



Advertisement No.: OC-DCS-ARC-0066-0072	Web Advertisement Date: Thursday, Dec. 17, 2020
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**Connecticut Department of Administrative Services, Construction Services
Office of Legal Affairs, Policy, & Procurement
450 Columbus Hartford, Connecticut 06103
Boulevard, Suite 1302**

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

Important Notes for Responding to this RFQ:

UPDATED 2020: DAS Construction Services now requires Portable Document Format (PDF) Quality Based Selection (QBS) Submittal Booklets to be **uploaded on-line** through the **new "CTsource" e-Procurement System**. *Please read this RFQ Web Advertisement and all referenced documents carefully for updated instructions.*

Although *anyone* can view Solicitations and Contracts on CTsource, only **registered Suppliers*** are able to **respond to a Solicitation**. (*Examples of Suppliers include vendors, contractors, architects, engineers, consultants, service providers, manufacturers, distributors, and any others who are interested in doing business with the State of Connecticut.)

IMPORTANT: DAS Construction Services will **always** use the following United Nations Standard Products and Services Codes (UNSPSC) in their RFQs for On-Call Consultant Services; it is **highly recommended** that businesses include these codes in their **CTsource company profiles** in order to receive email notifications regarding DAS/CS Solicitations and Addenda:

- **Engineering and Research and Technology Based Services (81000000)**
- **Work Related Organizations (94100000)**

To register on CTsource and respond to this RFQ, follow the instructions in [6001 Construction On-Line Bidding Instructions](#), available for download from the on-line DAS/CS Library (<http://portal.ct.gov/DASCSLibrary>) > 6000 Series.

1. Contract Information

1.1	QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Tuesday, Jan. 19, 2021
1.2	Selection Type:	On-Call Consultant Services Selection
1.3	General Statement:	In accordance with the requirements of the Connecticut General Statutes §4b-55 through §4b-59, the State of Connecticut Department of Administrative Services/Construction Services (DAS/CS) Office of Legal Affairs, Policy, & Procurement (OLAPP) advertises for Requests for Qualifications (RFQs) for the On-Call Capital Project Consultant Services as specified below.
1.4	Type of Consultant Services:	On-Call Architect Consultant Services – Capital Projects (various projects of differing size and scope)
1.5	User Agency:	Department of Administrative Services, Construction Services
1.6	Scheduled Selection Date:	Wednesday, Jan. 20, 2021
1.7	Contract Number:	OC-DCS-ARC-0066-0072
1.8	Project Title:	On-Call Architect Consultant Services
1.9	Project Location(s):	Various Locations Statewide.
1.10	Maximum Total On-Call Contract Value:	\$1,000,000.00 The maximum On-Call Consultant's Fees for all Task Assignments performed under this On-Call Contract shall not exceed the " Maximum Total On-Call Contract Fee ".
1.11	Maximum On-Call Fee Per Task Assignment:	\$500,000.00 The maximum On-Call Consultant's Fees per Task Assignment performed under this On-Call Contract shall not exceed the " Maximum On-Call Fee Per Task Assignment Value ".



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1. Project Information (continued)

1.12	On-Call Consultant Contract Considerations:	<p><u>DAS Construction Services (DAS/CS) On-Call Contracts</u> are contracts for a specific type of consultant service with a maximum fee and supplemented by Task Letters to define the specific assignment scope, fee, and contract time duration.</p> <ul style="list-style-type: none"> On-Call Capital Projects are defined as projects having a total construction budget of five million dollars (\$5,000,000) or less. While On-Call Contracts and “Task Letters” assigning specific project work will be with DAS/CS, the work may be performed for other Executive Branch Agencies of state government. It needs to be understood that all On-Call Task Assignments are made on a rotation basis with the other On-Call Consultants selected to provide the specific consultants service. Please note that a rejection of a Task Assignment by a Consultant may result in no further Task Assignments to the Consultant. Each Contract is for a period of two (2) years from date of contract signing.
1.13	On-Call Consultant Services and Qualification Considerations:	<p><u>NOTE: 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 consultant services community.</u></p> <p><u>On-Call Architect-Consultants:</u> The Department of Administrative Services, Construction Services (DAS/CS) 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"> Architectural (On-Call) Contracts shall provide rapid response Architectural Support Services to the Division of Construction Services for Infrastructure Work required by the CT DAS/CS for Work under its direction or for Work under the direction of other CT State Agencies. Selected Firms shall provide services for Work required for specific Tasks as a Prime Consultant or as a sub-consultant for other CT DAS/CS Prime Consultants or for Work required for specific Tasks directly for CT DAS/CS. 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. 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. Firms providing professional services performed under Tasks for these Contracts may be selected to provide master-planning services. Firms providing professional services performed under Tasks for these Contracts may be selected to complete formulation plans and budgets for initial project conceptualization. Firms providing professional services performed under Tasks for these Contracts may be selected, to perform independent, 3rd Party Code Compliance Review of Contract Documents.



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2. QBS Contacts

2.1 For General QBS Submittal Questions:

Randy Daigle, DAS/CS Process Management Unit

DAS Construction Services
Office of Legal Affairs, Policy & Procurement
450 Columbus Blvd. Suite 1302
Hartford, Connecticut 06103

Email: randy.daigle@ct.gov

3. QBS Consultant Procedures

3.1 Download the following documents from the **DAS/CS Library** website (<https://portal.ct.gov/DASCSLibrary>):

- 1210 QBS Guidelines for Selection and Contract Limits (under "1000 Series" > "1200 Series").
- 1212 QBS Submittal Booklet Instructions (under "1000 Series" > "1200 Series").
- 1212.0, 1212.1, 1212.2, 1212.3, 1212.4, 1212.5, and 1212.6 (under "1000 Series" > "1200 Series").
- 6001 Construction On-Line Bidding Instructions (under "6000 Series").

3.2 In accordance with **1210 QBS Guidelines for Selection and Contract Limits**:

- Determine if your firm meets or exceeds Contracts Limitations for this specific Contract.
- If your firm *exceeds* Contracts Limitations for this specific Contract *and still submits* a QBS Submittal Booklet, your firm shall not be considered any further for this specific Project.

3.3 In accordance with **1212 QBS Submittal Booklet Instructions**:

- Prepare a Portable Document Format (PDF) QBS Submittal Booklet using forms 1212.0, 1212.1, 1212.2, 1212.3, 1212.4, 1212.5, and 1212.6

Division 2 – New Requirement: All Firms must complete the appropriate **On-Call Contract Labor Rate Table** by indicating a single Per Hour rate for each of the specified Labor Categories.

- **IMPORTANT NOTES:**

- Failure to submit the qualifications and/or resume(s) material noted in Division 4 (CT330 Part I) and Division 5 (CT330 Part II) **may** result in your submission being deemed **deficient**. If deemed deficient, your firm **will not** be allowed to pursue this specific Contract.
- **As described in detail in the 1212 QBS Submittal Booklet Instructions, the final QBS Submittal Booklet shall be created with bookmarks; and the final file size for the QBS Submittal Booklet shall not exceed 10mb.**

3.4 In accordance with **6001 Construction On-Line Bidding Instructions**:

- **Register on CTsource** (if you have not already done so).
- **Upload certain Affidavits and Certifications to your CTsource account prior to the QBS Submittal Deadline. NOTE:** Failure to **properly complete, sign, date, and upload** all of the required Affidavits and Certifications to CTsource **prior** to the QBS Submittal Deadline **shall** result in the firm's submittal being deemed deficient and the firm **will not** be allowed to pursue this specific Contract. Violations of Affidavits and Certifications (including, but not limited to, CGS §9-612(f)(2)(A)), **may** result in disqualification from entering into a State of Connecticut contract. Once uploaded, Affidavits and Certifications shall be updated and submitted as required by law.
- **Upload one (1) complete PDF QBS Submittal Booklet to the correct solicitation on CTsource prior to the QBS Submittal Deadline. NOTE:** Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline **may** result in the firm's submittal being deemed deficient. If deemed deficient, the firm **will not** be allowed to pursue this specific Contract.



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4. QBS Longlist and Selection Procedures

4.1 Longlist Procedure (Pre-Screening):

- After the QBS Submittal Deadline has closed, the DAS/CS Policy & Procurement Unit will (1) determine if any prospective Consultant Firm exceeds contract limitations as specified in **1210 QBS Guidelines for Selection and Contract Limits**, and (2) review all QBS Submittal Booklets for compliance with **1212 QBS Submittal Booklet Instructions**.
- If a Firm does *not* exceed the contract limitations *and* their QBS Submittal Booklet is acceptable, the Firm *shall be* placed on the “**Longlist**” of Consultant Firms to be evaluated by the QBS Selection Panel.
- If a Firm *exceeds* the contract limitations, the Firm **shall not be** considered any further for the specific Contract.
- If a Firm’s QBS Submittal Booklet is deficient, the Firm **may not be** considered any further for the specific Contract.

4.2 Selection Procedure:

- Each QBS Submittal Booklet will be evaluated and rated by a QBS Selection Panel in accordance with the following “Selection Rating Criteria Categories”.

The QBS process is based on comparing and evaluating weighted criteria of qualifications and performance of all Firms in relation to work of similar scope and complexity that is required for this specific On-Call Consultant contract.

Each QBS Submittal Booklet will be evaluated by a QBS Selection Panel in accordance with the following “Selection Rating Criteria Categories” and rating points:

Max. Rating Points:	Selection Rating Criteria Categories:
50	Proposed Key Personnel’s Specialized Design Experience And Technical Competence For The Type Of Services Required For This Project
30	Proposed Team’s Capacity and Capability To Perform The Work, Including Any “Specialized Services” Required For This Project
20	Prime Firm’s Past Performance Record With The State And Other Clients
Max. Rating Points:	Additional Criteria Considerations (Firms may receive additional points)
10	Prime Firm’s Relevant CT Code Knowledge Required For This Project
10	Prime Firm as a Micro Business

- The QBS selection process shall be conducted in accordance with requirements stated in the **On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330)**, available for download as follows:
 - Go to the **DAS/CS Library** website (<https://portal.ct.gov/DASCSLibrary>)
 - Click on “0000 Series - Project Manuals and Guidelines”.
 - Scroll down and click on the appropriate document.

4.3 MBE On-Call Consultant Contracts:

- DAS/CS intends to select at least **one (1)** Minority Business Enterprise (MBE) Consultant out of the total number of On-Call Consultants designated for this specific On-Call Consultant Contract. DAS/CS 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, DAS/CS 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 3 SBE/MBE Certification** of the **1212 QBS Submittal Booklet Instructions** for details.

4.4 Conditional Selection Procedure:

- After each booklet has been evaluated and rated, the DAS/CS Policy & Procurement Unit will use the ratings to compute and create a list of the “most highly qualified Firms” and, along with the total number of contracts awarded to each Firm in the previous five years, will furnish a “Selection Approval Memorandum” to DAS/CS Senior Management. DAS/CS Senior Management will review the memorandum and, using the ratings and total number of contracts*, will select the Firms for this Contract. (*NOTE: In order to achieve an equitable distribution of contracts, DAS/CS Senior Management may utilize the total number of contracts to select the Firms, provided, however, that the principle of selection of the most highly qualified Firms is not violated.)
- The DAS/CS Policy & Procurement Unit will email each Selected Firm a “Conditional Selection Notification Letter” which will provide instructions regarding additional information that must be submitted for the processing of its contract by DAS/CS OLAPP.