



## 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 SBE / MBE Contractor Pre-Selection (Minor Capital Projects \$100,000 - \$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 SBE / MBE 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 one hundred thousand dollars (\$100,000) and five hundred thousand dollars (\$500,000)** for the nine (9) **“Contractor Classifications of Work”** listed on the following pages.

The **SBE / MBE 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 SBE / MBE 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 \$100,000 and \$500,000 for the nine (9) “Contractor Classifications of Work”.

#### Step 2 SBE / MBE Contractor Submittal of Qualifications:

The RFQ Web Advertisements will require Prospective SBE / MBE Contractors to submit specific information about their qualifications for a specific “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 SBE / MBE Contractors. The RFQ Web Advertisement shall contain the Date/Time/Location of the Meeting.

#### Step 3 SBE / MBE Contractor Pre-Selection:

DAS/CS shall **evaluate the qualifications** of Prospective SBE / MBE Contractors and **select the most qualified** SBE / MBE Contractors to be placed on a **“SBE / MBE Contractor Pre-Selection List”** to bid on Minor Capital Construction Projects estimated to cost between \$100,000 and \$500,000 for one of the “Contractor Classifications of Work”.

#### Step 4 DAS Invitation to Bid – SBE / MBE Contractors Preselected to Bid:

When DAS/CS has a specific Minor Capital Construction Project that is estimated to cost between \$100,000 and \$500,000 for one of the “Contractor Classifications of Work”, it shall send an email alert through DAS BizNet to the SBE / MBE Contractors who are on the **“SBE / MBE Contractor Pre-Selection List”** to bid for that specific “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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#### SBE / MBE 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 A):

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. Includes those designs that are repetitive, conventional in character, require minimum design based on pre-engineered components/systems, and that pose minimum effort by the design professional. Examples include repetitive designs, dormitories, warehouses, basic building structures without interior finishes, ceiling replacement, pre-engineered components, recreation facilities, etc.

**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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#### SBE - MBE 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. 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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