



Division Of  
Construction Services

1400

RFQ Web Advertisement

**For Construction Administrator (CA) Consultant Services**

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ADV. No.: BI-CTC-467-CA

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

**Request for Qualifications (RFQ) Web Advertisement**  
**For Construction Administrator (CA) Consultant Services**

<b>Adv. No.:</b>	<b>BI-CTC-467-CA</b>	<b>Web Advertisement Date:</b>	<b>Wednesday, April 30, 2014</b>
<b>Type of Qualification Based Selection (QBS):</b>	<b>Major Capitol Project Construction Administrator (CA) Consultant Services</b>		
<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 – QBS Unit advertises for Requests for Qualifications for the Major Capital Project Construction Administrator (CA) Consultant Services as specified below.		
<b>Consultant Services:</b>	Provide preconstruction services as the Construction Administrator and construction administration and inspection services during the construction phase acting as the Construction Administrator.		
<b>Contract Number:</b>	<b>BI-CTC-467-CA</b>		
<b>Contract/Project Title:</b>	Master Plan Phase III Renovations and Additions Norwalk Community College		
<b>Project Location(s):</b>	Norwalk Community College 188 Richards Avenue Norwalk, CT 06854-1655		
<b>Cost of the Work:</b>	\$22,501,880.00		
<b>User Agency Name:</b>	Board of Regents, State Colleges and Universities, Department of Higher Education		
<b>Project Delivery Method:</b>	<input checked="" type="checkbox"/>	<b>Design-Bid-Build (D-B-B):</b> Construction Administrator (CA) and Commissioning Agent (CxA) consultants shall be selected to assist the Architect/Engineer Team consultants with developing design and construction documents for the State to publically bid the Major Capital Project. The general contractor that is the "lowest responsible and qualified bidder" is then awarded a contract by the State to build the Project.	
	<input type="checkbox"/>	<b>Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP):</b> Construction Administrator (CA) and Commissioning Agent (CxA) consultants shall be selected to assist the Architect/Engineer Team consultants with developing design and construction documents in cooperation with a CMR for a Major Capital Project. The CMR shall publically bid the project elements and enter into a GMP contract with the State. After consultation with and approval by the commissioner, the CMR shall award subcontracts to responsible qualified subcontractors submitting the lowest bids to build the Project.	

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<b>Project Description:</b>	<p>This project is the last phase of Norwalk Community College's Master Plan and is composed of three separate projects with each of their own priorities for completion. The project involves new construction with associated renovations as well as renovation of existing building areas. The new construction will occur at two separate locations on campus. One new addition will be at the West Campus building creating a new student center, new food service/kitchen facility and new dining area. The second new addition will be a raised pedestrian bridge that will span Richards Avenue and connect the East Campus with the West Campus. The pedestrian bridge is planned to also serve as a gathering space as well as a walkway connector, and as a visual gateway to the Norwalk Community College's campus. The associated interior building renovations at both the East Campus and West Campus buildings will affect the existing Library, the existing Theater and the existing educational culinary laboratory spaces. All new building additions and interior building renovation work shall be done in one construction project phase while maintaining full non-interrupted operation of the College.</p> <p>The anticipated construction cost is \$22,502,880.00.</p>
<b>Designated Services:</b>	<p>The Construction Administrator (CA) shall work closely with the Owner's Architect/Engineering (A/E) Design Team to provide the following services:</p> <p><b><u>Preconstruction Phase Services:</u></b>          The scope of services for each portion of each design phase of preconstruction shall include, but not be limited to some or all of the following tasks:</p> <ul style="list-style-type: none"> <li>• Master Schedules Analysis &amp; Review;</li> <li>• Participation in all Design Phase Meetings;</li> <li>• Participation in all Integrated Design Meetings for High Performance Buildings;</li> <li>• Action Item Agendas;</li> <li>• Design Document Review &amp; Reporting;</li> <li>• Constructability Review &amp; Reporting;</li> <li>• Preliminary Field Operation Analysis;</li> <li>• Site Logistics Planning;</li> <li>• Construction Cost Estimate;</li> <li>• Construction Budget Cost Analysis and Review;</li> <li>• Construction Budget Cost Reconciliation with Owner, Agency, and A/E;</li> <li>• Materials Review;</li> <li>• Pre-Bid meeting(s) participation;</li> <li>• Bid Analysis.</li> </ul> <p><b><u>Construction Phase Services:</u></b>          The scope of services responsibilities for this phase include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Review and comment on and monitor construction schedules;</li> <li>• Provide expert Primavera "review services" to review and comment on the Contractor's Primavera CPM Schedule;</li> <li>• Review, comment on and monitor schedule of values;</li> <li>• Review and recommend periodic requisitions for partial payments;</li> <li>• Run &amp; keep record of Construction Phase Meetings;</li> <li>• Monitor and comment on all special inspections and reports;</li> <li>• Management and coordination of all Commissioning (Cx) tests and reports;</li> <li>• Project documentation records management and associated reporting;</li> <li>• Monitor, comment on, if necessary, analysis, approval, and coordination of Requests For Information (RFI's), Construction Change Directives (CCD's) , Change Orders (CO's);</li> <li>• Monitor and comment on the construction budget;</li> <li>• Participate in project closeout procedures.</li> </ul>



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<p><b>Construction Administrator (CA) Qualifications:</b></p>	<p>The Construction Administrator (CA) shall provide the Preconstruction and Construction Phase oversight services required for this Project.</p> <p>The Construction Administrator Firm shall:</p> <ul style="list-style-type: none"> <li>• Demonstrate that they have successfully completed similar projects on schedule, on budget and to a level of quality commensurate with the Owner's requirements;</li> <li>• Define your firm's role with projects similar to this project, and the services you provided to the project. Include resumes of key staff showing the staff's primary involvement in CA services for the past three (3) to five (5) years. Include a brief summary of each prior project showing adherence to original completion schedule, and, if off schedule, an explanation; and adherence to the original budget including summary information on the value of the Change Orders that occurred, by type. This summary material must include 5 (or more) current or recent projects. This material shall be inserted in Division 7 – QBS-CT330 Part I, Section H.</li> <li>• Submit a Firm or corporation organization chart showing the firm's organization and staffing located in the northeast (i.e., New England, New York, and New Jersey). This chart should identify your major business areas. This organization chart should indicate how the CA staff reports to senior management. This chart shall be inserted in Division 7– QBS-CT330 Part I, Section D.</li> <li>• All prospective CA's shall submit resumes for the assigned Key Personnel member(s) that have the experience with the scope of work, complexity, and dollar value of similar to this Project. The Resumes of the key personnel shall be included in the Qualifications Package - See Division 7 – QBS-CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</li> </ul> <p><b><u>IMPORTANT NOTE:</u></b> Failure to submit the Qualifications and/or Resume(s) material noted in this section may result in your submission being found deficient.</p>
<p><b>Construction Scheduler Designated Services:</b></p>	<p>The Construction Administrator (CA) is required to employ or retain the services of a professional Construction Scheduler during the Construction Phase of the Project.</p> <p><b>Construction Scheduler:</b> For this project the CA Construction Scheduler services shall include but not be limited to reviewing, analyzing, and reporting on CPM schedules produced by the General Contractor and submitted to the CA. The CA Construction Scheduler must possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of Primavera Project Planner software. The CA Construction Scheduler is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The CA Construction Scheduler shall have at least five (5) years of verifiable experience as the person primarily responsible for preparing and maintaining detailed project schedules on projects of the same or similar size and nature as this project. The CA Construction Scheduler is required to attend meetings pertaining to scheduling and progress of the work including all progress meetings.</p> <p>The resume of the CA professional Construction Scheduler shall be included in the Qualifications Package - See Division 7 – QBS-CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</p>
<p><b>Commissioning (Cx) Designated Services:</b></p>	<p>The Selected Construction Administrator's (CA) shall provide the services of a Commissioning Agent (CxA).</p> <p><b>Commissioning Agent (CxA):</b></p> <ul style="list-style-type: none"> <li>• The CxA is an entity identified by the Owner who leads, plans, schedules, and coordinates the commissioning team to implement the Commissioning (Cx) Process.</li> <li>• The CxA shall be certified as a commissioning agent by the Building Commissioning Association or the Association of Energy Engineers, and shall be a Professional Engineer registered in the State of Connecticut.</li> <li>• Commissioning (Cx) shall be performed by an independent third-party CxA who shall not be</li> </ul>



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an employee of the architectural, engineering, or construction firm that implements the project, and shall be hired directly by the Owner through the CA.

IMPORTANT NOTE:

The evaluation of the CxA Qualifications is NOT APPLICABLE to the Screening or Selection of a Construction Administrator (CA). Please DO NOT submit any Commissioning Agent's resume or qualifications as part of your QBS Submittal Booklets for this contract.

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:

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 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 "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 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.



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<p><b>Date CT DCS Began Planning This Project:</b></p>	<p>November 19, 2012</p>																		
<p><b>Qualifications Based Selection (QBS) Screening Requirements for CA Services:</b></p>	<p>The CA must submit a <b>QBS Submittal Booklet</b> as described below. The QBS process for CA Services 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 contract. The Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For the screening phase of this selection the following are the rating point weights for the screening criteria categories:</p> <table border="1" data-bbox="440 569 1494 766"> <thead> <tr> <th>Criteria Number</th> <th>Construction Administrator Consultant Services Screening Criteria Categories</th> <th>Rating Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>Experience with Work of Similar Size and Scope as Required for this Contract</b></td> <td><b>35</b></td> </tr> <tr> <td>2</td> <td><b>Organizational / Team Structure For This Contract</b></td> <td><b>30</b></td> </tr> <tr> <td>3</td> <td><b>Past Performance Record</b></td> <td><b>20</b></td> </tr> <tr> <td>4</td> <td><b>Partnering Experience</b></td> <td><b>15</b></td> </tr> <tr> <td colspan="2">Points per Screening Panel Member</td> <td><b>100</b></td> </tr> </tbody> </table> <p><b>Note:</b> The QBS CA Selection for this Project shall be conducted in accordance with requirements stated in the <b>Selection &amp; Bidding Manual</b>:</p> <ol style="list-style-type: none"> <li>Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>At the top of the CT DCS Home Page click on the <b>DCS Library</b> link;</li> <li>Scroll down and click on the <b>Selection &amp; Bidding Manual</b> link.</li> <li>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	Construction Administrator Consultant Services Screening Criteria Categories	Rating Points	1	<b>Experience with Work of Similar Size and Scope as Required for this Contract</b>	<b>35</b>	2	<b>Organizational / Team Structure For This Contract</b>	<b>30</b>	3	<b>Past Performance Record</b>	<b>20</b>	4	<b>Partnering Experience</b>	<b>15</b>	Points per Screening Panel Member		<b>100</b>
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<p><b>QBS Email Registration:</b></p>	<p>To access the <b>QBS Email Registration</b> for this Project:</p> <ol style="list-style-type: none"> <li>Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>At the top of the CT DCS Home Page click on the <b>DCS Library</b> link.</li> <li>Scroll down and click on the <b>QBS Email Registration (1211)</b> link.</li> </ol>																		
<p><b>QBS Submittal Booklet Requirements</b></p>	<p>The requirements for the <b>QBS Submittal Booklet</b> are described in the <b>QBS Submittal Booklet Requirements (1212)</b>. To access the <b>QBS Submittal Booklet Requirements</b> for this Project:</p> <ol style="list-style-type: none"> <li>Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>At the top of the CT DCS Home Page click on the <b>DCS Library</b> link.</li> <li>Scroll down and click on the <b>QBS Submittal Booklet Requirements (1212)</b> link.</li> </ol>																		
<p><b>QBS Submittal Booklets - Deadline and Location:</b></p>	<p>Deadline for the receipt of the QBS Submittal Booklets is: <b>3 p.m. Friday, May 23, 2014</b></p> <p><b>QBS Submittal Booklets shall be submitted to the following address:</b></p> <p><b>Randy Daigle</b> State Office Building Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design &amp; Construction Process Management &amp; QBW Unit -Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><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.</p>																		



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**RFQ Contacts:**

*For General QBS Requirements:*

**CT DCS Selection Administrator**

Randy Daigle, CT DCS Process  
Management Unit Supervisor  
Room 478  
165 Capitol Avenue  
Hartford, Connecticut 06106  
Email: [randy.daigle@ct.gov](mailto:randy.daigle@ct.gov)

**OR**

*For this Consultant Services Contract:*

**CT DCS Project Manager**

Lisa Humble  
CT DCS Project Management  
Room 460  
165 Capitol Avenue  
Hartford, Connecticut 06106  
Email: [Lisa.humble@ct.gov](mailto:Lisa.humble@ct.gov)

**IMPORTANT NOTE:**

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.

**All requests for more specific contract information must be sent in writing (email acceptable).**

**END**

**RFQ Web Advertisement  
For CA Consultant Services**