

**STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
REAL ESTATE AND CONSTRUCTION SERVICES**

**Building Design and Construction
450 Columbus Boulevard
Hartford, Connecticut 06103**

**0330 On-Call Consultant Services
Selections and Task Assignment
Procedure Manual**

TABLE OF CONTENTS		Page #
1.0	Overview of On-Call Consultant Services Selections for Capital Projects	3
1.1	Abbreviations	3
1.2	Department Forms and Online DAS/CS Library	3
1.3	State Contracting Portal and "CTsource"	3
1.4	Definitions (C.G.S. § 4b-55)	4
1.5	Statutory and Regulatory References	4
2.0	Examples of On-Call Contracts	5
3.0	Periodic Review of On-Call Contracts	5
4.0	Flow Chart for On-Call Selections	6
5.0	RFQ Web Advertisement	6
6.0	QBS Submittal Booklet Requirements	6
6.1	Reasons for a Deficient QBS Submittal Designation	7
6.2	Ineligible Designation	8
7.0	Appointment of On-Call Selection Panel Members	8
8.0	Mandatory Selection Panel Meeting	8
8.1	Selection Panel Member Tasks	8
8.2	Additional Criteria Considerations	9
8.3	Review Of Each Individual On-Call Consultant Selection Evaluation and Rating	10
8.4	Conclusion Of All On-Call Consultants Selection Evaluations and Ratings	11
8.5	Tasks for Computing Final Selection Rating Scores	11
9.0	Preparation of Selection Recommendation	11
10.0	Selection Documents Filing Protocol	11
11.0	On-Call Consultant Services Contract Awards	12
11.1	Contract Requirements	12
11.2	On-Call Contract Award	12
11.3	Debriefing of Firms Not Selected	12
12.0	On-Call Contract Task Assignment	12
12.1	Request Selection of On-Call Consultant	12
12.2	On-Call Contract Task Assignment	12
12.3	Selection Approval	12
12.4	Consultant Notification	12
12.5	Task Assignment Scope Meeting	12
12.6	On-Call Contract Task Notice To Proceed	13
Appendix A – Sample Descriptions of On-Call Consultant Services		14

1.0 Overview of On-Call Consultant Services Selections for Capital Projects:

In accordance with **Connecticut General Statutes (C.G.S) Section (§) 4b-51(e)**, the Connecticut Department of Administrative Services (DAS) Commissioner may select consultants to be on an On-Call Consultant Services Selection List established for the purpose of providing any consultant services. The DAS Commissioner may enter into an On-Call Contract with any consultant on such list to perform a range of consultant services or to perform a range of tasks pursuant to a Task Letter detailing services to be performed under such contract.

1.1 Abbreviations:

C.G.S.	Connecticut General Statutes
DAS	Department of Administrative Services
DAS/CS	Department of Administrative Services / Construction Services
MBE	Minority Business Enterprise
OLAPP	Office of Legal Affairs, Policy & Procurement
PDF	Portable Document Format
PM	Project Manager
PSS	Project Support Services
QBS	Quality Based Selections
R.C.S.A.	Regulations of the Connecticut State Agencies
RFQ	Request for Qualifications
SPRB	State Properties Review Board

1.2 Department Forms and Online DAS/CS Library:

The following forms referenced in this Manual are available for download from the online DAS/CS Library (<https://portal.ct.gov/DAS/Lists/DAS-Construction-Services-Library>). DAS periodically revises and reposts forms to the Library. Prior to using any previously downloaded forms, check the Library for the current version.

- 1150 DAS/CS Credentials and Insurance Requirements
- 1210 QBS Guidelines for Selection and Contract Limits
- 1212 QBS Submittal Booklet Instructions
- 1212.0 Division 0: Cover Page and Table of Contents
- 1212.1 Division 1: Letter of Interest and Narrative
- 1212.2 Division 2: Additional Criteria Considerations
- 1212.3 Division 3: SBE / MBE Certification
- 1212.4 Division 4: CT 330 Part I
- 1212.5 Division 5: CT 330 Part II
- 1212.6 Division 6: Acknowledgements and Duly Authorized Signature
- 1269.1 DAS/CS Contract Submittal Requirements
- 6001 Construction Online Bidding Instructions

1.3 State Contracting Portal and “CTsource”:

State Contracting Portal: “CTsource” is the “State Contracting Portal” for all DAS/CS Solicitations and Contracts. CTsource is a secure, web-based statewide e-Procurement system implemented by the State of Connecticut with its partner, Perfect Commerce LLC (a PROACTIS Company), using their **WebProcure** application to streamline how companies do business with the State.

In accordance with **C.G.S. § 4e-13** (see below), all DAS/CS Solicitations and Contracts must be posted on CTsource:

State Contracting Portal Statutory Requirements

In accordance with **C.G.S. § 4e-13**: (a) The Department of Administrative Services, in consultation with the State Contracting Standards Board, shall establish and maintain a single electronic portal available on the Internet and located on the Department of Administrative Services' web site for purposes of posting all contracting opportunities with state agencies in the executive branch, the constituent units of the state system of higher education and quasi-public agencies. Such electronic portal shall be known as the State Contracting Portal.

Register on CTsource: Although anyone can view Solicitations and Contracts on CTsource, only registered Suppliers* are able to respond to a Solicitation. Firms should register their business by following the instructions on the Supplier Registration Portal on CTsource at: <https://portal.ct.gov/DAS/CTSource/Registration>. Detailed registration instructions can be found in the “Supplier Registration and Portal User Guide”, available for download from the [CTsource website](#).

*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.

Respond to a Solicitation on CTsource: Detailed instructions for responding to a DAS Construction Services Solicitation can be found in **6001 Construction Online Bidding Instructions**, available for download from the online DAS/CS Library.

QBS Submittal Booklet: Each QBS Submittal Booklet must contain all of the required information, IN THE SPECIFIED FORMAT, and be uploaded to **CTsource** by the QBS Submittal Deadline, or the firm may be deemed **Non-Responsive** for the Contract. **IMPORTANT NOTE:** the final **QBS Submittal Booklet** must be created with **bookmarks** and the **final file size** for the **QBS Submittal Booklet** must not exceed **10mb**.

Addendums: DAS may post addendums to a solicitation in **CTsource**. Suppliers should monitor email alerts from **WebProcure** for Addendums.

Due Date and Time: The Consultant Response Due Date and Time are stated in **CTsource** and in the “QBS Submittal Deadline” section of the RFQ Web Advertisement for the specific Contract.

1.4 Definitions (C.G.S. § 4b-55):

“Commissioner” means the Commissioner of Administrative Services;

“Consultant” means (A) any architect, professional engineer, landscape architect, land surveyor, accountant, interior designer, environmental professional or construction administrator, who is registered or licensed to practice such person's profession in accordance with the applicable provisions of the general statutes, or (B) any planner or financial specialist.

“Consultant services” includes those professional services rendered by architects, professional engineers, landscape architects, land surveyors, accountants, interior designers, environmental professionals, construction administrators, planners or financial specialists, as well as incidental services that members of these professions and those in their employ are authorized to perform.

“Firm” means any individual, partnership, corporation, joint venture, association or other legal entity (A) authorized by law to practice the profession of architecture, landscape architecture, engineering, land surveying, accounting, interior design, environmental or construction administration, or (B) practicing the profession of planning or financial specialization.

1.5 Statutory and Regulatory References:

Statutory and Regulatory References are cited throughout this Manual and summarized in the lists below.

- **Website for Statutes:** To view the full text of the referenced statutes, go to the website for the Connecticut General Assembly (<https://www.cga.ct.gov>), select “Statutes”, and then select “Browse Statutes”. Browse through the statutes and click on the relevant Title.
- **Website for Regulations:** To view the full text of the referenced regulations, go to the website for the Connecticut eRegulations System (<https://eregulations.ct.gov/eRegsPortal/>), select “Browse”, and then select “Regulations of Connecticut State Agencies”. Browse through the regulations and click on the relevant Title.

STATUTORY REFERENCES:

C.G.S. § 4b-3. State Properties Review Board established. Commissioner of Administrative Services' powers in state realty transactions. Review by board of transactions, contracts and acquisition of development rights. Appeals.

C.G.S. § 4b-23. State facility plan. Responsibilities of Secretary of the Office of Policy and Management, Commissioner of Administrative Services and Properties Review Board.

C.G.S. § 4b-51. Alterations, repairs or additions to real assets. Selection of consultants for certain projects.

C.G.S. § 4b-55. State Construction Services Selection Panel; Connecticut Health and Education Facilities Authority Construction Services Panel. Definitions.

C.G.S. § 4b-56. State construction services selection panels, and Connecticut Health and Education Facilities Authority construction services panels, established. Membership.

C.G.S. § 4b-57. Consultant services. Invitation of responses. Consideration by selection panel.

C.G.S. § 4b-58. Contracting for consultant services.

C.G.S. § 4b-59. Commissioner to adopt regulations.

C.G.S. § 4b-61. Contracting for design professional services.

REGULATORY REFERENCES:

R.C.S.A. § 4-134e-1 — 4-134e-13. Selection of Design Professional Firms

2.0 Examples of On-Call Contracts:

The On-Call Contracts are for various types of consultant services with a set maximum total on-call contract value as stated in the **RFQ Web Advertisement For On-Call Consulting Services (1300) (RFQ Web Advertisement)** for the specific contract. The On-Call Contracts are implemented by the assignment of On-Call Contract Task Letters. Each On-Call Contract Task Letter will specify a specific scope of work, fee, and duration of time for a defined Task with a maximum on-call fee per Task assignment. (See Appendix A for a brief description of each type of On-Call Contract.)

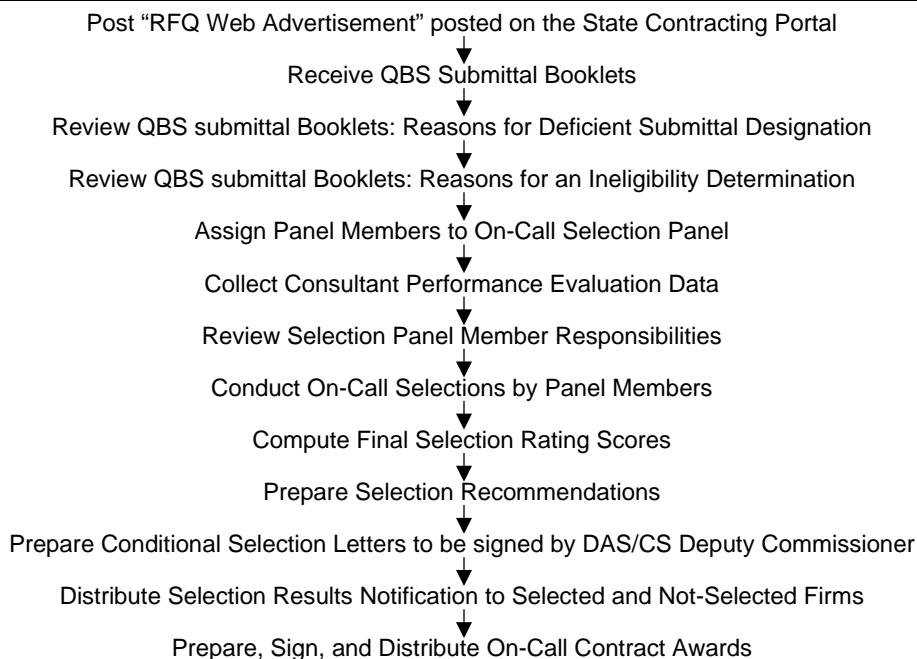
Examples of On-Call Contracts:	
On-Call Contract Acronym	On-Call Contracts
ANLY-AUD	Claims Analysis / Auditing Consultants
ARC	Architect Consultants (Including Interior Design)
CA	Construction Administration Consultants
CAm	Construction Administration Consultants for Minor Capital Projects
CIV/SUR/LA	Civil Engineering / Surveying and Landscape Architect Consultants
Cx	Building and Envelope Commissioning Consultants
ENGY	Energy Consultants
EPA-PLN	Environmental Assessment and Master Planning Consultants
EST	Construction Cost Estimator Consultants
MBE-ARC	¹ MBE Architect Consultants
MBE-CIV	¹ MBE Civil Engineering Consultants
MDE	Multi-Disciplined Engineering Consultants
MEP	Mechanical, Electrical and Plumbing Consultants
ROOF	Roofing Consultants
SCH	Scheduling Consultants
STR	Structural and Threshold Engineering
VEH	Vehicular Parking

¹**On-Call MBE Architect & MBE Civil Engineering Contracts** have been reserved by DAS/CS for participation by firms that are currently certified by DAS as a Minority Business Enterprise (MBE). Firms are required to provide a copy of their current MBE Certification in their QBS Submittal Booklet. Any Firm's QBS Submittal Booklet that does not contain a copy of their current MBE Certification will be rejected. (See **QBS Submittal Booklet Instructions (1212)** (available for download from the DAS/CS Library)).

3.0 Periodic Review of On-Call Contracts:

OLAPP, in consultation with the Chief Architect, will periodically (a) review the existing On-Call Consultant Services List, (b) determine the need for new types of On-Call Contracts, (c) perform a status review of On-Call Contracts and update and redefine specific contract information, as necessary, and (d) determine the language to be included in the **RFQ Web Advertisement**.

4.0 DAS Flow Chart for On-Call Selections:



5.0 RFQ Web Advertisement:

OLAPP will prepare the **RFQ Web Advertisement** in consultation with the Chief Architect for the specific On-Call Contract(s). Upon review and approval of the **RFQ Web Advertisement** by the Chief Architect, OLAPP will post the completed **RFQ Web Advertisement** on the State Contracting Portal in accordance with **C.G.S. § 4e-13** (see Section 1.3 above):

The **RFQ Web Advertisement** will contain the scheduled deadline, detailed Contract considerations, a description of designated services, and procedures and requirements for submitting a QBS Submittal Booklet. Any Consultant's QBS Submittal Booklet that does not contain all of required information or is not submitted in the specified format by the scheduled deadline may result in DAS deeming the Consultant's submittal deficient and not considering it further.

6.0 QBS Submittal Booklet Requirements:

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 the specific On-Call Consultant Contract.

Prior to submitting qualifications, interested Consultants should refer to **QBS Guidelines for Selection and Contract Limits (1210)** (available for download from the DAS/CS Library) to determine if their firm meets or exceeds Contract Limits for the specific On-Call Contract. If the Consultant *exceeds* Contract Limits for the Contract *and still submits* a QBS Submittal Booklet, DAS will deem the Consultant "Ineligible" and will not consider it any further for the Contract.

Interested Consultants must prepare a **QBS Submittal Booklet** using the instructions provided in the **QBS Submittal Booklet Instructions (1212)** (available for download from the DAS/CS Library) and the advertised **RFQ Web Advertisement**.

Consultants must ensure that their firm is registered on **CTsource** *in advance* of the QBS Submittal Deadline and upload a QBS Submittal Booklet to the appropriate Solicitation on the **State Contracting Portal ("CTsource")** *prior* to the QBS Submittal Deadline.

Every **QBS Submittal Booklet** must contain the following **Divisions**, available for download from the DAS/CS Library:

QBS Submittal Booklet Divisions		
Division	Division Title	DAS/CS Library Form Number
0	Cover Page and Table of Contents	1212.0
1	Letter of Interest and Narrative	1212.1
2	Additional Criteria Considerations	1212.2
3	SBE / MBE Certification	1212.3
4	CT 330 Part I	1212.4
5	CT 330 Part II	1212.5
6	Acknowledgements and Duly Authorized Signature	1212.6

Every **QBS Submittal Booklet** must contain the following **bookmarks** in the PDF document, named exactly as follows and in the following hierarchy. Bookmarks must be saved with full page view (they should not be zoomed into a portion of the page when selected).

Division 0 - Cover Page and Table of Contents

Division 1 - Letter of Interest and Narrative

Division 2 - Additional Criteria Considerations

Division 3 - SBE / MBE Certification

Division 4 - CT 330 Part I

 Division 4 - Section A: Contract Information

 Division 4 - Section B: Consultant Point of Contact

 Division 4 - Section C: Proposed Team

 Division 4 - Section D: Proposed Team's Organizational Chart

 Division 4 - Section E: Resumes for Key Personnel

 Division 4 - Section E: Resumes: Prime Consultant

 Division 4 - Section E: Resumes: Sub-Consultant

 Etc.

 Division 4 - Section F: Example Projects

 Division 4 - Section G: Key Personnel / Project Matrix

 Division 4 - Section H: Total Volume of Work

 Division 4 - Section I: Probity Questions

 Division 4 - Section J: Past Record of Performance

Division 5 - CT 330 Part II

 Division 5 - Prime Consultant

 Division 5 - Sub-Consultant

 Etc.

Division 6 - Acknowledgements and Duly Authorized Signature

6.1 Reasons for a Deficient QBS Submittal Designation:

After the QBS Submittal Deadline, all QBS Submittal Booklets will be reviewed by OLAPP or the Selection Panel Chair using the **On-Call Selections Quality Control Rating Sheet (1330)** for compliance with the **RFQ Web Advertisement** and the **QBS Submittal Booklet Instructions (1212)**. Consultants who fail to submit the QBS Submittal Booklet with all of required information or do not submit this information in the specified format by the deadline may be deemed "Deficient" for this contract and the Consultant may receive a **QBS Deficient Submittal Letter (1221)**. The reasons include (but are not limited to) the following:

Reasons For A Deficient QBS Submittal Designation:
QBS Submittal Booklet Not Submitted by the Deadline on the State Contracting Portal
QBS Submittal Booklet Submitted Via Email to OLAPP
QBS Submittal Booklet Submitted Without Correct Bookmarks
QBS Submittal Booklet Format Deficiency
QBS Submittal Booklet Deficiency in Division(s) 1, 2, 3, 4, 5, and/or 6
No QBS Submittal Booklet

Note: QBS Submittal Booklets and submittal material can be deemed a "Deficient Submittal" at any point during the QBS Selection procedure.

6.2 Ineligible Designation:

DAS may deem a Consultant "Ineligible" for a specific On-Call Contract. Consultants deemed "Ineligible" should receive a **QBS Not Eligible Letter (1222)**. Reasons for being deemed "Ineligible" may include, but not be limited to, the following:

Reasons For An Ineligibility Designation (as applicable):
Consultant exceeds Contract Limits for the specific Contract, as stated in the QBS Guidelines for Selection and Contract Limits (1210)
Consultant is not properly licensed in the State
Consultant is not properly insured
Consultant has been disqualified

Note: A Consultant can be found "Ineligible" at any point during the QBS Selection Procedure.

7.0 Appointment of On-Call Selection Panel Members:

In accordance with **C.G.S. § 4b-56(e)**, DAS will establish On-Call Selection Panels that consist of three (3) members who are appointed by the DAS Commissioner, are current DAS employees, and serve only for deliberations involving the selection of On-Call Consultants under **C.G.S. § 4b-51(e)** for which the employees are appointed.

8.0 Mandatory Selection Panel Meeting:

An OLAPP staff member will conduct and facilitate a mandatory Selection Panel Meeting for all Panel Members. OLAPP will provide brief training on how to conduct the Selection of a Consultant for this On-Call Contract, clarifying the format and the roles of attendees, as well as how to apply the **On-Call Selections Rating Guide (1334)** and **On-Call Selections Panel Member Rating Sheet (1335)** to objectively evaluate each Consultant. The Selection Panel Chair for the specific On-Call Contract will facilitate the Selection Panel Meeting with assistance from OLAPP in reviewing the following items listed in Task No. 1.

NOTES:

- The OLAPP Staff Member will only serve as a facilitator for **Task No.1** of the Selection Panel meeting and is not a voting member.
- OLAPP will designate the Selection Panel Chair.
- If any member of the Selection Panel is absent from the Selection Panel Meeting, they must complete their rating sheet and submit it to OLAPP as soon as possible.
- The Selection Panel Chair is responsible for downloading and distributing **Consultant Performance Evaluations** from the electronic database for consideration at the Selection Panel Meeting.

8.1 Selection Panel Member Tasks:

At the mandatory Selection Panel Meeting, the OLAPP Staff Member and Panel Members should complete the following tasks:

Task No. 1 Panel Members Receive Overview By An OLAPP Staff Member and/or Applicable Expert Of The Following Selection Documents:

.1	On-Call Consultant Services Specific Information
.2	Any Unique Or Technical Issues
.3	RFQ Web Advertisement
.4	QBS Submittal Booklets
.5	On-Call Selections Quality Control Rating Sheet (1330)
.6	On-Call Selections Rating Guide (1334)
.7	On-Call Selections Panel Member Rating Sheet (1335)
.8	Selection Observer Certification for On-Call Consultant Services (1361) (as applicable)

NOTES:

The OLAPP Staff Member must leave the Selection Panel Meeting after delivering the Selection documents and must not be present during **Task No. 2**.

Task No. 2 Panel Members <u>Review</u> All Of The Following Selection Documents for Each On-Call Consultant:		
.1	RFQ Web Advertisement	
.2	QBS Submittal Booklets	
.3	Consultant Performance Evaluations (as available)	
Task No. 3 Panel Members <u>Evaluate & Rate</u> All Selection Documents for Each On-Call Consultant:		
<p>In accordance with C.G.S. §§ 4a-59(c), 4b-57(b), and 4b-57(c), and the R.C.S.A. §§ 4-134e-4 and 4-134e-8, Panel Members must use the following Selection Rating Criteria Categories (and associated Rating Points) for evaluating and rating each On-Call Consultant.</p>		
Selection Rating Criteria Categories		
<p>Proposed Key Personnel's Specialized Experience And Technical Competence For The Type Of Services Required For This On-Call Contract</p>	Maximum Rating Points	
<p>Proposed Team's Capacity and Capability To Perform The Work, Including Any "Specialized Services" Required For This On-Call Contract</p>		
<p>Prime Firm's Past Performance Record With The State And Other Clients</p>		
<p>Available Rating Points per Panel Member per On-Call Consultant</p>		
<p>Available Rating Points for three (3) Panel Members per On-Call Consultant</p>	300	
Additional Criteria Considerations (Firms <i>may</i> receive additional points and/or consideration)		
<p>Prime Firm's Relevant Connecticut Code Knowledge Required For This On-Call Contract (only applicable to Architectural and Engineering On-Call Contracts)</p>	10	
<p>Prime Firm as a Micro Business</p>	10	
<p>Prime Firm as a DAS-Certified MBE Firm</p>	(no points)	
<p>Total Volume of Work</p>	(no points)	
<p>Total Available Selection Grade Points per On-Call Consultant</p>	320	

8.2 Additional Criteria Considerations:

In accordance with C.G.S. §§ 4a-59(c), 4b-57(b), and 4b-57(c), and R.C.S.A. §§ 4-134e-4 and 4-134e-8(e), DAS/CS requires "additional criteria to be considered" by the Selection Panels in the evaluation of the most qualified Consultants for the advertised On-Call Contract. Firms *may* receive additional rating points or consideration for **Additional Criteria Considerations**.

8.2.1 Knowledge of Connecticut Building and Fire Codes (C.G.S. § 4b-57 (b) and (c)):

Architectural or Engineering Consultants are required to attach a brief narrative that explains their firm's relevant knowledge of the Connecticut building and fire codes if the firm would like to receive an additional ten (10) "Connecticut Code Knowledge" points that will be applied toward the firm's "Total Available Selection Grade Points". NOTE: Firms can either have an employee who has knowledge of the Connecticut building codes or may team up with a subconsultant firm who has knowledge of the Connecticut building and fire codes.

8.2.2 Micro Business (C.G.S. § 4b-57(c)):

Micro-Business* Consultants are required to attach one copy of their firm's Federal Internal Revenue Service Tax Return for the most recent fiscal year if the firm would like to receive an additional ten (10) "Micro-Business" points that will be applied toward their firm's "Total Available Selection Grade Points". (Important Note: Prospective Micro-Business Consultants may redact information on the Federal Tax Return such as PIN numbers, Social Security Numbers, EIN Numbers, etc., as well as deduction details.)

For firms who have not yet filed their tax return for the most recent fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the firm's gross revenues for the most recently completed fiscal year will be accepted.

*In accordance with C.G.S. § 4a-59(c), a "Micro-Business" is defined as a "business with gross revenues not exceeding three million dollars in the most recently completed fiscal year".

8.2.3 MBE Certification:

DAS/CS intends to select at least **one (1)** MBE Consultant out of the total number of On-Call Consultants designated for a specific On-Call Consultant Contract. DAS/CS will follow the selection procedures referenced herein to evaluate the qualifications of each Consultant. If no MBE firms are within the initial list of Consultants 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.

For information regarding MBE Certification, or to download a copy of your firm's MBE Certification, click on the following link and follow the instructions: <https://portal.ct.gov/DAS/Procurement/Supplier-Diversity/SBE-MBE-Program-Certification-Application-Small-or-Minority-Business-Enterprise>

8.2.4 Total Volume of Work (R.C.S.A. §§ 4-134e-4 and 4-134e-8(e)):

After each On-Call Consultant has been evaluated and rated, OLAPP will compute the total volume of work awarded to each firm in the previous five years (including number of contracts and total fees **earned** by each firm for all task assignments) and will enter the information in the **Total Volume of Work Rating Sheet (1236)**. The Deputy Commissioner will consider the total volume of work along with the evaluation ratings in the final selection of On-Call Consultants. In order to achieve an equitable distribution of contracts, the Deputy Commissioner may utilize the total volume of work to select firms, provided, however, the principle of selecting the most highly qualified firms is not violated.

NOTES:

- Panel Members must rate the submittal qualifications of each individual On-Call Consultant against the Selection Rating Criteria Categories. Rating Points may be modified as applicable; see the **RFQ Web Advertisement** for the specific On-Call Contract.
- Panel Members must not rate individual submittal qualifications in comparison to each other.
- An Authorized Observer approved by the Deputy Commissioner may monitor the Selection process. The Authorized Observer must complete the **Selection Observer Certification for On-Call Consultant Services (1361)**.

8.3 Review Of Each Individual On-Call Consultant Selection Evaluation and Rating:

Review for Rating Discrepancies: After the Panel Members have evaluated and rated the Selection Documents for an individual On-Call Consultant, the Selection Panel Chair should review the grades on each Panel Member's Rating Sheet to determine whether any Panel Members' grades were not within one (1) grade of each other (for example, an A and C grade rating) for a Selection Criteria Category or if there were any responses deemed "Unacceptable/Not Responsive" for any of the Selection Rating Criteria Categories. The purpose of this review is to look for any discrepancy in the ratings by the various Panel Members. As a result of the review, several outcomes may occur:

- **No Rating Discrepancy:** If Panel Members are within one grade of each other, and there are no ratings of "D", or "Unacceptable/Not Responsive," and there are no further questions concerning the Selection, then this Selection evaluation is concluded, and the next Selection Rating Score should begin for the next On-Call Consultant's Selection Documents.
- **Rating Discrepancy:** If any Panel Members' grades were not within one (1) grade of each other (for example, an A and C grade rating), or if there were any responses deemed "Unacceptable/Not responsive" (for example, a D grade rating) for any of the selection criteria, the Selection Chair will open a Selection Panel discussion. The purpose of this discussion is to enable the full panel to discuss all aspects of the proposals and to share information and justification for opinions. It is also to ensure there is a common understanding of questions and responses. The Panel Members may discuss any part of a Firm's Presentation that was confusing or not understood. When all rating discrepancies have been discussed and resolved, and there are no further questions concerning the Selection, then this Selection evaluation is concluded, and the next Selection Rating Score should begin for the next On-Call Consultant's Selection Documents.

Discrepancy Resolutions:

- It is possible a Panel Member may see justification for revising a grade based on the discussion. If so, the grade can be revised on the Panel Member's Rating Sheet and initialed by the Panel Member. The Panel Member must have a written comment on their Rating Sheet to document the reason for the change.

or:

- A Panel Member may still feel that his or her opinion is valid and choose not to change his or her grade, leaving the original grade. *(If a Selection Panel Member has had a prior experience with the Consultant and as a result does not change his or her opinion regardless of the present information, this should be so noted in his or her comments).*

and/or:

- Based on this discussion, other Panel Members may also choose to revise their scores, supplying a written justification for the change and initialing this grade change on their Rating Sheet.

8.4 Conclusion Of All On-Call Consultants Selection Evaluations and Ratings:

The Selection Chair shall ensure that all of the following documents are signed (as applicable) and emailed (by the Chair, Panelists, and Observer, as applicable) to the OLAPP Staff Member identified in Task 1 for scoring:

- **On-Call Selections Quality Control Rating Sheet (1330);**
- **On-Call Selections Panel Member Rating Sheet (1335); and**
- **Selection Observer Certification for On-Call Consultant Services (1361)** (as applicable).

8.5 Tasks for Computing Final Selection Rating Scores:

In order to compute the **Final Selection Rating Scores**, an OLAPP Staff Member will enter each Grade (A or B or C or D) for each Selection Rating Criteria Category, for each Consultant, from each Panel Member's **On-Call Selections Panel Member Rating Sheet (1335)** into the **On-Call Selections Calculation Spreadsheet (1338)**. The **On-Call Selections Calculation Spreadsheet (1338)** computes the **Final Selection Rating Scores** for each Consultant by totaling each Consultant's Total Selection Grade Points, Knowledge of Connecticut Building and Fire Codes Points (as applicable), and Micro-Business Points (as applicable).

An OLAPP Staff Member, who was not involved in the original selection computation, will independently review and check the original selection computation for accuracy. The completed **On-Call Selections Calculation Spreadsheet (1338)** will be signed by both OLAPP Staff Members and the DAS/CS Agency Legal Director.

9.0 Preparation of Selection Recommendation:

In accordance with **C.G.S. § 4b-57**, OLAPP Staff will submit a **Selection Approval Memorandum for On-Call Consultant Services Recommendation and Approval (1367)** to the Deputy Commissioner indicating the most qualified firms in rank order, the number of which shall be determined by the DAS/CS Agency Legal Director. If fewer than three responses for a particular On-Call Contract have been received, OLAPP will submit the names of all firms who have submitted responses. If the Deputy Commissioner does not select the highest rated On-Call Consultant(s), the Deputy Commissioner must prepare a written explanation of such decision.

After the Deputy Commissioner has made the final selection, OLAPP will send a **Conditional Selection Letter (1269)** to the successful On-Call Consultants, which will provide instructions regarding additional information that must be submitted for the processing of their contracts. Information about the requirements for professional credentials, business credentials and insurance requirements can be found in **DAS/CS Contract Submittal Requirements (1269.1)** and **DAS/CS Credentials and Insurance Requirements (1150)**.

OLAPP will send a **Selection Regret Letter (1270)** to On-Call Consultants not selected.

10.0 Selection Documents Filing Protocol:

OLAPP will save the electronic PDF QBS Submittal Booklets from the conditionally selected firms in a secure Filenet location and retain for at least three (3) years.

All rating information is confidential and should not be released until final contract signing and approval by the Office of the Attorney General. Upon execution of the contracts with the selected On-Call Consultants, the **On-Call Selections Panel Member Rating Sheets (1335)** are considered public documents.

11.0 On-Call Consultant Services Contract Awards:

11.1 Contract Requirements:

The final selection of a firm is conditional upon the firm submitting various professional credentials, business credentials, and insurance requirements to OLAPP for review and approval. Within fourteen (14) calendar days of receipt of a **Conditional Selection Letter (1269)**, a conditionally selected firm must submit all required professional credentials, business credentials, and insurance requirements to enter into contract negotiations and contract execution. Information about the requirements for professional credentials, business credentials and insurance requirements can be found in **DAS/CS Contract Submittal Requirements (1269.1)** and **DAS/CS Credentials and Insurance Requirements (1150)**.

Note: Failure of a conditionally selected firm to submit all of the required professional documents, credentials, business credentials, and insurance requirements to OLAPP for review and approval within the fourteen (14) day calendar deadline may result in the firm's submittal being deemed deficient and OLAPP will then proceed to the next highest rated firm.

11.2 On-Call Contract Award:

Each On-Call Contract will be awarded for a specific type of architectural, engineering, and consultant service with a maximum total on-call contract value and total contract time duration, as indicated in the RFQ Web Advertisement. All On-Call Contracts must be approved by the Deputy Commissioner and the Office of the Attorney General.

11.3 Debriefing of Firms Not Selected

All On-Call Consultants wishing to obtain feedback on their QBS Submittal Booklets or their Non-Selection may do so by contacting OLAPP.

12.0 On-Call Contract Task Assignment:

Every On-Call Contract is placed on the **DAS/CS On-Call Consultant Services Contract List** according to the type of On-Call Consultant Services (see **Appendix A**).

12.1 Request Selection of On-Call Consultant:

When an On-Call Contract Task is requested for a specific type of On-Call Consultant Service, DAS selects a Consultant in consecutive order from the On-Call Consultant Services Contract List and assigns a Task.

12.2 On-Call Contract Task Assignment:

The DAS/CS Project Manager (PM) assigned to manage the project should submit a completed **On-Call Selection Request (1135)** to **DAS/CS Project Support Services (PSS)**, who will determine the applicable type of On-Call Consultant Services Contract appropriate for the specific project. PSS will sequentially assign the Task to an On-Call Consultant from the appropriate On-Call Consultant Contract List.

12.3 Selection Approval:

PSS will assign an On-Call Task Number to the Task and submit the **On-Call Selection Request (1135)** to the DAS/CS Agency Legal Director for the review and approval of the On-Call Contract Task Assignment.

12.4 Consultant Notification:

Upon the review and approval of the **On-Call Selection Request (1135)** by the Agency Legal Director, the PM shall notify the On-Call Consultant of the Task Assignment and schedule a Scope Meeting with the Client Agency ("Agency") and Consultant to discuss the project requirements. If necessary, the PM may meet with the Agency to draft a Consultant Project Initiation Scope Meeting Agenda for use in the Scope Meeting with the Consultant.

12.5 Task Assignment Scope Meeting:

The PM should conduct a scope meeting with the Agency and the assigned On-Call Consultant to discuss the Task Assignment scope, budget, and details for required services.

12.6 On-Call Contract Task Notice To Proceed:

The On-Call Consultant must then submit a detailed fee proposal. The PM must conduct all fee negotiations with the Consultant in consultation with the Agency.

After the scope of work has been finalized, an agreement has been reached on the fees, and the proposal submitted by the Consultant has been accepted, the PM drafts a task letter against the subject On-Call Contract for processing by PSS.

Prior to the start of the work the On-Call Consultant must receive a signed **Commissioned** On-Call Contract Task Letter and written notice to proceed by the PM.

- If the value of the task assignment is less than \$100,000, or if the cumulative total of all task letters with a consultant for the same project is less than \$100,000, the PM will submit, after Agency review and Agency funding confirmation, the draft task letter and supporting documentation to PSS for review. If the task letter is acceptable and the appropriate back up included, the task letter will be forwarded to the Agency Legal Director for signature. Once signed by the Director, the letter will be forwarded to the Consultant for signature. Once signed by the Consultant, the letter will be stamped "Commission" and returned to the Consultant. The "Commission" letter serves as the Consultant's contract for the scope of work and the notice to proceed on the assignment.
- If the value of the task assignment is greater than or equal to \$100,000, or if the cumulative total of all task letters with a consultant for the same project is greater than or equal to \$100,000, the PM will submit the draft task letter and supporting documentation to OLAPP for review. If the task letter is acceptable and the appropriate back up included, the task letter will be submitted to the State Properties Review Board (SPRB), in accordance with **C.G.S § 4b-23(i)**, for review and approval. If approved by SPRB, the letter shall be forwarded to the Commissioner or his/her designee for signature. Once signed by the Commissioner or his/her designee, the letter will be forwarded to the Consultant for signature. Once signed by the Consultant, the letter will be stamped "Commission" and returned to the Consultant. The "Commission" letter serves as the Consultant's contract for the scope of work and the notice to proceed on the assignment.

Note: The sum of the fees for all individual Tasks performed for each On-Call Consultant Services Contract **cannot exceed** the designated Maximum Total On-Call Contract Value.

**Appendix A - Sample Descriptions of On-Call Consultant Services
(refer to current RFQ Web Advertisement for specific requirements)**

The following descriptions are for illustrative purposes only. Refer to the current RFQ Web Advertisement for specific requirements and the most current list of potential services. DAS may task selected consultants with additional services for which they are professionally qualified or for which they procure through a subconsultant.

1. Claims Analysis / Auditing Consultant (ANLY-AUD):

On-Call Claims Analysis/Auditing Consultants: Under this series of on-call contracts, the selected Claims Analyst /Auditor Consultants shall provide services described below to the DAS/CS concerning its administered capital projects as well as from time to time for capital projects administered by other state agencies with the approval of DAS. The Consultants shall provide expertise and services in the areas listed below directly or through the use of subconsultants identified in the Consultants' qualifications submittals. Selected firms shall demonstrate extensive knowledge, abilities and experience concerning construction claims, including but not limited to the following types of claims:

- Delay claims, both by the contractor for extended overhead costs and by DAS for liquidated or actual damages
- Loss of Productivity
- Acceleration
- Differing Site Conditions
- Changes in Scope
- Defective and Deficient Contract Documents
- Termination/Suspension
- Defective and Non-conforming Work
- Negligence
- Breach of Warranty

Claim Analysis Services: The services provided by the Consultants on claims, including those listed above, may involve the review and evaluation of construction schedules, contract terms and conditions, construction means and methods, project plans and specifications and delay in achieving substantial completion. More specifically, the services may include, but are not limited to, the following:

1. Analyze and review construction contract terms and conditions, change management procedures, schedule requirements and cost control procedures.
2. Analyze and review contractor's bid and bid estimate calculations, including overhead and profit, material quantities and labor rates, and compare against actual material, labor and other costs.
3. Prepare claim files that set forth the nature of the claim and identify and incorporate all documents related to the claim, as well as include a chronology of events pertaining to the claim.
4. Analyze and review the plans and specification issues or problems referenced in the claim.
5. Analyze and review construction management performance of the contract using the standard of care that is based on the contract terms and conditions as well as industry standards.
6. For schedule delay (a) analyze and review project's baseline schedule and all schedule updates for logic errors or missing logic, and determine that sequence, durations and scope were reasonable; (b) analyze and review relevant milestones and durations; (c) conduct appropriate schedule analysis, identify activities on the critical path and their durations, apportion delays to activities and determine responsibility for such delays; and (d) prepare report on the results of the schedule analysis.
7. Prepare reports, testify as an expert witness in court or at an arbitration, and assist in the preparation of discovery requests.

Claims Auditor Services: The services provided by the Consultant on claims, including those listed above, should include contract document and financial records review, cost analysis, and entitlement analysis. More specifically, the services may include, but are not limited to, the following:

1. Analyze and evaluate project cost data in accordance with the Standards of Accounting and Auditing.
2. In connection with delay claims, analyze and review field and home office overhead hours and costs, and utilize Eichleay or other cost allocation formulae to calculate any additional costs.
3. Analyze and review claimed change orders, delays and other claim issues to determine if the amount being claimed at the cost level is accurate and reasonable.
4. Prepare narratives with supporting documentation that describe the information reviewed, the issues encountered, analysis performed, and results determined.

Consultant Qualifications: Consultants must have a minimum of ten years' experience of successful analysis and audit on large institutional, educational, or similarly complex public and private building projects. The audit services team must include a licensed Certified Public Accountant who has considerable knowledge and experience with construction claims auditing on the aforementioned projects. Consultants may be required to provide expert testimony at arbitration hearings and/or court proceedings.

Appendix A - Sample Descriptions of On-Call Consultant Services
(continued)

2. Architect Consultant (including Interior Design) (ARC):

On-Call Architect-Consultants: 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.

- Architectural (On-Call) Contracts provide rapid response Architectural Support Services to the Division of Construction Services for Infrastructure Work required by the DAS/CS for Work under its direction or for Work under the direction of other Connecticut State Agencies.
- Selected Firms will provide services for Work required for specific Tasks as a Prime Consultant or as a sub-consultant for other DAS/CS Prime Consultants or for Work required for specific Tasks directly for 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 reuse, etc.
- Firms providing professional services performed under Tasks for these Contracts must 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.

3. Construction Administration Consultant (CA):

On-Call Construction Administration Consultants: Under these contracts, the selected Construction Administrator will have responsibilities to the DAS/CS and its Client Custodial Agencies of the State of Connecticut for the complete coordination and management of both the design construction and closeout processes for this contract. The selected Construction Administration Firm/Team(s) will provide expertise and service in areas such as, but not limited to, the following types of services:

Design Phase: (1) During the design phases the Construction Administrator will act as the DAS/CS representative to work closely with the Client Agency and Architect/Consultant Design Team; and (2) the Construction Administrator's responsibilities for this phase, if needed, may include, but shall not be limited to, the following: (a) assistance to the A/E with the development of a master schedule; (b) assistance in project phasing and work sequence and site logistics recommendations; (c) construction document review reports with comments regarding constructability reviews and reporting; (d) construction cost estimates if needed; (e) value engineering/cost reduction alternatives if needed; (f) participation in pre-bid conferences if any and (g) attendance at the bid opening.

Construction Phase: (1) During the construction phase the Construction Administrator shall act as the Department of Construction Services representative to administer the State's construction contract with the general contractor; and (2) the Construction Administrator's responsibilities for this phase should include, but shall not be limited to, the following: (a) review of, recommendations on, monitoring of and approval of construction schedules;

(b) review of and recommendations regarding the schedule of values and periodic requisitions for partial payments; (c) establishing and conducting project meetings; (d) construction photographs if required; (e) supervision and inspection of all work – including coordination of special inspections and testing; (f) project documentation and records and their management; (g) associated reporting; (h) review and recommend action on field issues and change order proposals; (i) managing project closeout procedures and documents; and (j) The potential of administering the construction contract and proactively managing all claims and disputes (if this looks like it will happen an amendment to the contract will be prepared, this phase should not be included in the initial scope of work).

The Selected Construction Administrator (added Service if needed) will be responsible for the coordination, integration, schedule, budget, phasing and any required environment permitting for all portions of the contract/project. The selected Construction Administrator will be responsible for reviewing all required construction documents, for ensuring packaging of these in order to allow for a logical sequence of major construction events; and, for providing construction administration services for the entire project.

Appendix A - Sample Descriptions of On-Call Consultant Services
(continued)

3. Construction Administration Consultant (CA) (continued):

The Selected Construction Administrator (added Service if needed) will monitor all required permitting (i.e.: environmental, utilities, moth-balling et al), the removal and legal disposal of all existing equipment, demolished materials & structures and, coincident with phasing of any construction of the additions and renovations, all reconnections and restoration of communications and conditions affecting all the various building systems currently employed or newly implemented.

The Selected Construction Administrator (added Service if needed) will hire or provide qualified staff and coordinate the services of building commissioning (Cx) and building envelope commissioning (BeCx) during the design and/or construction phases of the project.

4. Construction Administration Consultants for Minor Capital Projects (CAm):

On-Call Construction Administration Consultants for minor capital projects provide limited or part time construction oversight on behalf of DAS/CS staff, including compliance with contract documents and schedule. These project assignments are anticipated to provide for a range of 8 to 20 hours per week of project oversight for the duration of the construction activity. Preferably, the selected consultant's primary business is construction administration (and not performing construction work), and they bring experience with institutional building projects.

The selected Construction Administration Consultant for minor capital projects will provide expertise and service in areas such as, but not limited to, the following types of services:

Preconstruction Phases: **The provision of Pre-Construction Phase Services will be at the discretion of the owner and will not be included in most of these project assignments.** During the Schematic, Design Development, Construction Document, and Bid Phases of the Project the Construction Administrator will act as representative for DAS/CS and shall work closely with the State User Agency and Architect/Engineer Team. The Construction Administrator's responsibilities for this phase, if needed, could include, but need not be limited to, the following:

1. Analysis and support of A/E Master Project Schedule;
2. Project Phasing and Work Sequence Analysis and recommendations;
3. Design Phase document review reports with comments regarding constructability reviews;
4. Construction cost estimate;
5. Value engineering/cost reduction alternatives;
6. Participation in Pre-bid Conferences or Manage the Pre-Bid Conference as Directed, if any; and;
7. Attendance at the bid opening and assist with Bid Reviews.

Construction Phase: During the Construction Phase the Construction Administrator shall act as the DAS/CS representative to administer the State's construction contract with the General Contractor. The Construction Administrator's responsibilities for this phase must be in accordance with the DAS contract general conditions and general requirement and should include, but need not be limited to, the following:

1. Review of, recommendations on, monitoring of and approval of construction schedules;
2. Review of and recommendations regarding the schedule of values and periodic requisitions for partial payments;
3. Establishing and conducting project meetings;
4. Construction photographs if required;
5. Supervision and inspection of all work – including coordination of special inspections and testing;
6. Project documentation and records and their management;
7. Associated reporting;
8. Review and recommend action on field issues and change order proposals;
9. Managing project closeout procedures and documents;
10. The potential of administering the construction contract and proactively managing all claims and disputes (if this looks like it will happen an amendment to the contract will be prepared, this phase should not be included in the initial scope of work).
11. Support of the project team via a working knowledge of the DAS/CS PMWeb Project Management and Documents Management System.

The Selected Construction Administrator (added Service if needed): The selected Construction Administrator shall be responsible for the coordination, integration, schedule, budget, phasing and any required environment permitting for all portions of the contract/project, as well as review of all required construction documents, packaging of these documents to allow for a logical sequence of major construction events, and providing construction administration services for the entire project.

Appendix A - Sample Descriptions of On-Call Consultant Services
(continued)

4. Construction Administration Consultants for Minor Capital Projects (CAm) (continued):

The Selected Construction Administrator (added Service if needed): Shall at the discretion of the owner be responsible for verifying that the construction work has been done in accordance with the requirements of the CT State Building Code and other applicable codes and construction standards - via properly trained and licensed staff.

The Selected Construction Administrator (added Service if needed): Shall monitor all required permitting (i.e., environmental, utilities, moth-balling et al), the removal and legal disposal of all existing equipment, demolished materials and structures and, coincident with phasing of any construction of the additions and renovations, all reconnections and restoration of communications and conditions affecting all the various building systems currently employed or newly implemented.

5. Civil Engineering, Surveying and Landscape Architect Consultant (CIV/SUR/LA):

DAS/CS On-Call Consultants: The intention of DAS/CS is to hire consultants under this series that can provide all of the identified services. The submitting consultant shall be capable of self-performing at least one of the designated services: civil engineering, surveying or landscape architecture and can provide the other required services by inclusion of sub-consultants on their respective team.

On-Call Civil Engineering Consultants: The scope of work under these contracts should encompass but need not be limited to the entire spectrum of services of civil engineering type projects, such as maintenance and repair, design, and related services. These services will be provided to the DAS/CS for infrastructure work required by the DAS/CS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS/CS Consultants. These tasks may also include support of in-house work performed by the DAS/CS Technical Support Services unit and/or DAS/CS Facilities Management. Services may involve both the design and construction administration of a project.

On-Call Surveying Consultant Services: The scope of work under these contracts consists of project assignments such as topographic, boundary, construction, bathymetric, as-built, and other surveys as required for sanitary sewer, sidewalk and trails, storm drainage, stream and storm facility rehabilitation, campus, and roadway improvement.

Conventional and GPS Surveying: These services will be used to provide horizontal and vertical location of existing conditions information for the engineering design of the above-mentioned types of projects. Additional services may include stake out of construction projects and right-of-way takings;

Photogrammetric: Photogrammetric mapping and ground run survey combinations will occasionally be required to achieve safety and/or budgetary goals for larger projects; and

Ground Based Laser Surveying: These services will occasionally be required to achieve motorists and worker safety, and/or budgetary goals.

3D Laser Scanning Services: These services will be used to provide three dimensional (3D) high definition scanning of existing facilities to be imported into architectural and engineering technical drawing software such as AutoCAD and Revit. While On-Call - Capitol Project Contracts and "Task Letters" assigning specific project work will be with CT DAS/CS, the work will be performed for other Executive Branch Agencies of state government.

Landscape Architectural Services: The scope of work under these contracts should encompass but need not be limited to the entire spectrum of services of landscape architecture type projects such as maintenance and repair, design, and related services. These services will be provided to the DAS/CS for work required by the DAS/CS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS/CS Consultants. These tasks may also include support of in-house work performed by the DAS/CS Teams and Technical Support Services unit and/or DAS/CS Facilities Management. Services may involve both the design and construction administration of a project.

Appendix A - Sample Descriptions of On-Call Consultant Services
(continued)

6. Building and Envelope Commissioning Consultant (Cx):

DAS/CS On-Call Building and Envelope Commissioning Consultants assist the Department during design and construction to develop building commissioning requirements consistent with DAS/CS Division 01 requirements, the state's High Performance Building Standards, the State Building Code, and ASHRAE Guideline 0.

- The scope of work under these contracts shall encompass, but not be limited to, the entire spectrum of services of the selected Commissioning Agents with responsibilities to the DAS/CS and its Client Custodial Agencies of the State of Connecticut for the complete coordination and management of both the design and construction processes for this contract.
- Consultants will assist the Department during design to develop owner's project requirements (OPR) for building commissioning and measurement and verification (M&V) consistent with the State Building Code, the state's High Performance Building Standards, and any additional owner-defined needs. The consultant will be an integral part of the project team including the A/E, Department project management staff, the independent Contract Administrator, and the Construction Manager (if the project is a CMR project). The consultant's work will continue through construction, occupancy, and operation to verify facility and systems performance per the commissioning specifications and OPR. The services under this series may also include Retro-Commissioning of existing state facilities.

Respondents to this RFQ must provide both **Building Systems Commissioning** and **Building Envelope Commissioning**. If the Consultant does not self-perform both types of commissioning a sub-consultant should be included on the team to provide the whole suite of services. A submission will be considered non-responsive if it fails to provide for both services.

- Working as an integral part of the project team, the consultant will enhance project delivery by validating, documenting and assisting to achieve facility performance with respect to the OPR through quality-focused actions. Services should be provided in each project phase to ensure verification of design, construction, occupancy and operator training. Consultants must demonstrate fluency in applicable model Codes and standards such as the IECC, IgCC, and ASHRAE Guideline 0.

Selected firms, and their sub-consultants as applicable, must have extensive experience and expertise providing building systems and envelope commissioning as well as retro-commissioning of existing large institutional or governmental facilities. The firm should have significant experience providing commissioning services in public, institutional and/or similarly complex building settings. Firms must have experience in quality processes, be knowledgeable in building Operations and Maintenance training, possess excellent verbal and written communications and organization skills, with the ability to work with both management and trade contractors.

7. Energy Consultant (ENGY):

DAS/CS On-Call Energy Consultants provide engineering / consulting services to undertake carbon reduction and energy transition retrofit projects for HVAC and lighting systems along with their associated controls and energy management systems, perform energy audits, retro-commissioning, analyze and design systems to reduce utility costs, building Energy Use Intensity (EUI) and carbon footprint, and verify results post-construction.

Consultants will also provide feasibility studies, project development support, design and operation verification for renewable energy, energy storage and transition, and electric vehicle charging infrastructure projects as well as technologies, such as photovoltaic (PV), solar thermal, fuel cell, or wind turbine systems. Consultants will also provide operational evaluation and economic analyses for district heating, cooling, and energy plant systems.

Selected Firms must have a minimum of five years of experience providing energy consulting services for large institutional or governmental building owners. The firm should have significant experience providing energy conservation projects on public, institutional and/or other similarly complex site and building settings from analysis and energy modeling through verification. They should have extensive knowledge of the types of systems currently installed and in use at state facilities. Firms must have extensive experience in: preparing designs for HVAC systems, lighting, and building automation and control systems, including those with significantly reduced carbon emissions, and incorporation of energy storage and demand response capacity; the development and implementation of proven renewable energy projects and installations; and district heating and cooling systems, including analysis of system operations and economics.

The On-Call Energy Consultant must also demonstrate a minimum of at least a **five (5)** year history of successful experience in providing a range of services. Knowledge of current building code elements and State sustainability goals are essential.

Appendix A - Sample Descriptions of On-Call Consultant Services
(continued)

8. Environmental Assessment and Master Planning Consultant (EPA-PLN):

On-Call Environmental Assessment and Master Planning Consultants principally conduct environmental studies and support the agency in satisfying the requirements of the Connecticut Environmental Policy Act (CEPA) and National Environmental Policy Act (NEPA), and provide broad environmental planning and master planning services.

Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:

1. CEPA/NEPA Environmental documentation experience;
2. The variety and complexity of project type previously worked on;
3. Involvement in coordinating or facilitating a public meeting or hearing;
4. Any present-day technologies and document presentation you utilize efficiently which would enhance review agencies and the public's understanding of the Project;
5. Experiences in state and federal environmental permitting;
6. Staff / Team expertise in the topics covered in an environmental document;
7. Working knowledge of CEPA/NEPA statutes and regulations; and
8. Experience with master planning for future land use development.

On-Call Environmental Assessment and Master Planning Consultants: The environmental assessment scope of work under this contract should encompass, but need not be limited to, undertaking environmental studies and preparing environmental documents in accordance with the Connecticut Environmental Policy Act ("CEPA"), the National Environmental Policy Act ("NEPA") of 1969, as amended, in cases where the project is a joint state and federal action, DCS's CEPA Procedure Manual, as amended, and attending and presenting information at public meetings and hearings. Environmental documents include drafting responses to public comments, developing environmental notices, Environmental Impact Evaluations (EIE), Environmental Assessments (EA), Records of Decision (ROD), and any other documentation as required by the agency to satisfy CEPA/NEPA requirements.

The Consultant team should have expertise in all aspects of environmental documentation and analysis, including but not limited to: Transportation, Traffic, and Mobility Studies; Archeological and Historical Surveys; Geological and Natural Resources Assessments; Biological Assessments; Climate Impacts; Socio-Economic Data Development; and all applicable State and Federal permitting. The CEPA/NEPA process typically is done concurrently with the schematic design phase of the project.

The master planning scope of work under this contract should encompass broad master planning services, including but not limited to: site assessment and surveying; the development of feasibility studies, conceptual plans, and site plans; capital budgeting and the preparation of cost estimates; community engagement and outreach including attending and presenting at public meetings and hearings; identification and preparation of state and federal permitting; and other services as necessary for the development and organization of long-term site development projects.

The Consultant team must have extensive knowledge of urban planning concepts and best practices, local planning and zoning regulations, budgeting for capital projects, project management for long duration projects, development of public presentations and illustrations, long-term planning and the development of actionable work plans.

9. Construction Cost Estimator Consultants (EST):

The purpose of this on-call contract is to support DAS staff in development of preliminary Order of Magnitude Estimates (OME) in support of initial capital planning as well as supporting project management staff during the design phases where a construction administrator (CA) may not be under contract.

Construction Cost Estimators are responsible to prepare estimates for buildings and other construction projects. The firm may calculate the total cost of building or they may calculate the cost of just one component. The firm should identify costs of elements such as raw materials and labor, and they may be required to establish reasonable timelines for construction duration. Estimates will be created using UNIFORMAT II at levels (1 through 4) appropriate for project specific requirements.

The Cost Estimating Consultant will be required to complete a cost matrix for development of formulation OME budgets. Formulation budgets will be used by the Department to establish project costs prior to project bonding in support of agency capital requests. These OMEs will be based on limited drawing and technical specification input from DAS but will include approximate square-footage for new and renovated spaces along with general descriptions of the required work but not detailed plans and specifications. The Department expects that the Consultant will provide rapid response to develop OMEs in support of the Department's development of their Form 1105 (Project Charter).

Appendix A - Sample Descriptions of On-Call Consultant Services
(continued)

9. Construction Cost Estimator Consultants (EST) (continued):

In addition, this contract may be used to support the Department during design phases for more detailed estimates per phase in accordance with the Consultants Procedure Manual. Such estimates will be negotiated per task. During the construction project phase, the consultant may be called upon to evaluate construction change orders, specifically to evaluate Contractor labor and material breakdowns to assist the Department in determining if the cost of the changes is reasonable. For consideration of this contract, the Consultant should have an excellent understanding of material costs and building trends within Connecticut. The Consultant must demonstrate a minimum of at least 5+ years' experience in construction estimation. Proficiency with the Microsoft Office Suite (including Excel and MS Project), Sage (Timberline) Estimating, or other construction cost database management software required.

10. MBE Architect Consultant (MBE-ARC):

On-Call "Minority Business Enterprise" (MBE) Architect Contracts have been reserved by DAS/CS for participation by firms that are certified as an MBE through the Connecticut Department of Administrative Services. Firms are required to provide a copy of their current MBE Certification behind the "SBE/ MBE Certification" Tab of their QBS Submittal Booklet. Any Firm's QBS Submittal Booklet that does not contain a copy of their current MBE Certification may be rejected.

On-Call MBE Architect Consultants shall provide services for a wide array of projects from commercial-type space modifications in existing state buildings to the design of new structures to be located on state property.

On-Call MBE Architect-Consultants: The 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.

- Architectural (On-Call) Contracts provide rapid response Architectural Support Services to the Division of Construction Services for Infrastructure Work required by the DAS/CS for Work under its direction or for Work under the direction of other Connecticut State Agencies.
- Selected Firms will provide services for Work required for specific Tasks as a Prime Consultant or as a sub-consultant for other DAS/CS Prime Consultants or for Work required for specific Tasks directly for 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, etc.
- Firms providing professional services performed under Tasks for these Contracts must 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 required, to perform independent, 3rd Party Code Compliance Review of Contract Documents.

11. MBE Civil Engineer Consultant (MBE-CIV):

On-Call MBE Civil Engineering Contracts have been reserved by DAS/CS for participation by firms that are certified as an MBE through the Connecticut Department of Administrative Services. Firms are required to provide a copy of their current MBE Certification behind the "SBE/ MBE Certification" Tab of their QBS Submittal Booklet. Any Firm's QBS Submittal Booklet that does not contain a copy of their current MBE Certification may be rejected.

On-Call MBE Civil Engineering - Capital Projects Consultants shall provide Civil Engineering Support Services for Infrastructure Work under the direction of DAS/CS or under the direction of other Executive Branch Agencies of state government.

- The scope of work under these contracts should encompass, but need not be limited to, the range of services of civil engineering type projects such as maintenance and repair, design, and related services. These services will be provided to DAS/CS for infrastructure work at sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS/CS Consultants. These tasks may also include support of in-house work performed by the DAS/CS Technical Support Services Unit and/or DAS Facilities Management. Services may involve both the design and construction administration of a project.

Appendix A - Sample Descriptions of On-Call Consultant Services
(continued)

12. Multi-Disciplined Engineering Consultant (MDE):

On-Call Multi-Disciplined Engineering Consultants: The scope of work under these contracts should encompass, but need not be limited to, the entire spectrum of services of Multi-Discipline engineering type projects such as maintenance and repair, design, and related services. These services will be provided to the DAS/CS for infrastructure work required by the DAS/CS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS/CS Consultants. These tasks may also include support of in-house work performed by the DCS Technical Support Services unit and/or DAS Facilities Management. Services may involve both the design and construction administration of a project. The Multi-Disciplined (On-Call) Engineering Contract should provide rapid response General Multi-Discipline Engineering Services to the DAS/CS for Infrastructure Work required by the DAS/CS for Work under its direction or for Work under the direction of other CT State Agencies. Selected Firms will 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 DAS/CS. The professional services performed under Tasks for these Contracts are for full-service engineering 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. Firms providing professional services performed under tasks for these Contracts must demonstrate substantial working knowledge of requirements of all applicable Connecticut State Statutes, the Connecticut Life Safety Code, and the Connecticut Building Code.

Engineering disciplines required for this contract include:

- MEP/FP
- Structural
- Civil

Preference will be given to respondents with all disciplines as Prime Consultant (all disciplines "in-house").

13. Mechanical, Electrical, and Plumbing Consultant (MEP):

The DAS/CS On-Call Contracts are a contract for a specific type of Mechanical, Electrical & Plumbing Engineering Consultant Services (MEP) Engineering consultant service with a maximum fee and supplemented by Task Letter to define the specific assignment scope, fee, and contract time duration.

- MEP Engineering (On-Call) Contracts provide rapid response General MEP Engineering Services to the DAS Construction Services for Infrastructure Work required by the DAS/CS for Work under its direction or for Work under the direction of other Connecticut State Agencies.
- Selected Firms will provide services for Work required for specific tasks as a Prime Consultant or as a sub-consultant for other DAS/CS Prime Consultants or for Work required for specific tasks directly for DAS/CS.
- The professional services performed under tasks for these Contracts are for full-service engineering 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.
- Firms providing professional services performed under Tasks for these Contracts must 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 required to perform independent, Third Party Code Compliance Reviews of Contract Documents.

These contracts encompass such services as the preparation of reports, plans, specifications and cost estimates for various State-owned buildings and properties. DAS/CS will issue Individual Task Orders 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, which will be identified for individual tasks.

Proven ability to maintain schedules and budgets for projects in excess of \$1,000,000.00.

Appendix A - Sample Descriptions of On-Call Consultant Services (continued)

14. Roofing Consultant (ROOF):

On-Call Roofing Consultants must 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:

- Investigative reports, destructive testing and field reports, development of reports that would provide DAS/CS 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 DAS/CS 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 must 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 is essential.

15. Scheduling Consultant (SCH):

Project Design and Construction scheduling. The firms should display their expertise in the area of project controls, scheduling, and schedule analysis, earned value management and construction activities in support of a construction Program. They ensure that the project is carried out within the projected timeframe.

The specific tasks, duties, and responsibilities that commonly make up the construction scheduler job description, include, but are not limited to:

- Create a high-level master schedule that incorporates the initial CPM schedule and the contractors' schedule;
- Track critical activities and changes to the critical path impacting the project;
- Keep an eye on program milestones and interdependencies;
- Utilize industry accepted methodologies to analyze delays;
- Provide information on items impacting the project schedule;
- Responsible for spotting the critical path, as well as proffering alternatives to regain slippage to the schedule;
- Strategize ways to negotiate claims, including office overhead, labor, and equipment costs;
- Responsible for providing technical support in claims litigation;
- Document changes integrated into the project schedule;
- Provide a summary and report on project progress;
- Spot project risks and include impact analysis for review by project team; and
- Responsible for maintaining current and standardized job files.

16. Structural and Threshold Engineering Consultant (STR):

On-Call Structural Engineering Consultants: The selected Structural Engineering Consultants provide expertise and service in the entire spectrum of services of structural engineering type projects including but not limited to maintenance and repair, design, and related services, and may provide independent third party Threshold Structural Reviews. These services will be provided to DAS/CS for infrastructure work required for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS/CS Consultants. These tasks may also include support of in-house work performed by the DAS/CS Technical Support Services unit and/or DAS/CS Facilities Management. Services may involve both the design and construction administration of a project.

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.

Appendix A - Sample Descriptions of On-Call Consultant Services
(continued)

17. Vehicular Parking Consultant (VEH):

The On-Call Vehicular Parking Consultant provides designs for parking lots and parking garages, including egress and exiting into streets (traffic engineering). The Consultant should have knowledge of the procedures of the CT Department of Transportation "Office of the State Traffic Administration" and all other issues involved in parking areas including drainage, lighting, and emergency issues. Structural engineering may be required for particular tasks in evaluating the condition of parking garages and preparing design documents. Structural engineering service can be provided by a firm directly if the firm has structural engineers on staff licensed in the State of Connecticut or through the identification and retention of a subconsultant.

The scope of work under these on-call contracts should encompass, but need not be limited to, the entire spectrum of services affecting vehicular parking structure and/or parking lot management, maintenance and repair, design and related services. These services will be provided to the CT DAS/CS for infrastructure work required by the CT DAS/CS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other custodial state agencies. Selected firms may function as a prime vendor or as a support resource for other DAS/CS Consultants. These tasks may also include support of in-house work performed by the DAS/CS Technical Support Services Unit and/or CT DAS/CS Facilities Management. Services may involve both the design and construction phases of a contract/project.

The Selected Firms must be licensed and insured to practice their discipline within the State of Connecticut, and shall be properly registered to conduct business in the State of Connecticut.

Design and construction related services include Civil, Construction Administration, Structural, Traffic Engineering and Planning services.

The On-Call **Vehicular Parking Consultant** must also demonstrate a minimum of at least a **five (5)** year history of successful experience of providing a range of services. Knowledge of current building code elements are essential. It needs to be understood that all On-Call Task Assignments are made on a rotation basis with the other On-Call Consultants that were selected to provide the specific consultant's service. Please note that a rejection of a Task Assignment by a Consultant may result in no further Task Assignments to the Consultant.

End
**0330 On-Call Consultant Services Selections &
Task Assignment Procedure Manual**