

ADV. No.: BI-RW-329-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 | |
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| Adv. No.: | BI-RW-329-CA |
| Web Advertisement Date: | Wednesday, Aug. 13, 2014 |
| Selection Type: | Major Capitol Project Construction Administrator (CA) Consultant Services |
| 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 (DCS), Process Management/QBS Unit advertises for Requests for Qualifications for the Major Capital Project Construction Administrator (CA) Consultant Services as specified below. |
| Consultant Services: | Design through Occupancy - Construction Administrator (CA) and Commissioning Agent (CxA) Services |
| Contract Number: | BI-RW-329-CA |
| Contract/Project Title: | Goddard/Communication Renovation |
| Project Location(s): | Eastern Connecticut State University |
| Cost of the Work: | \$13,500,000 |
| User Agency Name: | Board of Regents, State Colleges and Universities, Department of Higher Education |
| Project Delivery Method: | <input checked="" type="checkbox"/> Design-Bid-Build (D-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"/> Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP): 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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| Project Description: | <p>The structure consists of two connected wings: Goddard and Communications that currently house the Communications and Health and Physical Education programs. The project involves the renovation and upgrades to: HVAC systems and controls, electrical and data infrastructure, elevator replacement, exterior windows, doors and storefronts, minor interior space modifications, and updates to interior finishes throughout, and toilet room renovations. The project may include the modification of the existing connecting space between the two buildings.</p> <ul style="list-style-type: none"> • General classrooms, Communications (media) spaces, HPE labs, faculty and support spaces, student support spaces etc; Actual program users shall be determined in a feasibility and programming study. • Goddard: 1967 two story, 44,245 sf, steel and concrete structure with brick veneer, flat EPDM roofing. • Communications: 1975 two story, 36,498 sf, steel and concrete structure with brick veneer, flat built up roofing. • The location is in the heart of an active campus and may have limited site lay-down area(s). • The programming for each building will be reviewed with the university to ensure it meets current and future needs for enrollment as well as meeting the anticipated changes to the programs served. Flexibility for updates to technologies shall be considered. • A study of the building(s) has been performed and a hazardous material abatement program will be enacted at the beginning of construction; • Within the Communications building, the campus (secondary) data center must be protected and active throughout the project. • Phasing the construction is under consideration. • The project is funded through the CSUS 2020 Bond program. <p>The duration of the design phase (SD through Bid documents) is 12 Months</p> <ul style="list-style-type: none"> • |
| Designated Services: | <p>The Construction Administrator (CA) should have experience with renovation projects and higher education facilities and will work closely with the Owner's Architect/Engineering (A/E) Design Team to provide the following services:</p> <p><u>Preconstruction Phase Services:</u></p> <p>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"> • Master Schedules Analysis & Review (all phases); • Review and comment on feasibility study and subsequent verification(s) of program. • Participation in all Design Phase Meetings; • Participation in all Integrated Design Meetings for High Performance Buildings; • Active role in development of the OPR' • Action Item Agendas; • Design Document Review & Reporting and estimates; • Constructability Review & Reporting; • Preliminary Field Operation Analysis and Site Logistics Planning; • Construction Budget Cost Estimating, Analysis and Review; • Construction Budget Cost Reconciliation with Owner, Agency, CMR, and A/E; • Materials and constructability Review; • Commissioning (Cx) Coordination Services; • Bid Package development support and Pre-Bid scope meeting(s) participation; • Post Bid scope meeting attendance and recommendations; • Bid and Construction Schedule Analysis; <p><u>Construction Phase Services:</u></p> <p>The scope of services responsibilities for this phase include but are not limited to the following:</p> <ul style="list-style-type: none"> • Review and comment on and monitor construction schedules; • Provide expert "review services" to review and comment on the Contractor's CPM Schedule; • Integrated use of PMWeb project documentation and management software; |

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| | <ul style="list-style-type: none"> • Review, comment on and monitor schedule of values; • Review and recommend periodic requisitions for partial payments; • Run & keep record of Construction Phase Meetings; • Monitor and comment on all special inspections and reports; • Management and coordination of all Commissioning (Cx) tests and reports; • Project documentation records management and associated reporting; • Monitor, comment on, if necessary, analysis, approval, and coordination of Requests For Information (RFI's), Construction Change Directives (CCD's) , Change Orders (CO's); • Monitor and comment on the construction budget; • Participate in project closeout procedures; • Manage all claims and disputes. <p>The Construction Administrator shall also demonstrate experience with managing projects designed and designed and constructed in accordance with the Connecticut High Performance Buildings regulation standards.</p> |
| <p>Construction Administrator (CA) Qualifications:</p> | <p>The Construction Administrator (CA) shall provide the Preconstruction and Construction Phase oversight services required for this Project. The Construction Administrator Firm shall:</p> <ul style="list-style-type: none"> • Demonstrate that they have successfully completed similar projects on schedule, on budget and to a level of quality commensurate with the Owner's requirements. • Define your firm's role with projects similar to this project, and 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-CT330 Part I, Section H. • Submit a Firm or corporation organization chart showing 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-CT330 Part I, Section D. • 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 similar to this Project. The Resumes of the key personnel shall be included in the Qualifications Package - See Division 7 -CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract. <p>IMPORTANT NOTE: Failure to submit the Qualifications and/or Resume(s) material noted in this section shall result in your submission being found deficient.</p> |
| <p>Construction Scheduler Designated Services:</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>Construction Scheduler: 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 Construction Manager 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 and Microsoft 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 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.</p> <p>The Resume of the CA professional Construction Scheduler shall be included in the Qualifications Package - See Division 7 -CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</p> |

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| Commissioning (Cx) Designated Services: | <p>The Selected Construction Administrator's (CA) shall provide the services of a Commissioning Agent (CxA).</p> <p>Commissioning Agent (CxA):</p> <ul style="list-style-type: none"> • The CxA is an entity identified by the Owner who leads, plans, schedules, and coordinates the commissioning team to implement the Commissioning (Cx) Process. • 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. • Commissioning (Cx) shall be performed by an independent third-party CxA who shall not be an employee of the architectural, engineering, or construction firm that implements the project, and shall be hired directly by the Owner through the CA. <p>The Resume of the CxA professional commissioning agent shall be included in the Qualifications Package - See Division 7 –CT330 Part I, Section E: Resumes for Key Personnel Proposed for the Contract.</p> <p>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.</p> |
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Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:

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| Summary of Electronic Uploading Requirements for Affidavits & Nondiscrimination Forms | <p>Public Act No. 11-229, "Business Friendly Initiative": The State of Connecticut has revised its submittal requirements for Affidavits and Nondiscrimination Forms. Each firm is now required to open a BizNet account on the DAS website and then electronically upload certain Affidavits and Nondiscrimination Forms to their DAS BizNet account.</p> <p>Instructions for opening a BizNet account and uploading the Affidavits and Nondiscrimination Forms can be found on the DAS website (http://das.ct.gov), by clicking on "State Procurement Marketplace" and then clicking on "DAS Business Friendly Initiatives".</p> <p>Firms should use the Affidavits and Nondiscrimination 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> <p>Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.</p> |
| Documents that must be Electronically Uploaded to the DAS BizNet Website Prior to the QBS Submittal Booklet due date: | |
| All State Contracts with a cost or value of \$50,000 or more | <input checked="" type="checkbox"/> OPM Form 5 (Consulting Agreement Affidavit): NOTE: For this form, "Consulting Agreement" means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized. |
| All Large State Construction or Procurement Contracts | <input checked="" type="checkbox"/> OPM Form 5 (Consulting Agreement Affidavit): NOTE: For this form, "Consulting Agreement" means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized. |

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| with a cost of \$500,000 or more | <input checked="" type="checkbox"/> OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary): When 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), DCS shall provide all potential consultant and contractor firms with the <i>“Guide to the Code of Ethics For Current or Potential State Contractors”</i> . 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. <u>IMPORTANT NOTE:</u> If the firm has any contracts with any subcontractor or subconsultant that <u>also exceeds</u> \$500,000.00 for the project, the firm must submit an <i>“Affirmation of Receipt of State Ethics Laws Summary”</i> filled out and signed from each such subcontractor or subconsultant. |
| Conditional Selection of Firm: Additional Affidavits & Certification Requirements | <input checked="" type="checkbox"/> OPM Form 7 (Iran Certification) |
| Conditional Selection of Firm: Additional Affidavits & Certification Requirements | <p>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 the DCS Legal Services Unit.</p> <p>In accordance with the requirements the DCS Legal Services Unit, the selection of a firm is conditional upon completing and submitting, within 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:</p> <ul style="list-style-type: none"> • Go to the DCS Website: www.ct.gov/dcs • At the top of the DCS Home Page click on the DCS Library link. • Scroll down and click on the following DCS forms: • 1150 - Credentials and Insurance Requirements; and • 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services. |

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| Date CT DCS Began Planning This Project: | June 28, 2010 | | | | | | | | | | | | | | | | | | |
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| Qualifications Based Selection (QBS) Screening Requirements for CA Services: | <p>The CA must submit a QBS Submittal Booklet 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Criteria Number</th> <th style="text-align: center;">Construction Administrator Consultant Services Screening Criteria Categories</th> <th style="text-align: center;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Experience with Work of Similar Size and Scope as Required for this Contract</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Organizational / Team Structure For This Contract</td> <td style="text-align: center;">30</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>Partnering Experience</td> <td style="text-align: center;">15</td> </tr> <tr> <td colspan="2" style="text-align: center;">Points per Screening Panel Member</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>Note: The QBS CA Selection for this Project shall be conducted in accordance with requirements stated in the Selection & Bidding Manual:</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. Scroll down and click on the Selection & Bidding Manual 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 | Construction Administrator Consultant Services Screening Criteria Categories | Rating Points | 1 | Experience with Work of Similar Size and Scope as Required for this Contract | 35 | 2 | Organizational / Team Structure For This Contract | 30 | 3 | Past Performance Record | 20 | 4 | Partnering Experience | 15 | Points per Screening Panel Member | | 100 |
| Criteria Number | Construction Administrator Consultant Services Screening Criteria Categories | Rating Points | | | | | | | | | | | | | | | | | |
| 1 | Experience with Work of Similar Size and Scope as Required for this Contract | 35 | | | | | | | | | | | | | | | | | |
| 2 | Organizational / Team Structure For This Contract | 30 | | | | | | | | | | | | | | | | | |
| 3 | Past Performance Record | 20 | | | | | | | | | | | | | | | | | |
| 4 | Partnering Experience | 15 | | | | | | | | | | | | | | | | | |
| Points per Screening Panel Member | | 100 | | | | | | | | | | | | | | | | | |
| QBS Email Registration: | <p>To access the QBS Email Registration 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. Scroll down and click on the QBS Email Registration (1211) link. | | | | | | | | | | | | | | | | | | |
| QBS Submittal Booklet Requirements | <p>The requirements for the QBS Submittal Booklet are described in the QBS Submittal Booklet Requirements (1212). To access the QBS Submittal Booklet Requirements 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. Scroll down and click on the QBS Submittal Booklet Requirements (1212) link. | | | | | | | | | | | | | | | | | | |
| QBS Submittal Deadline: | <p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Tuesday, Sept. 2, 2014</p> | | | | | | | | | | | | | | | | | | |
| QBS Submittal Location: | <p>QBS Submittal Booklets shall be submitted to the following address: Randy Daigle, Process Management Supervisor Department of Administrative Services Division of Construction Services Office of Design & Construction QBS Unit -Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p>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.</p> | | | | | | | | | | | | | | | | | | |

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| RFQ Contacts: | <p><i>For Questions Concerning General QBS Submittal Requirements:</i> CT DCS Selection Administrator Randy Daigle, – QBS Unit Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p> | <p>OR</p> | <p><i>For Questions Concerning CA Consultant Services Requirements:</i> CT DCS Project Manager Todd S. Lukas Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: todd.lukas@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. All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</p> | | |

**END
 RFQ Web Advertisement
 For CA Consultant Services**