



## DEPARTMENT OF ADMINISTRATIVE SERVICES

Construction Services - Office of Legal Affairs, Policy & Procurement  
450 Columbus Boulevard, 13<sup>th</sup> Floor - North Tower  
Hartford, Connecticut 06103

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### Procedures & Information For Contractor Pre-Selection (Minor Capital Projects \$500,000 - \$1,500,000)

#### Selection Procedure Information:

The State of Connecticut, Department of Administrative Services Construction Services (DAS/CS) has been granted the authority [CGS §4b-91(a), (5)] to **Pre-Select Contractors**, through a **Qualifications Based Selection (QBS)** procedure, to be placed on a list to bid on Minor Capital Construction Projects estimated to cost **between** five hundred thousand dollars (**\$500,000**) **and** one million five hundred thousand dollars (**\$1,500,000**) for the nine (9) "DAS Contractor Classifications of Work" listed on the following pages. **Note:** Contractor Pre-Selection is dependent upon the Prospective Contractor obtaining the **DAS Contractor Prequalification Certification** for the specific **DAS Contractor Classification of Work** stated in the DCS RFQ Web Advertisement for Contractor Pre-Selection. The **DAS Contractor Prequalification Certification** must be obtained by the **QBS Submittal Due Date** in order for the Prospective Contractor to be considered for the specific Contractor Pre-Selection.

The **Contractor Pre-Selection Procedure** has **Five (5) Steps** as summarized below:

#### Step 1 Request For Qualifications (RFQ) Web Advertisement:

DAS/CS shall publically advertise the RFQ Web Advertisements on the State Contracting Portal <http://das.ct.gov/cr1.aspx?page=12>. **NOTE:** To receive a daily DAS Biznet email alert from the State Contracting Portal announcing open RFQs, sign up for a BizNet account here: <http://das.ct.gov/cr1.aspx?page=161>. The RFQ Web Advertisements shall be for Prospective Contractors to be Pre-Selected, through a **Qualifications Based Selection (QBS)** procedure, to be placed on a list to bid on Minor Capital Construction Projects estimated to cost between \$500,000 and \$1,500,000 for the nine (9) "DAS Contractor Classifications of Work".

#### Step 2 Contractor Submittal of Qualifications:

The RFQ Web Advertisements will require Prospective Contractors to submit specific information about their qualifications for a specific "DAS Contractor Classification of Work". Within ten days of an RFQ Web Advertisement, DAS/CS shall conduct a "Non-Mandatory" Informational and Technical Assistance Meeting for all Prospective Contractors. The RFQ Web Advertisement shall contain the Date/Time/Location of the Meeting.

#### Step 3 Contractor Pre-Selection:

DAS/CS shall **evaluate the qualifications** of Prospective Contractors and **select the most qualified** Contractors to be placed on a "**Contractor Pre-Selection List**" to bid on Major Capital Construction Projects estimated to cost between \$500,000 and \$1,500,000 for one of the "DAS Contractor Classifications of Work".

#### Step 4 DAS Invitation to Bid – Contractors Pre-Selected to Bid:

When DAS/CS has a specific Minor Capital Construction Project that is estimated to cost between \$500,000 and \$1,500,000 for one of the "DAS Contractor Classifications of Work", it shall send an email alert through DAS BizNet to the Contractors who are on the "**Contractor Pre-Selection List**" to bid for that specific "DAS Contractor Classification of Work" Project.

#### Step 5 Construction Contract Award:

A Contract shall be awarded to the "**Lowest Responsible and Qualified Bidder**". The term "**Lowest Responsible and Qualified Bidder**" shall mean the bidder who is Pre-Selected and whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to faithful performance of the work based on objective criteria considering past performance.



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#### DAS Contractor Classifications of Work List:

##### 1. Electrical:

Installation, renovation, repair and maintenance of electrical wiring, circuits, panel boards, fixtures and equipment, including, such incidental or related work as is customarily performed by those in the electrical trade.

**Note:** For a Contractor to be Pre-Selected for **Electrical** they must have an **Electrical Contractor License** through the State of Connecticut Department of Consumer Protection (DCP) – see [www.ct.gov/dcp](http://www.ct.gov/dcp)

##### 2. Elevators:

The installation, maintenance and repair of elevators, handicapped accessible chair lifts, moving stairs, or dumbwaiters within a building.

**Note:** For a Contractor to be Pre-Selected for **Elevators** they must have an **Elevator Contractor License** through DCP – see [www.ct.gov/dcp](http://www.ct.gov/dcp)

##### 3. Fire Protection Sprinkler Systems:

Installation, renovation, repairs and maintenance of fire protection sprinklers in buildings, including such incidental or related work as is customarily performed by those in the Fire Protection/Sprinkler System trades.

**Note:** For a Contractor to be Pre-Selected for **Fire Protection Sprinkler Systems** they must have a **Fire Protection Contractor License** through DCP – see [www.ct.gov/dcp](http://www.ct.gov/dcp).

##### 4. General Building Construction (Group B):

The undertaking of general contracts for the construction of buildings (i.e. new construction, renovation, rehabilitation, alteration, addition, etc.). The contract must include a variety of construction practices and supervision of a minimum of three sub-trades. The contract must include a variety of construction practices and supervision of a minimum of three sub-trades. Includes most of the structures that normally house State functions. These all require normal mechanical/electrical systems for today's standards of operation for quality space, security and environmental comfort. Examples include office buildings, general classroom and administrative offices, college buildings, auditoriums and maintenance buildings.

**Note:** The General Building Construction classification does not require Contractors to be registered as a Major Contractor with DCP. However, there may be specific projects within this classification that require a Major Contractor Registration.



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(Continued)

#### DAS Contractor Classifications of Work List: (Continued)

##### 5. HVAC:

Installation, renovation, repair and maintenance of the systems and apparatus required, collectively or individually, to provide comfort heating, ventilation and/or cooling within or associated with a building, including such incidental or related work as is customarily performed by those in the HVAC trade. This category does not include sheet metal work by itself.

**Note:** If a Contractor is Pre-Selected for HVAC they must have a **Heating, Piping & Cooling Contractor License** through DCP – see [www.ct.gov/dcp](http://www.ct.gov/dcp).

##### 6. Masonry:

Installation, renovation, repair and maintenance of masonry units composed of concrete, stone, brick and the like, including such incidental or related work as is customarily performed by those in the masonry trade.

##### 7. Roofing:

The installation of various types of roofing materials including shingles, slate, rubber, PVC and related flashing and drainage systems.

##### 8. Sewer And Water Lines:

The construction, rehabilitation and/or reconstruction of waterlines, sewer lines and ancillary works.

##### 9. Sitemork:

Work customarily performed by this industry, including earthmoving activities, installation of drainage systems, utility systems and horizontal paving work not requiring mortar.

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