State Ethics Laws Summary" to CT DASDCS.</p>3. Additional Affidavits & Certifications Requirements:<p>At the time a Firm is notified of its "Conditional Selection" by CT 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.</p>
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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>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>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).</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs; 2. At the top of the CT DCS Home Page click on the DCS Library link; 3. Click on the On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330) link. 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 QBS - Guidelines for Selection and Contract Limits (1210) link. 	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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MBE On-Call Consultant Contracts:	<p>CT DCS intends to select at least <u>one (1)</u> 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 & MBE Certification" of the QBS Submittal Booklet for details.</p>																																				
QBS Submittal Booklet Requirements:	<p>To access the QBS Submittal Booklet Requirements (1212) for this Project:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs 2. At the top of the CT DCS Home Page click on the DCS Library link. 3. Click on the QBS Submittal Booklet Requirements (1212) link. 4. Please see Division 6 - "Additional Criteria Considerations & MBE Certification". 																																				

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Qualification Submittal Deadline and Location:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Thursday, Nov. 21, 2013</p> <p>QBS Submittal Booklets shall be submitted to the following address:</p> <p>Randy Daigle State Office Building Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design & Construction Process Management Unit - Room 437 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><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.</p>
RFQ Contacts:	<p><i>For Questions Concerning General O-C Selection Requirements And For Questions Concerning This Specific O-C Consultant Services Contract:</i></p> <p>CT DCS Process Management Unit: Donald Ouillette Assistant Director of Project Management CT Department of Construction Services Room 437 165 Capitol Avenue Hartford, Connecticut 06106 Email: donald.ouillette@ct.gov</p> <p><u>IMPORTANT NOTE:</u> 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.</p> <p>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</p>

END
RFQ Web Advertisement
For On-Call Consultant Services