

Department of Administrative Services

On-Call Consultant
Services Selections and
Task Assignment
Procedure Manual

Construction Services

450 Columbus Boulevard
Hartford, CT 06103





0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Page 2 of 21

0330 – On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Section No.	Title	Page No.
1.0	Overview of O-C Consultant Services Selections For Capital Projects	4
1.1	Consultant Definition	4
2.0	Types of O-C Consultant Services Contracts	4
3.0	Periodic Review Of O-C Consultant Services Contracts	5
4.0	O-C Consultant Services Selections and O-C Contract Task Assignments – Procedure Flow Chart	6
5.0	Preparing the RFQ Composite Legal Notice and RFQ Web Advertisement	7
5.1	RFQ Composite Legal Notice	7
5.2	RFQ Web Advertisement	8
6.0	QBS Submittal Booklet Requirements	8
6.1	Example of the QBS Submittal Booklet Requirements For On-Call CT Licensed Architect / Engineer (A/E) Consultant Services	8
6.2	Reasons For A Deficient Submittal Designation	9
6.3	Reasons For An Ineligibility Designation	9
7.0	Assignment of OC Selection Panel Members Responsibilities	9
8.0	Collection Of Consultants Past Performance Data For Selection	10
8.1	Consultant Performance Evaluations	10
8.2	Phone References	10
9.0	Mandatory Selection Panel Meeting	10
9.1	Selection Panel Member Tasks	11
9.2	Conclusion Of Each Individual On-Call Consultant Selection Evaluation and Rating	12
9.3	Conclusion Of All On-Call Consultants Selection Evaluations and Ratings	13
10.0	Computing Final Selection Rating Scores	14
10.1	CT Code Expertise, Micro Business, & MBE Certification	14
10.2	Tasks for Computing Final Selection Rating Scores	15



0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Page 3 of 21

0330 – On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Section No.	Title	Page No.
11.0	Preparation of Selection Recommendation	16
11.1	Conditional Selection	16
11.2	Selection Results Notification	16
12.0	Selection Documents Filing Protocol	16
13.0	On-Call Consultant Services Contract Awards	17
13.1	Supplemental Contract Requirements	17
13.2	On-Call Contract Award	17
13.3	Debriefing of Firms Not Selected	17
14.0	On-Call Consultant Services Contract Task Assignment	17
14.1	Request Selection of On-Call Consultant	17
14.2	Scope Meeting, Fee Negotiation, and Task Letter	17
APPENDIX A – Descriptions of On-Call Consultants Contracts		19

END

Table of Contents

*0330 – On-Call (O-C) Consultant Services Selections &
Task Assignment Procedure Manual*



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

1.0 Overview of O-C Consultant Services Selections For Capital Projects:

In accordance with Connecticut General Statutes (CGS) §4b-51(d) the Connecticut Department of Administrative Services (CT DAS) Commissioner may establish an On-Call (O-C) Consultant Services Selection List to provide consultant services **not** to exceed a designated Maximum Fee. The CT DAS Commissioner may enter into an O-C Consultant Services Contract with any selected consultant 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 O-C Consultant Services Contract. The maximum total fees for Task Assignments, for each individual O-C Consultant Services Contract, shall **not** exceed the designated Maximum Fee of the O-C Consultant Services Contract.

1.1 Consultant Definition (CGS §4b-55):

“Consultant means (1) 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 (2) any planner or financial specialist”.

2.0 Types of O-C Consultant Services Contracts:

The O-C Consultant Services Contracts are for various types of consultant services with a set maximum total contract Fee. The O-C Consultant Services Contracts are implemented by the assignment of O-C Contract Tasks to each contract. The O-C Consultant Services Contract Task Letter(s) specify a specific scope of work, fee, and duration of time for a defined Task.

Examples of Types of O-C Consultant Services Contracts:

Consultant Services Contracts	Number of O-C Contracts Per Type Of Consultant Service	Maximum Fees per O-C Consultant Services Contract
Architects (Including Interior Design)	8	\$500,000
Civil Engineers	4	\$500,000
Claims Analyst	4	\$1,000,000
Claims Auditor	4	\$300,000
Construction Administration	4	\$500,000
Energy Consultants	6	\$500,000
Environmental General	4	\$300,000
Environmental NEPA/CEPA	3	\$300,000
Hazardous Materials Abatement	4	\$500,000
General Engineering Multi-Discipline	6	\$500,000
Mechanical, Electrical & Plumbing	6	\$500,000
Roofing Consultants	5	\$500,000
Scheduling and Cost Consultants	3	\$300,000
Structural & Threshold Engineering	4	\$500,000
Telecommunications	3	\$300,000
Vehicular Parking	4	\$300,000
¹ MBE Architect - Capital Projects	4	\$300,000
¹ MBE Civil Engineering - Capital Projects	4	\$300,000

¹ **MBE Architect & MBE Civil Engineering Capitol Projects Contracts** are two (2) new categories of On-Call Contracts created by CT DAS/DCS.

On-Call MBE Architect & MBE Civil Engineering Capitol Projects Contracts have been reserved by CT DAS/DCS for participation by firms that are certified as a Minority Business Enterprise (MBE) through the Connecticut Department of Administrative Services. Firms are required to provide a copy of its current MBE Certification behind the Division 6 - “Additional Criteria Considerations & 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 shall be rejected. (See **1212 QBS Submittal Booklet Requirements**).



0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

3.0 Periodic Review of O-C Consultant Services Contracts:

The CT Division of Construction Services (CT DCS) Chief Engineer, Chief Architect and the Process Management Unit shall periodically convene meetings of the **O-C Consulting Services Contract Committee** to: (a) review the existing On-Call Consultant Services List and determine the language to be included in the various O-C Consultant Services Contracts, (b) determine the need for new types of O-C Consultant Services Contracts, and (c) determine the language to be included in the various types of **RFQ Web Advertisement For On-Call Consultant Services (1300, 1301, 1302)** and as follows:

O-C Consultant Services Contract Committee Meeting Agenda

Review Existing O-C Consultant Services Contracts

- 1.0 The Chief Engineer, Chief Architect, and the Process Management Unit shall review each of the existing O-C Consultant Services Contract “templates” for the various types of O-C Consultant Services Contracts and determine if they need to be renewed as is, revised, or discontinued.
 - 1.1 **Contract Review:** Prior to the expiration an existing O-C Consultant Services Contract, the committee shall review the contract language and (a) revise the language, (b) renew the contract as is, or (c) discontinue the contract. .
 - 1.2 **Contract Renewal:** When the contract language is revised, then the specific, revised O-C Consultant Services Contract “template” shall be submitted to the Connecticut Attorney General Office for review and approval.
 - 1.3 **RFQ Web Advertisement:** When the contract language for a specific O-C Consultant Services Contract is revised then the RFQ Web Advertisement for the revised contract must be revised including any adjustments to Standard Rating Points for the Selection Criteria Categories if necessary. (See the Selection Point Tables below).

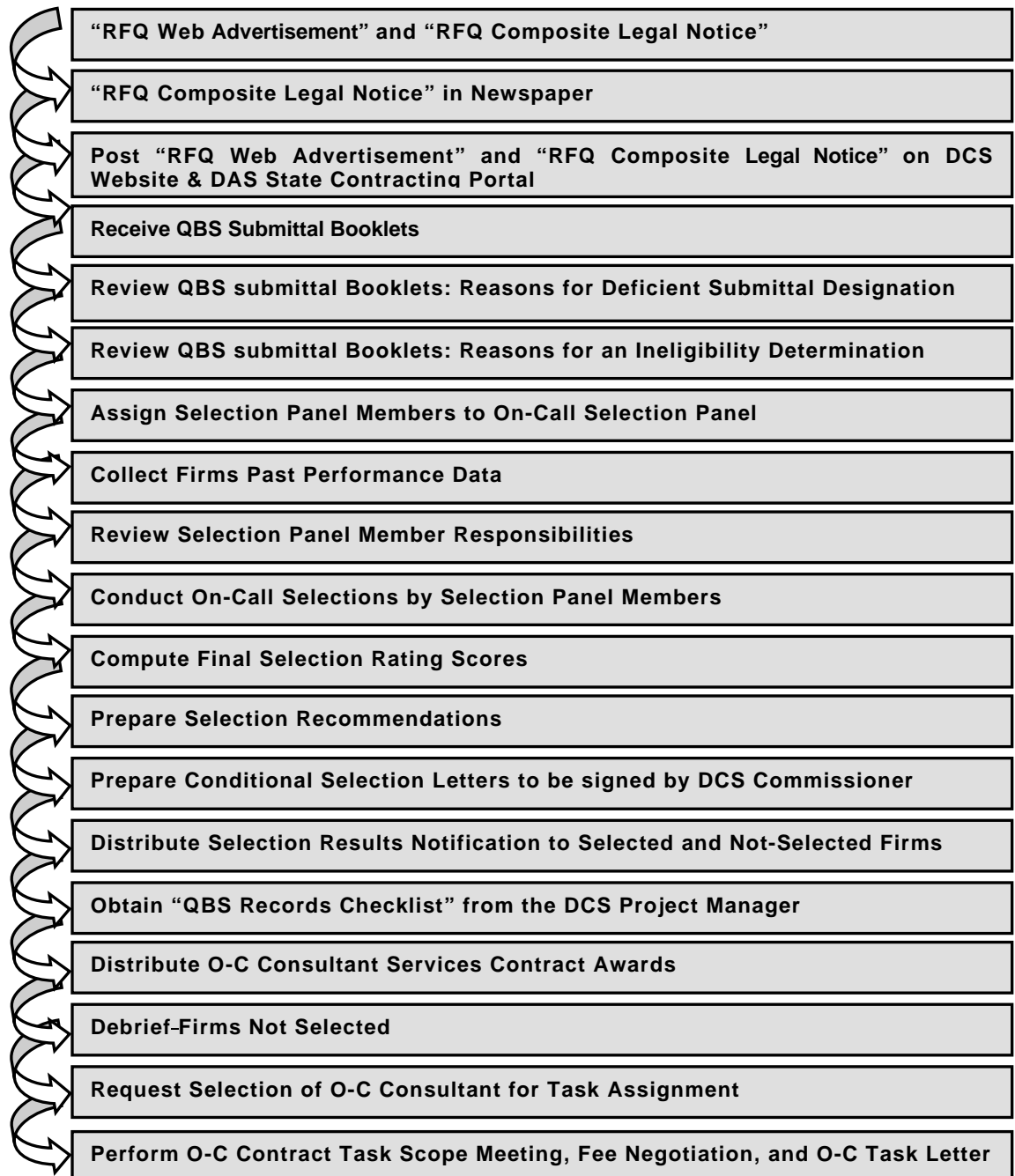
New O-C Consultant Services Contracts

- 2.0 The Chief Engineer, Chief Architect, and the Process Management Unit shall determine if there is a need for any new type of O-C Consultant Services Contract.
 - 2.1 **Consultant Services Review:** When a need for a new O-C Consultant Services Contract is identified then the Process Management Unit shall review the consultant services required and write a new O-C Consultant Services Contract.
 - 2.2 **New Contract:** When a new O-C Consultant Services Contract is created it shall be submitted to the Connecticut Attorney General Office for review and approval.
 - 2.3 **RFQ Web Advertisement:** When a new O-C Consultant Services Contract is created then the Committee shall create a new RFQ Web Advertisement For On-Call Consultant Services for the new contract and make adjustments to Standard Rating Points for the Selection Criteria Categories if necessary. (See the Selection Point Tables below).



0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

4.0 O-C Consultant Services Selections and O-C Contract Task Assignments - Procedure Flow Chart:





On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

5.0 Preparing the RFQ Composite Legal Notice and RFQ Web Advertisement:

As described above, the CT DCS Process Management Unit shall periodically perform a status review of O-C Consultant Service Contracts and update and redefine specific contract information, as necessary. In addition, the CT DCS Process Management Unit - shall prepare the **RFQ Composite Legal Notice (1202)** and the various types of **RFQ Web Advertisement For On-Call Consultant Services (1300, 1301, 1302)** as follows:

Preparation Tasks for the RFQ Composite Legal Notice and RFQ Web Advertisement	
Task	Task
1.	The Chief Engineer or Chief Architect shall direct the Process Management Unit to prepare the applicable types of RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302) and the RFQ Composite Legal Notice (1202) for the specific On-Call Contract(s).
2.	The Process Management Unit shall complete the RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302) and the RFQ Composite Legal Notice (1202) for the specific On-Call Contract(s) and submit them to the Chief Engineer or Chief Architect for review and approval.
3.	Upon review and approval of the RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302) and the RFQ Composite Legal Notice (1202) for the specific On-Call Contract(s), the Process Management Unit shall transmit these documents via the RFQ Transmittal to Commissioner (1203) to the CT DAS Commissioner for an approval signature.
4.	The Process Management Unit shall then request a Purchase Order Number from CT DAS Procurement in order to submit the RFQ Composite Legal Notice (1202) to “...one or more newspapers having a circulation in each county in the state ...”. See RFQ Composite Legal Notice Instructions (1202.1) .
5.	The Process Management Unit shall post the completed RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302) and RFQ Composite Legal Notice (1202) on the CT DCS Website and the CT DAS State Contracting Portal.

5.1 RFQ Composite Legal Notice:

The **RFQ Composite Legal Notice (1202)** shall be submitted for publication in one or more newspapers having a circulation in each county in the state (see “**Legal Notice (Newspaper) Statutory Requirements**” below).

Legal Notice (Newspaper) Statutory Requirements

In accordance with **CSG § 4b-57**: “Whenever consultant services are required by the CT DAS Commissioner in fulfilling his responsibilities under section **CSG §4b-1**, and in the case of each project, the CT DAS Commissioner shall invite responses from such Consultants by advertisements inserted at least once in one or more newspapers having a circulation in each county in the state. The CT DAS Commissioner shall prescribe, by regulations adopted in accordance with chapter 54, the advance notice required for, the manner of submission, and conditions and requirements of, such responses.”

The **RFQ Composite Legal Notice (1202)** shall contain instructions on how to access the **QBS Submittal Requirements** from the CT DCS Website and **the deadline** for QBS Submittals. Any Consultant’s QBS Submittal Booklets (and QBS submittal material such as required supplements, attachments, etc.) received after the scheduled deadline may result in the Consultant’s submittal being deemed deficient for this contract and their QBS submittal material may not be considered for this contract and may be returned to the Consultant. The Consultant may receive a **QBS Deficient Submittal Letter (1221)**, as described in Section 6.2 below.



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

5.2 RFQ Web Advertisement:

In accordance with Governor Rell's Executive Order No. 3 (12-15-04, see below), the CT DCS **RFQ Advertising Publication Standards (1205)** and the **RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302)** shall be posted on the CT DAS "State Contracting Portal" and the CT DCS Website (see "Doing Business with CT DCS/Requests for Qualifications/On-Call Consultant Services"). The **RFQ Composite Legal Notice (1202)** shall also be posted on the State Contracting Portal and CT DCS Website.

Governor Rell's Executive Order No. 3 (December 15, 2004)

In accordance with **Governor Rell's Executive Order No. 3**: "(1) The Department of Administrative Services shall establish and maintain a single electronic portal available on the World Wide Web and located on the Department of Administrative Services' website (the "State Contracting Portal") for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions."

The **RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302)** shall contain detailed Contract and Project information. Any Consultant's QBS Submittal Booklets (and QBS submittal material such as required supplements, attachments, etc.) that do not contain all of required information or are not submitted in the specified format at the designated location by the deadline may result in the Consultant's submittal being deemed deficient for this contract. Their QBS submittal material may not be considered for this contract and may be returned to the Consultant. The Consultant may receive a **QBS Deficient Submittal Letter (1221)**, as described in Section 6.2 below.

6.0 QBS Submittal Booklet Requirements:

The type of QBS Submittal Booklet required to be submitted for an O-C Consultant Services Selection is dependent on the type of O-C Consultant Service needed. Interested consultants shall send their QBS Submittal Booklets to the CT DCS Process Management Unit as specified in the **RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302)**, and as stated in the **QBS Submittal Booklet Requirements (1212)** (as applicable to the type of O-C Consultant Services Contract).

Each consultant must comply with all submittal requirements, as described in the **RFQ Composite Legal Notice (1202)**, **RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302)**, and the **QBS Submittal Booklet Requirements (1212)** (as applicable to the type of O-C Consultant Services Contract).

6.1 Example of the QBS Submittal Booklet Requirements For On-Call CT Licensed Architect / Engineer (A/E) Consultant Services:

The QBS Submittal Booklet Requirements for O-C CT Licensed A/E Consultants shall include, but not be limited to, the following:

Example: QBS Submittal Booklet Requirements For On-Call CT Licensed Architect / Engineer (A/E) Consultant Services		
Division	Division Title	CT DCS Document Name
1	Table of Contents	(consultant to provide)
2	Letter of Interest	(consultant to provide)
3	QBS Email Registration	QBS Email Registration (1211)
4	Credentials and Insurance Requirements	(consultant to sign & provide)
5	Affidavits & Certifications Requirements	(consultant to sign & provide)
6	Additional Criteria Considerations & MBE Certification	(consultant to provide)
7	CT 330 Part I	CT330 Part I (1213)
8	CT 330 Part II	CT330 Part II (1214)



0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

6.2 Reasons for a Deficient Submittal Designation:

All QBS Submittal Booklets shall be reviewed by the CT DCS Process Management Unit staff for compliance with the **RFQ Web Advertisement(s) for On-Call Consultant Services (1300, 1301, 1302)** and **QBS Submittal Booklet Requirements (1212)** (as applicable to the type of O-C Consultant Services Consultant). All QBS Submittal Booklets must be submitted at the designated location by the deadline.

6.2.1 Consultants who fail to submit the QBS Submittal Booklets with all of required information or do not submit this information in the specified format at the designated location by the deadline may be deemed a “Deficient Submittal” for this contract and 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 Late Submission.
QBS Submittal Booklet Format Deficiency.
QBS Submittal Booklet Deficiency in Division(s) 1, 2, 3, 4, 5, 6, 7, and/or 8.
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.

6.3 Reasons For An Ineligibility Designation:

The reasons a Consultant may be deemed “Ineligible” for a specific project include, but are not limited to, the following:

Reasons For An Ineligibility Designation (As applicable):
Consultant currently holds (2) Major or Minor Capital Project Consultant contracts with CT DCS.
Consultant is not properly licensed in the State.
Consultant is not properly insured.
Consultant has been disqualified.

6.3.1 Consultants deemed “Ineligible” shall receive a **QBS Not Eligible Letter (1222)**.

Note:

A Consultant can be found not eligible at any point during the QBS Selection Procedure.

7.0 Assignment of OC Selection Panel Members Responsibilities:

In accordance with **CGS §4b-56(b)**, there shall be established within the CT DCS Selection Panels which shall consist of three (3) members appointed by the CT DAS Commissioner and shall serve only for deliberations involving the On-Call Consultant Services Selection Panel for which such members are appointed, and shall be current or retired employees of CT DCS.



0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Page 10 of 21

8.0 Collection Of Consultant's Past Performance Data For Selection:

The CT DCS Process Management Unit is responsible for collecting all Consultant's Past Performance Data for consideration at the Selection Meeting (and at the Interview if it is determined that an Interview is required for the Selection of a Consultant) for this Contract as follows:

8.1 Consultant Performance Evaluations

The Process Management Unit shall collect all existing CT DCS **Consultant Performance Evaluations** of all Consultants (as applicable) from the CT DCS Consultant Performance Evaluation Files.

Note:

- The CT DCS Process Management Unit staff Member shall deliver the **Consultant Performance Evaluations** to the CT DCS Selection Chair for review by the Selection Panel.

8.2 Phone References:

The Process Management Unit shall collect all existing CT DCS **Selection Panelist Phone Reference Forms** for all Consultants from the CT DCS Performance Evaluation Files that are less than two years old.

- 8.2.1 For each Consultant that does not have any existing CT DCS **Selection Panelist Phone Reference Forms** on file in the CT DCS Performance Evaluation Files, the **Selection Chair** shall facilitate the obtainment of two (2) phone references at least one (1) week prior to the selection in accordance with the **Selection Panelist Phone Reference Form (1255)**, for each Consultant. The focus of the phone reference checking will be on obtaining feedback on a limited list of critical indicator questions of a Consultant's performance using a structured telephone interview process.

Notes:

- Do **not** call new phone references for any Consultant that has existing CT DCS Phone References on file in the CT DCS Performance Evaluation Files for a project of similar size and scope or a similar consultant service unless the reference is than more than two years old.
- The CT DCS Process Management Unit staff Member shall deliver the **existing** phone references to the CT DCS Selection Chair for review by the Selection Panel.
- The CT DCS Selection Chair shall bring the **new** phone references to the Selection for review by the Selection Panel.
- All new **Selection Panelist Phone Reference Forms (1255)** shall be placed in the Consultant's CT DCS Performance Evaluation File Folder after the selection.

9.0 Mandatory Selection Panel Meeting:

There will be a mandatory Selection Panel Meeting for all Selection Panel Members that will be coordinated and facilitated by a CT DCS Process Management Unit Staff Member. The CT DCS Process Management Unit Staff Member shall provide brief training on how to conduct the Selection of a Consultant for this O-C Consultant Services Contract, clarifying the format and the roles of attendees, as well as how to apply the **Selection Panelist Rating Sheet Guidelines for On-Call Consultant Services (1363.1)** (as applicable to the type of O-C Consultant Services Consultant) to objectively evaluate each Consultant. The CT DCS Selection Chair for the specific O-C Consultant Services Contract shall facilitate the Selection Panel Meeting with assistance from the CT DCS Process Management Unit to review the following items listed in Task No. 1. The CT DCS Selection Chair for the Selection leads all deliberations in accordance with the **Selection Chair Guidelines (1257)** (as applicable to the type of O-C Consultant Services Consultant).

NOTES:

- The CT DCS Process Management Unit Staff Member will only serve as a facilitator for **Task No.1** of the Selection Panel meeting, and is not a voting member.
- The CT DCS Process Management Unit shall designate the Selection Panel Chair.
- If any member of the Selection Panel is absent from the Selection Panel Meeting they must complete their score sheet and submit it to the Process Management Unit as soon as possible.



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

9.1 Selection Panel Member Tasks:

At the mandatory Selection Panel Meeting, the Selection Panel Members shall complete the ***Selection Panelist Sign-In Sheet for On-Call Consultant Services (1334)*** and give to the CT DCS Selection Chair. In addition, the Selection Panel Members shall have the responsibility to accomplish the following tasks:

Task No. 1	
Selection Panel Members Receive Overview Of The Following:	
1.0	On-Call Consultant Services Specific Information (Overview by a CT DCS Process Management Unit Staff Member).
2.0	Any Unique Or Technical Issues (Overview by a CT DCS Process Management Unit Staff Member and/or Applicable Expert).
3.0	RFQ Web Advertisement (Overview by a CT DCS Process Management Unit Staff Member).
4.0	QBS Submittal Booklets (Overview by a CT DCS Process Management Unit Staff Member).
5.0	<i>Selection Panelist Rating Sheet for On-Call Consultant Services (1363)</i> for each On-Call Consultant (as applicable to the type of O-C Consultant Services Consultant). (Overview by a CT DCS Process Management Unit Staff Member).
6.0	<i>Selection Panelist Rating Sheet Guidelines for On-Call Consultant Services (1363.1)</i> (as applicable to the type of O-C Consultant Services Consultant). (Overview by a CT DCS Process Management Unit Staff Member).

NOTES:

The CT DCS Process Management Unit 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	
Selection Panel Members Shall Review All Of The Following Selection Documents for Each On-Call Consultant:	
1.0	RFQ Web Advertisement.
2.0	QBS Submittal Booklets.
3.0	CT DCS Past Performance Evaluations (As available).
4.0	Existing Phone References (As available).
5.0	New Phone References (As available).

NOTES:

None of the above Selection documents shall be allowed to be removed from CT DCS for review at any time prior to or during the Selection stage.



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

9.1 Selection Panel Member Tasks (continued):

Task No. 3 Selection Panel Members Shall Evaluate & Rate All Selection Documents for Each On-Call Consultant:										
1.0	<p>Selection Panel Members shall utilize the <i>Selection Panelist Rating Sheet for On-Call Consultant Services (1363)</i> (as applicable to the type of O-C Consultant Services Consultant), and the <i>Selection Panelist Rating Sheet Guidelines for On-Call Consultant Services (1363.1)</i> (as applicable to the type of O-C Consultant Services Consultant) to evaluate and rate all Selection Documents for each On-Call Consultant. The Selection Panel Members shall use the following Selection Criteria Categories for evaluating and rating all documents:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: center;">Selection Criteria Categories</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">Problem Solving Capabilities for this On-Call Contract</td></tr> <tr><td style="text-align: center;">Organizational / Team Structure for this On-Call Contract</td></tr> <tr><td style="text-align: center;">Past Performance Record</td></tr> <tr><td style="text-align: center;">Approach to the Work Required for this On-Call Contract</td></tr> <tr><td style="text-align: center;">Contract Oversight Capabilities for this On-Call Contract</td></tr> <tr style="background-color: #e0e0e0;"> <th style="text-align: center;">Additional Criteria Considerations</th> </tr> <tr><td style="text-align: center;">CT Code Expertise</td></tr> <tr><td style="text-align: center;">Micro Business</td></tr> </tbody> </table>	Selection Criteria Categories	Problem Solving Capabilities for this On-Call Contract	Organizational / Team Structure for this On-Call Contract	Past Performance Record	Approach to the Work Required for this On-Call Contract	Contract Oversight Capabilities for this On-Call Contract	Additional Criteria Considerations	CT Code Expertise	Micro Business
Selection Criteria Categories										
Problem Solving Capabilities for this On-Call Contract										
Organizational / Team Structure for this On-Call Contract										
Past Performance Record										
Approach to the Work Required for this On-Call Contract										
Contract Oversight Capabilities for this On-Call Contract										
Additional Criteria Considerations										
CT Code Expertise										
Micro Business										

- NOTES:**
- Selection Panel Members must rate the submittal qualifications of each individual On-Call Consultant against the Selection Panel Criteria Categories and associated Rating Points (point values modified as applicable).
 - Selection Panel Members must not rate individual submittal qualifications in comparison to each other.
 - An authorized observer approved by the CT DAS Commissioner may monitor the Selection process. The authorized observer must complete the ***Selection Observer Certification for On-Call Consultant Services (1361)***.

9.2 Conclusion Of Each Individual On-Call Consultant Selection Evaluation and Rating:

After the Selection Panel Members have evaluated and rated the Selection Documents for an individual On-Call Consultant, the CT DCS Selection Panel Chair shall collect the ***Selection Panelist Rating Sheet for On-Call Consultant Services (1363)*** (as applicable to the type of O-C Consultant Services Consultant) from each Panel Member. The CT DCS Selection Panel Chair will scan the grades to determine whether any Panel Members' grades are within two (2) grades (example: A and C grades) of each other for a Selection Criteria Category or if there were any responses deemed "Unacceptable" for any of the Selection Criteria Categories. The purpose of this scan is to look for any significant inconsistency in the ratings by the various Panel Members. As a result of the scan, several outcomes may occur:



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

9.2 Conclusion Of Each Individual On-Call Consultant Selection Evaluation and Rating (Continued):

Selection Panel Chair – Potential Outcomes of Scanning the Selection Panelist Rating Sheet for On-Call Consultant Services (1363)	
Outcome 1:	No Rating Discrepancy:
	If Panel Members are within one grade of each other, and there are no ratings of “F”, or “Unacceptable,” and there are no further questions concerning the Selection, then this Selection evaluation is concluded and the next Selection Rating Score shall begin for the next On-Call Consultant’s Selection Documents.
Outcome 2:	Rating Discrepancy:
	If the Selection Chair finds a discrepancy (if Selection Panelists are not within one grade of each other), 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 Selection 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 shall begin for the next On-Call Consultant’s Selection Documents

Discrepancy Resolutions:	
A.	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 Selection Panelist Rating Sheet for On-Call Consultant Services (1363) (as applicable to the type of O-C Consultant Services Consultant) and initialed. The Selection Panel Member must document the reason for the change on their Selection Panelist Rating Sheet for On-Call Consultant Services (1363) (as applicable to the type of O-C Consultant Services Consultant).
	or
B.	A Selection Panel Member may still choose not to change his or her grade. Then their original grade shall remain. <i>(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).</i>
	and/or
C.	Based on this discussion, other Selection Panel Members may also chose to revise their scores, supplying a written justification for the change and initialing this grade change on their Selection Panelist Rating Sheet for On-Call Consultant Services (1363) (as applicable to the type of O-C Consultant Services Consultant).

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

The CT DCS Selection Chair shall thank the Selection Panel for their participation and dismiss them. The CT DCS Selection Chair shall ensure that all of the following documents are signed (as applicable), collected, and delivered to the CT DCS Process Management Unit for scoring:

- **Selection Panelist Sign-In Sheet for On-Call Consultant Services (1334)**
- **Selection Observer Certification for On-Call Consultant Services (1361)** (as applicable);
- **Selection Panelist Rating Sheet for On-Call Consultant Services (1363)** for each On-Call Consultant, and from each Selection Panel Member; and
- **All Other Selection Documents** (as applicable).



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

10.0 Computing Final Selection Rating Scores:

The Consultant must submit a **Qualification Based Selection (QBS) Submittal Booklet** as described below. 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 (O-C) Consultant contract. The O-C Consultant Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. The following are the rating point weights for the Selection Criteria Categories:

Criteria Number	Selection Criteria Categories	Rating Points
1	Problem Solving Capabilities for this O-C Contract	30
2	Organizational / Team Structure for this O-C Contract	25
3	Past Performance Record	20
4	Approach to the Work Required for this O-C Contract	15
5	Contract Oversight Capabilities for this O-C Contract	10
-	Available Rating Points per each O-C Panel Member per O-C Consultant	100
-	Available Rating Points for-three (3) Panel Members per O-C Consultant	300
-	Additional Criteria Considerations	-
-	Available Rating Points for CT Code Expertise per O-C Consultant	10
-	Available Rating Points for Micro Business per O-C Consultant	10
-	Total Available Points per O-C Consultant	320

10.1 CT Code Expertise, Micro Business, & MBE Certification:

The Connecticut General Statutes (C.G.S.) requires “**additional criteria to be considered**” by Consultant Services Selection Panels in selecting the most qualified firms for the following types of Consultant Services as defined by **C.G.S.§4b-55(b)**: “**Consultant**” means (1) 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 (2) any planner or financial specialist. The “**additional criteria to be considered**” for **On-Call Consultant Services** are as follows:

10.1.1 CT Code Expertise (C.G.S.§4b-57 (b)):

The On-Call Consultant should insert **one (1)** copy of the resume of the firm's staff member who is a licensed Connecticut Building Official, with “*knowledge of this state's building and fire codes*” and that has CT Code Expertise with “Work of Similar Size and Scope as Required for this Selection” behind the Division 6 Tab of their **QBS Submittal Booklet** (Not Applicable to On-Call Construction Administration Selections).

If a firm's staff member resume demonstrates that they have CT Code Expertise with “*Work of Similar Size and Scope as Required for this Contract*” then the firm shall receive an additional **ten (10)** “CT Code Expertise” points that shall be applied toward the firm's Final Selection Rating Score.

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

C.G.S.§4a-59 (c) defines a “Micro Business” as a “business with gross revenues not exceeding three million dollars in the most recently completed fiscal year”. The On-Call Consultant should insert **one (1)** copy of information sufficient to establish the firm as a “Micro Business” behind the Division 6 Tab of their **QBS Submittal Booklet**.

If a firm supplies sufficient documentation establishing that they are a “Micro Business” then the firm shall receive an additional **ten (10)** “Micro Business” points that shall be applied toward the firm's Final Selection Rating Score.



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

10.1.3 Minority Business Enterprise (MBE) Certifications:

CT DCS intends to select at least **one (1)** Minority Business Enterprise (MBE) Consultant out of the total number of O-C Consultants designated for a specific O-C Consultant Contract. CT DCS will follow the selection procedures referenced above to evaluate the QBS Submittals. If no MBE firms are within the initial list of firms recommended for selection, CT DCS will select the highest scoring MBE firm as long as such firm is qualified to perform the required services and can meet all required contract terms and conditions.

To participate, a small or minority-owned business must register with the CT DAS whose responsibility is ensuring the business meets the qualification set by law. **For more information on SBE & MBE Certification see Department of Administrative Services Website: <http://das.ct.gov/cr1.aspx?page=222>**

10.1.3.1 Small Business Enterprise (SBE) Certification: If applicable, the On-Call Consultant should insert **one (1)** copy of their Small Business Enterprise (SBE) Certification behind the Division 6 Tab of their **QBS Submittal Booklet**.

10.1.3.2 Minority Business Enterprise (MBE) Certification: If applicable, the On-Call Consultant should insert **one (1)** copy of their Minority Business Enterprise (MBE) Certification behind the Division 6 Tab of their **QBS Submittal Booklet**.

10.2 Tasks for Computing Final Selection Rating Scores:

The CT DCS Process Management Unit shall perform the following Tasks to compute the O-C **Final Selection Rating Scores**:

Task	Tasks to Compute Final Selection Rating Scores:
1.0	CT DCS Process Management Unit Receives Selection Documents
	<p>The CT DCS Process Management Unit shall receive the following from the CT DCS Selection Chair:</p> <ul style="list-style-type: none"> • Selection Panelist Sign-In Sheet for On-Call Consultant Services (1334) • Selection Observer Certification for On-Call Consultant Services (1361) (as applicable); • Selection Panelist Rating Sheet for On-Call Consultant Services (1363) for each On-Call Consultant, and from each Selection Panel Member; and • All Other Selection Documents (as applicable).
2.0	CT DCS Process Management Unit Computes the Final Selection Rating Scores
	<p>The CT DCS Process Management Unit "Transcriber" shall enter each Grade (A or B or C or D) for each Selection Criteria Category, for each Consultant, from each panel member's Selection Panelist Rating Sheet for On-Call Consultant Services (1363) (as applicable to the type of O-C Consultant Services Consultant), into the Selection Rating Calculation Spreadsheet (1266).</p> <p>The Selection Rating Calculation Spreadsheet (1266) computes the Final Selection Rating Scores for each Consultant by totaling each Consultant's Total Selection Grade Points, CT Code Expertise Points (as applicable), and Micro Business Points (as applicable).</p>
3.0	CT DCS Process Management Unit Provides Computation Verification
	<p>The CT DCS Process Management Unit "Reviewer", who was not involved in the original selection computation, shall independently review and check the original selection computation for accuracy. The completed Selection Rating Calculation Spreadsheet (1266) shall be signed by both the CT DCS Process Management Unit "Transcriber" and the CT DCS Process Management Unit "Reviewer".</p>



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Task	Tasks to Compute Final Selection Rating Scores: (Continued)
4.0	<p>CT DCS Process Management Unit Prepares Selection Recommendation</p> <p>Dependent upon the O-C Consultant Services Contract needs, the requisite number of O-C Consultants with the highest final scores will be recommended in rank order to the CT DAS Commissioner for Conditional Selection.</p>

11.0 Preparation of Selection Recommendation:

Per Section 4b-57 “The Selection Panel shall submit a list of the most qualified Consultants to the CT DAS Commissioner for his consideration unless fewer than three responses for a particular project have been received, in which case, the panel shall submit the names of all Consultants who have submitted responses.”

The CT DCS Process Management Unit shall submit a **Selection Recommendation and Approval (1267)** to the CT DAS Commissioner who shall make the final Selection from the list of most qualified On-Call Consultants submitted by CT DCS Process Management Unit. If the CT DAS Commissioner does not select the highest rated On-Call Consultant listed by the Selection Panel, he or she shall prepare a written explanation of such decision.

All Selection documents shall be available for public inspection after execution of the negotiated contracts with the selected On-Call Consultants.

11.1 Conditional Selection:

After the CT DAS Commissioner has made the Selection, the CT DCS Process Management Unit shall send a **Conditional Selection Notification Letter (1268)** to the successful On-Call Consultants.

11.2 Selection Results Notification:

The CT DCS Process Management Unit shall send a **Selection Regret Letter (1270)** to all other On-Call Consultants who were not selected, and will send the **Selection Results (1271)** to the Selection Panel Members, advising them of the results.

12.0 Selection Documents Filing Protocol:

Securely bound copies of the QBS Submittal Booklets reviewed by the CT DCS Selection Panel shall be returned to CT DCS Process Management Unit. All Selection Documents and the **Selection Records Checklist (1298)** will be filed with the CT DCS Process Management Unit and CT DCS Project Manager (as applicable).

Completed **Consultant Evaluation Forms** and **Phone References** will be filed with the CT DCS Process Management Unit in the Consultant’s Evaluation Folder.

All rating information shall be treated as confidential and is not releasable until final contract signing and approval by the Office of the Attorney General. Upon execution of the contract, other Consultants may request a copy of the **Selection Panelist Rating Sheet for On-Call Consultant Services (1363)** from the CT DCS Process Management Unit.



0330

On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

13.0 On-Call Consultant Services Contract Awards:

13.1 Supplemental Contract Requirements:

The final selection of a firm is conditional upon the firm submitting various professional credentials, business credentials, and insurance requirements to CT DCS for review and approval. Therefore, within twenty-one (21) calendar days of receipt of a **Conditional Selection Notification Letter (1268)**, 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 are found in **Credentials and Insurance Requirements (1150)**, located on the CT DCS Website under "DCS Library". If there are questions contact the CT DCS Legal Unit 860 713-5680.

Note: Failure of a conditionally selected firm to submit all of the required professional documents credentials, business credentials, and insurance requirements to CT DCS for review and approval within the twenty-one (21) day calendar deadline may result in the firm's submittal being deemed deficient and CT DCS shall then proceed to the next highest rated firm.

13.2 On-Call Contract Award:

Each O-C Consultant Services Contract shall be awarded for a specific type of architectural, engineering, and consultant service with a maximum total fee limit and total contract time duration. All On-Call contracts must be approved by the CT DAS Commissioner and the Office of the Attorney General.

13.3 Debriefing of Firms Not Selected

All On-Call Consultants wishing to obtain feedback on their QBS Submittal Booklet or their Non-Selection may do so by contacting the CT DCS Process Management Unit. The CT DCS Selection Administrator or another designee is exclusively responsible for conducting a debriefing with Consultants who were not chosen.

14.0 On-Call Consultant Services Contract Task Assignment:

Selected On-Call Consultants are listed in rank order of their Final Selection Rating Scores and placed on the CT DCS On-Call Consultant Services Contract List.

14.1 Request Selection of On-Call Consultant:

When an O-C Consultant Services Contract Task is requested for a specific type of CT DCS On-Call Consultant Service, then a consultant is selected in consecutive order from the CT DCS On-Call Consultant Contract List and assigned a Task.

14.2 Scope Meeting, Fee Negotiation, and Task Letter:

Task	O-C Contract Task Assignment Procedures
1.0	<p>O-C Contract Task Assignment:</p> <p>The CT DCS Project Management Staff member assigned to manage the project shall submit an On-Call Selection Request (1135) to the CT DCS Chief Architect (or Chief Engineer in his absence). The CT DCS Chief Architect (or Chief Engineer in his absence) shall determine the applicable type of On-Call Consultant Services Contract appropriate for the specific project.</p> <p>The CT DCS Chief Architect (or Chief Engineer in his absence) shall sequentially assign the O-C Contract Task to an O-C Consultant from the appropriate On-Call Consultant Contract List.</p>



0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Task	O-C Contract Task Assignment Procedures
2.0	Selection Approval: The CT DCS Chief Architect (or Chief Engineer in his absence) shall assign an On-Call Task Number to the Task and submit the On-Call Selection Request (1135) to the CT DAS Commissioner for the review and approval of the O-C Contract Task Assignment.
3.0	Consultant Notification: Upon the review and approval of the On-Call Selection Request (1135) by the CT DAS Commissioner, the sequentially selected O-C Consultant shall be notified of the Contract Task assignment by both phone and a letter.
4.0	O-C Contract Task Scope Meeting: A scope meeting shall be conducted by the CT DCS PM with the selected firm to discuss the O-C Contract Task scope, budget, and details for required services of consultant firm.
5.0	O-C Contract Task Notice To Proceed: The On-Call Consultant shall then submit a detailed fee proposal. Once the scope and fee has been negotiated, the CT DCS Project Management Staff member assigned to manage the project shall write an O-C Contract Task Letter and submit it to the CT DCS Legal Unit for processing. Prior to the start of the work the On-Call Consultant must receive a signed, Commissioned O-C Contract Task Letter and written notice to proceed by the CT DCS Project Management Staff member assigned to manage the project.

Note:

*The sum of the fees for all individual Tasks performed for each On-Call Consultant Service Contract shall **not exceed** the designated Maximum Fee of the O-C Consultant Service Contract.*

End

**0330 - On-Call (O-C) Consultant Services Selections &
Task Assignment Procedure Manual**



0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Page 19 of 21

Appendix A - Descriptions of On-Call Consultants Contracts

1. Claims Analysis Consultant (ANLY):

The On-Call Claims Analysis Consultant examines and assesses claims for compensation or damages asserted by, or against, the State arising from a CT DCS construction project. The Consultant should have experience with claims submitted by either a design professional or contractor on institutional projects and knowledge of various types of construction scheduling and field/home office costs.

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

The On-Call Architect Consultant provides a broad range of services including studies of state buildings, designs for new construction and renovations, interior design, and oversight during construction. The Consultant should bring extensive experience of working on different institutional building types and knowledge of client needs. The Consultant understands material requirements that should be used to address those needs. On projects involving interior renovation of a space or reutilization of rooms/floors and found space, the Consultant provides layouts to demonstrate to Client Agencies the potential of these spaces. Many of the areas are within institutional space that has special requirements and access. The Consultant should have experience with institutional space and the specific requirements, including access associated with such space. The Consultant should also have knowledge of types of furniture systems to provide a quick analysis for budgets.

2.1 MBE Architect Consultant for Minor Capital Projects (MBE-ARC):

Similar to the On-Call Architect Consultant, the On-Call "Minority Business Enterprise (MBE)" Architect Consultant 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. This new On-Call contract, for projects having a total construction budget of **two million** dollars (**\$2,000,000**) or **less**, will be completely set aside for participation by MBE Architect Consultants that are certified by the State Department of Administrative Services ("DAS"). The maximum On-Call Consultant's Fees for all Tasks performed under this On-Call Contract shall not exceed fees of **three hundred thousand** dollars (**\$300,000**).

3. Claims Auditor Consultant (AUD):

The On-Call Auditor Consultant examines and verifies the financial records involved in construction projects. The Consultant's knowledge and experience with construction enables them to determine the actual project costs related to particular claims including cost mark-ups allowed under contract for any change directive.

4. Construction Administration Consultant (CA):

The On-Call Construction Administration Consultant provides extensive construction oversight on behalf of CT DCS staff, including compliance with contract documents and schedule. The Consultant's primary business is construction administration (and not design or performing construction work), and they bring experience with institutional building projects.



0330 On-Call (O-C) Consultant Services Selections & Task Assignment Procedure Manual

Page 20 of 21

Descriptions of On-Call Consultants Contracts (continued)

5. Civil Engineering Consultant (CIV):

The On-Call Civil Engineering Consultant 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. This new On-Call contract, for projects having a total budget of two million dollars or less, will be completely set aside for participation by MBE Civil Engineering Consultants that are certified by the State Department of Administrative Services ("DAS").

5a. MBE Civil Engineer Consultant for Minor Capital Projects (MBE-CIV):

Similar to the On-Call Civil Engineer Consultant, the On-Call "Minority Business Enterprise (MBE)" Civil Engineer Consultant provides a broad range of services related to site issues on State property. The Consultant should have experience with a variety of different site matters, particularly where the site area is limited, and should be knowledgeable about devising solutions. This new On-Call contract, for projects having a total construction budget of **two million** dollars (**\$2,000,000**) or **less**, will be completely set aside for participation by MBE Civil Engineer Consultants that are certified by the State Department of Administrative Services ("DAS"). The maximum On-Call Consultant's Fees for all Tasks performed under this On-Call Contract shall not exceed fees of **three hundred thousand** dollars (**\$300,000**).

6. Energy Consultant (ENGY):

The On-Call Energy Consultant provides studies and, at times, design criteria, for CT DCS projects in order for the projects to comply with the State's High Performance Building Standards. The Consultant should have working knowledge of all aspects of the statutory and regulatory requirements related to High Performance Building Standards, and the ability to apply them regardless of the size of the project.

7. Environmental Engineering Consultant (ENV):

The On-Call Environmental Engineering Consultant advises on various environmentally-related matters that arise on CT DCS or other agency projects. Knowledge of a variety of environmental issues, and DEEP/EPA requirements for addressing such issues, is important for this On-Call Consultant.

8. Environmental Policy Act Consultant (EPA):

The On-Call Environmental Policy Act Consultant contract is similar to both the Environmental Engineering Consultant and Energy Consultant contracts, in terms of the services provided to the State. The Consultant is principally utilized to identify Connecticut Environmental Policy Act (CEPA) and National Environmental Policy Act (NEPA) issues for a given project as well as the requirements to address them. The Consultant, consequently, should have extensive experience and knowledge of various CEPA and NEPA requirements and their applicability to a particular project.

9. Hazardous Materials Consultant (HAZ):

The On-Call Hazardous Materials Consultant provides such services as the preparation of reports, plans, specifications and cost estimates for various State-owned buildings. Work 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 CT Department of Public Health.



0330
**On-Call (O-C) Consultant Services Selections &
Task Assignment Procedure Manual**

Descriptions of On-Call Consultants Contracts
(continued)

10. Multi-Disciplined Engineering Consultant (MDE):
The On-Call Multi-Disciplined Engineering Consultant, as the title suggests, has the ability to provide services in a variety of specialized disciplines including structural, mechanical/electrical and civil. Having all of the services in the one firm provides better coordination and efficiencies on CT DCS projects.
11. Mechanical, Electrical, & Plumbing Engineering Consultant (MEP):
The On-Call MEP Engineering Consultant is a specialty On-Call consultant that has engineers for mechanical, electrical and plumbing systems within its firm. This On-Call contract is utilized when it would be too difficult to undertake one of these activities without involving another.
12. Roofing Consultant (ROOF):
The On-Call Roofing Consultant provides a range of services relating to the issues arising from various roofing systems on state buildings. The Consultant should have knowledge of different types of roofing systems, and experience resolving waterproofing issues and moisture penetration problems.
13. Scheduling Consultant (SCHL):
The On-Call Scheduling Consultant assists in developing construction schedules and cost-estimating. The Consultant should have knowledge of Microsoft Project and Oracle Primavera products.
14. Structural Engineering Consultant:
The On-Call Structural Engineering Consultant provides structural design services on projects and systems, including foundation, wall, column, and beam designs of a broad range and size. The Consultant should have experience with a range of building types and systems, and knowledge of various bearing capacities of soils commonly found in Connecticut.
15. Telecommunications Consultant (TEL):
The On-Call Telecommunications Consultant is used exclusively on Board of Regents projects where permission has been obtained from the CT Department of Administrative Services "Bureau of Enterprise Systems and Technology" to undertake small projects, and involves advice and design for both data and telecom projects.
16. 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. Some background in structural engineering will help in evaluating the condition of parking garages.

END
Appendix A
Descriptions of On-Call Consultants Contracts
**0330 - On-Call (O-C) Consultant Services Selections &
Task Assignment Procedure Manual**