

# ADDENDUM NO. 1

Connecticut



Public Works

1210

## On-Call (O-C) Consultant Services Selection RFQ Web Advertisement

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ADV. No.: OC-DPW-ENV-0017-0020

Addendum No. 1 Date: 12.30.10

Addendum No. 1 Notes: **Bold Red Text Are Web Advertisement Revisions**  
Strikethrough Text Are Web Advertisement Deletions

Original Web Advertisement Date: December 15, 2010

Original Submittal Due date: January 14, 2011

Previous Addendums: None

Bureau of Design & Construction  
Department of Public Works  
State of Connecticut  
165 Capitol Avenue  
Hartford, CT 06106

"Project" means any state program requiring consultant services if the cost of such services is estimated to exceed three hundred thousand dollars

### Consultant Services Selection Request for Qualifications (RFQ) Web Advertisement

Adv. No.:	OC-DPW-ENV-0017-0020	Web Advertisement Date:	December 15, 2010
Selection Type:	Major Capitol Project Consultant Selection		
General Statement:	In accordance with CGS § 4b-51(d) the Commissioner may select and contract with consultants to be placed on the DPW On-Call Consultant Services Contract List in accordance with the requirements CGS § 4b-56, and 4b-57 for the On-Call Consultant Services specified below.		
Consultant Services:	On-Call General Environmental Engineering Consultant Services		
Contract Number:	OC-DPW-ENV-0017-0020		
Contract/Project Title:	Not Applicable		
Project Location(s):	Various Locations		
On-Call Consultant Services Fee(s):	Not to Exceed \$300,000.		
User Agency Name:	Department of Public Works		
Project Delivery Method:	Not Applicable.		

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<p><b>Project</b> <b>On-Call Consultant Services Description:</b></p>	<p><b>General DPW Infrastructure Environmental Engineering Support Services</b> shall provide rapid responses to DPW for various projects including but not limited to Transfer Act Site Assessments I-III (TASA), Preliminary Assessments, and Site Remediation; Pollution Prevention Plans, Regulatory Compliance Audits (air, water, solid waste, health and hazardous waste), Code Review and Environmental Site Assessment Experience and Permitting. Qualification of four [4] Firms to provide Rapid Response to the DPW &amp; its Client Agencies</p> <p><del>Consultants shall have the correct Professional Licenses and Certifications as required.</del></p> <p><del>Minimum experience with this type of evaluation and reports will be at least a five (5) year history of successful analysis, design and installation. Knowledge of current building code elements are essential. It needs to be understood that the assignments are made on a rotation basis, and rejection of an assignment by the consultant might result in cancellation of further assignments.</del></p> <p><b>The Selected Firms shall have at least one (1) "Key Personnel" Member of their Firm be licensed and insured to practice their Architectural discipline within the State of Connecticut as a "Licensed Environmental Professional (LEP)" by the CT Department of Environmental Protection; for more information visit the CTDEP Website: <a href="http://www.ct.gov/dep/cwp/view.asp?a=2715&amp;q=324978&amp;depNav_GID=1626">www.ct.gov/dep/cwp/view.asp?a=2715&amp;q=324978&amp;depNav_GID=1626</a>, and shall be properly insured, and registered to conduct business in the State of Connecticut.</b></p> <p><b>These Contracts shall run for approximately a two (2) year period and shall have an upset limit of \$300,000.00 for design/consulting and related services fees to draw upon. It needs to be understood that the assignments are made on a rotation basis, and rejection of an assignment by the consultant might result in cancellation of further assignments.</b></p>
<p><b>Designated Services:</b></p>	<p><b>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</b></p> <p>Selected Firms shall be capable of:</p> <p><b>A.)</b> Allocating proper personnel and resources; compiling and circulating quality investigative research; developing creative solutions, proposals and alternatives with potential phased implementation factored in as required; maintaining quality document production, review and control; maintaining scope, schedule and budget throughout any assigned Project or Task.</p> <p><b>B.)</b> Assuring every Client [user] Agency regarding the incorporation of the following into any Task or Project from its inception:</p> <ol style="list-style-type: none"><li>1. Agency expertise and any constraints imposed by their operational and programmatic needs, functions, uses and potential occupancy during construction (sequencing of major construction events coordinated with immediate operational needs and long-range planning objectives);</li><li>2. Agency scheduling and packaging for potential phased implementation requirements;</li><li>3. Agency personnel protection, communications and security requirements [any agency regulations, protocols and/or policies which must be adhered to for Design and/or enforced during Construction].</li></ol> <p><b>C.)</b> Interfacing with any potential, peripheral third Parties to ensure inclusion of all legal requirements, promote cooperation among disparate personnel and groups during the periods of Design and Construction;</p> <p><b>D.)</b> Interfacing with any impacted utility companies, municipalities and/or other local, state and federal agencies having jurisdiction with regard to Regulatory Requirements, Permitting, project scope, Phasing; Maintenance, Operational and Utility Interruptions.</p>

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**Affidavits Submittals:**

The Affidavit Requirements for Formal Contracts shall be determined by information found under the **Affidavit's Button** at the top left of the CT DPW home page: [www.ct.gov/dpw](http://www.ct.gov/dpw) . (Click on "introduction" see chart. Also click on "General Advice...").

- The Submitter shall provide, in the Qualifications Submission, the "Ethics Affidavit", if the contract fee is expected to exceed \$500,000.
- The Consulting Affidavit and Disclosure Affidavit should be provided within 21 days after the notice of selection.
- At the time of the Contract execution, the Consultant shall be required to sign the "Gift and Campaign Contribution Certification" if contract fee is equal to or greater than \$50,000. The Gift and Campaign Contribution Certification states that you, your company, and specified other individuals have given no gifts to DPW personnel and other individuals set forth in the Certification. For the purpose of signing the Certification "the date DPW began planning the subject project or services" is the date noted below. Pursuant to Connecticut General Statute 4-252(d) any bidder, proposer or person who responded to a request for qualifications for a contract with a value equal to or greater than \$50,000 who does not make this certification at the time of the contract execution shall be disqualified. The noted \$50,000 or greater value is based on Executive order #7C dated July 13, 2006. The most accurate information concerning affidavits and the Gift and Campaign Contribution Certification can be found by going directly to the DPW web page at [www.ct.gov/dpw](http://www.ct.gov/dpw) , clicking on the **Affidavits** link and then carefully reviewing all of the documentation presented (including but not limited to the Introduction link and General Advice for Filling Out Affidavits and Resolutions/Certificates of Authority link. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder.

With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. (See, SEEC Form 11 is available on the State Elections Enforcement Commission Website at [www.ct.gov/seec](http://www.ct.gov/seec) and clicking in their "Forms" link).

**Questions concerning the affidavits can be directed to the DPW Legal Services Division at 860-713-5680.**

**Qualifications Based Selection (QBS):**

This Qualification Based Selection (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 this specific contract. The Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For the screening phase of the this selection the following are the rating point weights for the screening criteria categories:

Criteria Number	Architect / Engineer Screening Criteria Categories	Rating Points
1	Past Performance Record	20
2	Experience with Work of Similar Size and Scope as Required for this Contract	35
3	Organizational / Team Structure	30
4	Partnering Experience	15
<b>Points per Interview Panel Member Points</b>		<b>100</b>

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<b>QBS Submittal Booklet Requirements:</b>	<p>1.0 Go to the DPW Website: <a href="http://www.ct.gov/dpw">www.ct.gov/dpw</a></p> <p>2.0 At the top of the DPW Home Page click on the <b>Publications</b> link.</p> <p>3.0 Under the <b>Alphabetical Listings</b> title click on the <b>QBS Submittal Booklet Requirements</b> link.</p> <p>3.1 <b>Delete Division 6 – CT Code Expertise and Site Proximity;</b></p> <p>4.0 For reference and also see the <b>Selection &amp; Bidding Manual</b>.</p>														
<b>Qualification Submittal Deadline and Location:</b>	<p>Deadline for the receipt of the QBS Submittal Booklets is: <b>3 p.m, Friday January 14, 2011</b></p> <p>State Office Building Department of Public Works Room 261 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><b>IMPORTANT NOTE:</b> Failure to the submit properly formatted QBS Submittal Booklets with all of the required contents including the affidavits and Certificate of Authority, by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>														
<b>RFQ Contacts:</b>	<table><tr><td><i>For General QBS Requirements:</i></td><td><i>For this Consultant Services Contract:</i></td></tr><tr><td><b>DPW QBS Unit Supervisor:</b></td><td><b>OR DPW Selection Unit Secretary</b></td></tr><tr><td>Randy Daigle, QBS Unit Supervisor</td><td>Rose Mitchell, Selections Secretary</td></tr><tr><td>Room 261</td><td>Room 261</td></tr><tr><td>165 Capitol Avenue</td><td>165 Capitol Avenue</td></tr><tr><td>Hartford, Connecticut 06106</td><td>Hartford, Connecticut 06106</td></tr><tr><td>Email: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a></td><td>Email: <a href="mailto:rose.mitchell@ct.gov">rose.mitchell@ct.gov</a></td></tr></table> <p><b>IMPORTANT NOTE:</b> Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.</p> <p><b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b></p>	<i>For General QBS Requirements:</i>	<i>For this Consultant Services Contract:</i>	<b>DPW QBS Unit Supervisor:</b>	<b>OR DPW Selection Unit Secretary</b>	Randy Daigle, QBS Unit Supervisor	Rose Mitchell, Selections Secretary	Room 261	Room 261	165 Capitol Avenue	165 Capitol Avenue	Hartford, Connecticut 06106	Hartford, Connecticut 06106	Email: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a>	Email: <a href="mailto:rose.mitchell@ct.gov">rose.mitchell@ct.gov</a>
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Email: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a>	Email: <a href="mailto:rose.mitchell@ct.gov">rose.mitchell@ct.gov</a>														

END

On-Call (O-C) Consultant Services  
Request for Qualifications (RFQ)  
Web Advertisement

**Randy Daigle** - Project Manager- QBS Unit Supervisor  
Room 261  
165 Capitol Avenue  
Hartford, Connecticut  
860-713-5696

End of Addendum No. 1

CC: H. Herring, P. Babey, R. Mitchell, J. Bolton, File