



RFQ Web Advertisement for Consultant Services
(use for A/E, DBCA, and CA Consultant Selections)

Table with 4 columns: Advertisement No., CF-RS-366-ARC, Web Advertisement Date, Monday, May 24, 2021

Connecticut Department of Administrative Services, Construction Services
Office of Legal Affairs, Policy, & Procurement
450 Columbus Boulevard, Suite 1302, Hartford, Connecticut 06103

Request for Qualifications (RFQ) Web Advertisement
For Consultant 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 online through the new "CTsource" e-Procurement System.

Although anyone can view Solicitations and Contracts on CTsource, only registered Suppliers* are able to respond to a Solicitation.

IMPORTANT: DAS Construction Services will always use the following United Nations Standard Products and Services Codes (UNSPSC) in their RFQs for Consultant Services; it is highly recommended that businesses include these codes in their CTsource company profiles

- 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 Online Bidding Instructions, available for download from the online DAS/CS Library

1. Project Information

Table with 10 rows (1.1-1.10) detailing project information: QBS Submittal Deadline, Contract Number, Project Title, Project Location, Total Construction Cost, User Agency, Project Planning Dates, General Statement, Selection Type, and DAS Contractor Classification.



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1. Project Information (continued)

1.11 Project Delivery Method and Consultant Services:

This RFQ is for the following project delivery method and consultant services:

Construction Manager At Risk (CMR) Project:

Architect/Engineer (A/E) consultants are selected to develop design and construction documents in cooperation with a CMR for a Major Capital Project. The CMR shall publicly bid the project elements to subcontractors and enter into a Guaranteed Maximum Price (GMP) amendment to the CMR contract that was signed with the State to build the Project. 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.

1.12 Project Description:

Chase Hall was constructed in 1968 and last renovated in 1997. The approximately 59,266 square foot, six story residence hall serves approximately 235 students. The current floor plan has communal bathroom and shower facilities centrally located on each floor.

A previous Campus Master Plan study identified an opportunity to provide a layout with separate full bathrooms along with a study room that would be designed between two existing resident's rooms. Southern Connecticut State University would like to review this concept further during the Pre-Design Phase of this project, as well as other potential residence hall design features and concepts that are currently being implemented at other university campuses.

Upon acceptance of the predesign study, the design scope shall be for a like new renovation that will include exterior envelope improvements to enhance energy efficiency, new finishes, new LED lighting, a new high efficiency HVAC system, new electrical upgrades including new switchgear, fire alarm system, building automation system, electronic security hardware and camera system, fire protection system, telecommunications networks, patio and landscape upgrades, Fixtures Furniture and Equipment layout and security upgrades to match campus standards.

The Department of Administrative Services (DAS) Construction Services (DAS/CS) is seeking the services of a highly talented and experienced Architectural and Engineering team. The team will provide architectural and engineering services to the DAS/CS in support of the Chase Hall Renovations located at Southern Connecticut State University in New Haven, Connecticut. Teams demonstrating project experience relevant to dormitory renovations within the last five years are preferred.

1.13 Designated Services:

The following designated tasks shall be required for this project and conducted from within the Consultant Team, including but not limited to the following types of services:

Architect/Engineering (A/E) Design Team Consultant – Designated Services:

The Architect/Engineering (A/E) Design Team shall work closely with the Construction Administrator (CA) and Construction Manager at Risk (CMR) (as applicable) to provide the following **designated services** for this Project.

The A/E scope of services responsibilities shall include, but not be limited to, the following tasks:

- Pre-Design Phase, Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, Construction Phase.
- Interior Design / Space Planning.
- Mechanical / Electrical / Plumbing Engineering.
- Fire Protection Engineering.
- Structural Engineering.
- Landscape Architecture and associated Civil Engineering.
- Surveys, Geotechnical Borings and Reports, etc.
- Meet or exceed the Connecticut High Performance Building Standards.
- Telecommunications / Information Technologies.
- Furnishings, Fixtures and Equipment.
- Professional Cost Estimation
- Building Information Management (BIM) use and process
- Budget Reconciliation and Value Engineering



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2. QBS Consultant Procedures

- 2.1 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 Online Bidding Instructions (under “6000 Series”).
- 2.2 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.
- 2.3 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
 - **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.**
- 2.4 In accordance with **1212.4 Division 4 - CT330 Part I**:
- Demonstrate that your Team has successfully completed similar projects (D-B-B, CMR, or Design-Build, as applicable) on schedule, on budget, and to a level of quality commensurate with the Owner’s requirements.
 - Define your Team’s role with similar projects (D-B-B, CMR, or Design-Build, as applicable) to this Project, and the services the Team provided to the project. 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 five (5) current or recent projects.
 - Provide a Team organization chart showing the Team’s organization and staffing located in the northeast (i.e., New England, New York, and New Jersey). This chart should identify the major business areas and indicate how the architectural, engineering, or CA staff (as applicable) report to senior management.
 - Provide resumes for the assigned Key Personnel member(s) that have the experience with the scope of work, complexity, and dollar value of similar projects to this Project. The resumes of the key personnel shall show the staff’s primary involvement in architectural, engineering, or CA services (as applicable) for the past 3 to 5 years.
 - If applicable to this Project, provide the resume of the **CA Construction Scheduler** in your firm’s QBS Submittal Booklet. **DO NOT** provide any CA Commissioning Agent (CxA) resumes or qualifications.
 - **Provide the \$ Hourly Rates for the Key Personnel proposed for the Contract.**
- 2.5 In accordance with the **1212.5 Division 5 - CT330 Part II**:
- Demonstrate that each firm that has a key role on the Team has enough diversity of skills and a sufficient number of staff with required disciplines and skill sets to meet Contract needs.
- 2.6 In accordance with **6001 Construction Online 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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3. QBS Longlist, Shortlist, Interview, and Fee Proposal Procedures

3.1 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.

3.2 Shortlist Procedure (Screening):

- 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 contract in order to create a “Shortlist” of the most highly qualified firms. Each QBS Submittal Booklet will be evaluated by a QBS Selection Panel in accordance with the following “Screening Shortlist Rating Criteria Categories” and rating points:

Max. Rating Points:	Screening Shortlist Rating Criteria Categories:
50	Proposed Key Personnel’s Specialized 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

- After each booklet has been evaluated, 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 volume of work awarded to each firm in the previous five years (including number of contracts and dollar amounts), will furnish a “Screening Approval Memorandum” to DAS/CS Senior Management. DAS/CS Senior Management will review the memorandum and, using the ratings and total volume of work*, will select the firms to be Shortlisted and invited to present their qualifications at an Interview. (*NOTE: In order to achieve an equitable distribution of contracts, DAS/CS Senior Management may utilize the total volume of work to select the firms to be Shortlisted, provided, however, that the principle of selection of the most highly qualified firms is not violated.)

3.3 Site Visit, Scope Meeting, and Interview Procedure (Selection):

- Shortlisted firms will be invited to attend a **mandatory site visit, scope meeting, and interview**. **Site visits, scope meetings, and interviews may be held virtually; see the solicitation for specific details. If interviews are held virtually, shortlisted firms will be required to host a video conference for all interview panel members and guests. The video conference will need to include a call-in number as well as computer login capabilities.**
- Each firm’s Interview presentation will be evaluated by the QBS Selection Panel in accordance with the following “Selection Interview Rating Criteria Categories”:

Selection Interview Rating Criteria Categories
➤ Proposed Team’s Experience With Projects Of Similar Size & Scope As This Project
➤ Proposed Team’s Approach To The Work Required For This Project
➤ Proposed Team’s Organizational Structure and Availability For This Project
➤ Prime Firm’s Geographic Proximity To & Familiarity With The Area In Which The Project Is Located
➤ Proposed Team’s Relevant Knowledge Of Connecticut Building & Fire Codes

- **NEW PROCEDURE – RANKING:** No “Rating Points” will be assigned per category. In the place of Rating Points, the QBS Selection Panel will independently “rank” each of the Consultant Teams on a scale of 1st (most qualified for this Contract) to 5th (least qualified for this Contract) at the conclusion of all Interviews.

3.4 Consultant Services Fee Proposal:

- **NEW PROCEDURE:** The top three most qualified firms will be notified and required to submit a “**Consultant Services Fee Proposal**” within ten (10) calendar days of the notification. Details will be included in the notification.



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3. QBS Longlist, Shortlist, Interview, and Fee Proposal Procedures (continued)

3.5 Conditional Selection Procedure:

- **NEW PROCEDURE:** Using the ratings of the QBS Selection Panel Selection Ratings Calculation Sheet, the DAS/CS Policy & Procurement Unit will create a certified list of the three (3) most highly qualified Consultants.

Each of the three (3) most highly qualified Consultants will be required to complete and submit to the DAS/CS Policy and Procurement Unit an initial cost proposal, cost proposal template spreadsheet, a list of all proposed subconsultants and their respective scopes of work, and clarifications and/or exclusions to the Consultant's fee proposal. The DAS/CS Policy & Procurement Unit will then forward each proposal to the DAS/CS Negotiation Committee for evaluation. The Negotiation Committee will hold a meeting with each Consultant to review the scope and determine if the Consultant wants or needs to adjust any aspect of its proposal. The Negotiation Committee will determine which of the top three Consultants they deem most likely to provide the best value to the State considering qualitative ratings, fee proposal, past volume of work with DAS, and other statutory and regulatory requirements. The Negotiation Committee will then meet with best value firm to discuss and negotiate the final fee. If the firm is unwilling to adjust their fee if requested, the Negotiation Committee may review the next highest best value firm and negotiate their fee accordingly. The same process will be applied to the remaining firm if warranted. After negotiations have concluded, the Negotiation Committee will then present to the Deputy Commissioner a *Letter of Recommendation*.

Based on the *Letter of Recommendation* from the Negotiation Committee, the Consultant and its proposed fee will be recommended for contract award as representing the best value for the State.

- The DAS/CS Policy & Procurement Unit will email the selected firm a "Conditional Selection Notification Letter" which will provide instructions regarding additional information that must be submitted for the processing of its contract.

4. QBS Contacts

NOTE: Responses to requests for more specific Project information than is contained in this Advertisement shall be limited to information that is available to all firms and that is necessary to complete this QBS process. **All requests for more specific Project information must be sent in writing (email acceptable).**

4.1 For General QBS Submittal Questions:	4.2 For Specific Project Questions:
Randy Daigle, DAS/CS Policy & Procurement Unit DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 Email: DAS.CS.RFQ@ct.gov	Sarah Tierney, DAS/CS Project Manager DAS Construction Services Office of Design & Construction 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: sarah.tierney@ct.gov