



1302  
**RFQ Web Advertisement  
 For On-Call Architect - Capital Projects**

ADV. No.: OC-DCS-ARC-0053-0058

**Connecticut Department of Administrative Services  
 Division of Construction Services  
 Office of Design & Construction – Process Management & QBS Unit – Room 478  
 165 Capitol Avenue, Hartford, CT 06106**

**Request for Qualifications (RFQ)  
 Web Advertisement  
 For On-Call Architect – Capital Projects**

<b>Adv. No.:</b>	OC-DCS-ARC-0053-0058	<b>Web Advertisement Date:</b>	Thursday, Oct. 6, 2016
<b>Selection Type:</b>	On-Call Consultant Services – Capital Projects		
<b>IMPORTANT NOTE:</b>	This RFQ Web Advertisement contains new Quality Based Selection (QBS) Submittal Requirements and QBS Selection Procedures. Please read this RFQ Web Advertisement and all referenced documents carefully.		
<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 Construction Services (CT DCS), Process Management & QBS Unit advertises for Requests for Qualifications for the On-Call Capital Project Consultant Services as specified below.		
<b>Consultant Services:</b>	On-Call Architect - Capital Projects (various projects of differing size and scope)		
<b>Contract Number:</b>	OC-DCS-ARC-0053-0058		
<b>Contract/Project Title:</b>	On-Call Architect - Capital Projects		
<b>Project Location(s):</b>	Various Locations Statewide		
<b>Maximum Total On-Call Contract Value:</b>	\$1,000,000.00		
<b>Maximum On-Call Fee Per Task Assignment:</b>	\$500,000.00		
<b>User Agency Name:</b>	N.A.		
<b>Project Delivery Method:</b>	N.A.		
<b>Consultant Services Description:</b>	<p><b><u>NOTE: The Architectural On-Call will now be considered a Formal Project and will be counted towards the Total Contracts Allowed. A Firm can only hold ONE Architectural On-Call Contract at one time, either one MBE or one Non-MBE, in order to provide more opportunity to the Design Community.</u></b></p> <p><b><u>On-Call Architect-Consultants:</u></b> The Division of Construction Services (DCS) On-Call Contracts are a contract for a specific type of architectural consultant service with a maximum fee and supplemented by Task Letter to define the specific assignment scope, fee, and contract time duration.</p> <ul style="list-style-type: none"> <li>Architectural (On-Call) Contracts shall provide rapid response Architectural Support Services to the Division of Construction Services for Infrastructure Work required by the CT DCS for Work under its direction or for Work under the direction of other CT State Agencies.</li> <li>Selected Firms shall provide services for Work required for specific Tasks as a Prime Consultant or as a sub-consultant for other CT DCS Prime Consultants or for Work required for specific Tasks directly for CT DCS.</li> </ul>		



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	<ul style="list-style-type: none"><li>• The professional services performed under Tasks for these Contracts are for full-service architectural firms with experience in all types of building projects. In addition to the full services required for these contracts, prospective firms should emphasize any particular expertise or specialty services that might make their firm unique or desirable. Examples of such specialty services may include, but are not limited to, historic preservation, retrofit/adaptive re-use, and etc.</li><li>• Firms providing professional services performed under Tasks for these Contracts shall demonstrate substantial working knowledge of requirements of Americans with Disabilities (ADA) and all applicable Connecticut State Statutes, the Connecticut Life Safety Code, and the Connecticut Building Code.</li><li>• Firms providing professional services performed under Tasks for these Contracts may be required, to perform independent, 3rd Party Code Compliance Review of Contract Documents.</li></ul>
<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> <ul style="list-style-type: none"><li>• 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.</li><li>• Proven ability to maintain schedules and budgets for projects in excess of \$1,000,000.</li></ul>



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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 (**Important 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 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 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"> <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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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;"><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 style="text-align: center;">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 style="text-align: center;">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;"><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>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>Click on the <b>On-Call Consultant Services Selections &amp; Task Assignment Procedure Manual (0330)</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	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>QBS Contract Limitations:</b>	<p>It is highly recommended that prospective Consultant Firms review “<b>1210 QBS - Guidelines for Selection and Contract Limits</b>” prior to completing a <b>QBS Submittal Booklet</b> 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 “<b>1210 QBS - Guidelines for Selection and Contract Limits</b>” and still submits a <b>QBS Submittal Booklet</b>, then the Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>Scroll down and click on the <b>1210 QBS - Guidelines for Selection and Contract Limits</b> link.</li> </ol>																																				
<b>MBE On-Call Consultant Contracts:</b>	<p>CT 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, 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>																																				



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<p><b>QBS Submittal Booklets Requirements:</b>  <i>[RCSA 4-134e-4 (a through b)]</i></p>	<p>All prospective Consultant Firms must submit <b>QBS Submittal Booklets</b> in accordance with the “<b>1212 QBS Submittal Booklet Requirements</b>”, which can be accessed and downloaded from the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Scroll down and click on the <b>1212 QBS Submittal Booklet Requirements</b> link.</li> </ol>
<p><b>QBS Email Registration:</b></p>	<p>The “<b>1211 QBS Email Registration</b>” is referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The <b>QBS Email Registration</b> is required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and is accessible in the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Scroll down and click on the <b>1211 QBS Email Registration</b> link.</li> </ol>
<p><b>CT 330 Part I &amp; CT 330 Part II:</b>  <i>[RCSA 4-134e-4 (c through e)]</i></p>	<p>The two (2) forms, “<b>1213 CT 330 Part I</b>” (a Firm’s qualifications for the specific project) and “<b>1214 CT 330 Part II</b>” (general qualifications of a Firm or specific branch office of a Firm), are referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The two (2) forms are required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and are accessible in the <b>DCS Library</b> as follows:</p> <ol style="list-style-type: none"> <li>1 Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2 At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>3 Scroll down and click on the <b>1213 CT 330 Part I</b> link.</li> <li>4 Scroll down and click on the <b>1214 CT 330 Part II</b> link</li> </ol>
<p><b>QBS Submittal Deadline:</b></p>	<p>Deadline for the receipt of the QBS Submittal Booklets is:</p> <p><b>3 p.m. Wednesday, Nov. 9, 2016</b></p>
<p><b>Qualification Submittal Deadline and Location:</b></p>	<p><b>QBS Submittal Booklets shall be submitted to the following address:</b></p> <p><b>Randy Daigle</b>  DCS Process Management Unit  Department of Administrative Services (DAS)/  Division of Construction Services (DCS)  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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