



Advertisement No.:	OC-DCS-ROOF-0044-0048	Web Advertisement Date:	Thursday, Feb. 16, 2023
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**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 On-Call Consulting Services**

Important Notes for Responding to this RFQ (recent updates are shown in yellow highlighted text)

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

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 (<http://portal.ct.gov/DASCSLibrary>) > 6000 Series.

IMPORTANT: DAS Construction Services will **always** use the following United Nations Standard Products and Services Codes (UNSPSC codes) in their **RFQs for On-Call Consulting 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)

1. Contract Information

1.1	QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Thursday, March 16, 2023
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 Roofing 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:	TBD
1.7	Contract Number:	OC-DCS-ROOF-0044-0048
1.8	Project Title:	On-Call Roofing Consultant Services
1.9	Project Location(s):	Various Locations Statewide.

1. Contract Information (continued)

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" .
1.12	On-Call Consultant Contract Considerations:	DAS Construction Services (DAS/CS) On-Call Contracts 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.



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		<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 consultant 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>The selected Roofing Consultants shall provide expertise and service in areas such as, but not limited to, the following types of services:</p> <p>Selected On-Call Consultant Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</p> <p><u>On-Call Roofing Consultants</u> shall demonstrate that they have extensive knowledge of various roofing systems. The types of assignments that will be undertaken as part of this type of service are as follows:</p> <ul style="list-style-type: none"> • Investigative reports, destructive testing and field reports, development of reports that would provide DCS with comparable roofing systems and costs for specific installations including benefits of each type of roofing system, perform the actual design and specification of a roof system including performing structural analysis of impact of roofing loads created by any situation that is identified, and the impact of connection to various wall systems at the connection to the roof system, including drainage issues, capable of producing the necessary Bidding Documents for a roofing project, and to perform construction observation. All of these type activities can occur on any type of existing roof system; the consultants need to have knowledge and experience with a full range of roof systems that the State has a part of its portfolio. Knowledge of various low slope roof systems, metal roofing systems, steep roof systems, and full understanding of fabricated metal roofs and flashing requirements needed to assure a waterproof installation. • In addition to the aforementioned roofing assignments this contract will include expertise in the investigation, destructive testing, field reports, development of reports providing DCS with recommendations of exterior envelope (walls, skylights, etc.) repairs or replacements and costs associated with these recommendations including capabilities to complete necessary bidding documents for an exterior envelope repair or replacement project. These activities can occur on any type of existing exterior envelope system including but not limited to masonry, curtain wall, rain-screen, storefront, etc. • The On-Call Roofing Consultant shall also demonstrate a minimum of at least a five (5) year history of successful experience of providing a range of services relating to the issues arising from various roofing systems on state buildings. Knowledge of current building code elements are essential.



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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.
 - **IMPORTANT NOTE:** 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
 - **NEW REQUIREMENTS: 1212.2 Division 2:** All Firms must select “On-Call Consultant Services” and submit:
 - **Attachment 2.1** Campaign Contribution Certification (**ALL FIRMS**),
 - **Attachment 2.2** Nondiscrimination Certification (**ALL FIRMS**),
 - **Attachment 2.3** Micro-Business Information (*if applicable* to the Firm),
 - **Attachment 2.4** Knowledge of Connecticut Building and Fire Codes (*if applicable* to the Contract), and
 - **Attachment 2.5** Labor Rate Table (**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**.
- 2.4 In accordance with **6001 Construction Online Bidding Instructions**:
- **Register** on **CTsource** (if you have not already done so) (<https://portal.ct.gov/DAS/CTSource/CTSource>).
 - **Upload** one (1) complete **PDF QBS Submittal Booklet** to the correct solicitation on **CTsource** **prior** to the QBS Submittal Deadline.
 - **IMPORTANT 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.

3. QBS Longlist and Selection 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.



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3. QBS Longlist and Selection Procedures (continued)

3.2 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 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 <i>may</i> receive additional points)
10	Prime Firm's Relevant CT Code Knowledge Required For This Project (<i>only</i> applicable to Architectural and Engineering On-Call Contracts)
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.

3.3 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.

3.4 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. For submittal requirements, see **Form 1269.1 DAS/CS Contract Submittal Requirements**, available for download from the DAS/CS Library: <https://portal.ct.gov/DASCSLibrary> > 1000 Series > 1200 Series.

4. QBS Contact

4.1 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 and DAS.CS.RFQ@ct.gov