



DEPARTMENT OF ADMINISTRATIVE SERVICES

Construction Services - Office of Legal Affairs, Policy & Procurement
450 Columbus Boulevard, 13th 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

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

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..

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.

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. Sitework:

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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