



## **Connecticut Port Authority**

**Request for Qualifications  
For**

**Construction Administration Services**

RFQ No. - CPA0020-0020

**For**

**Infrastructure Improvements to Connecticut  
State Pier – New London, CT**

---

## I. PURPOSE

---

The Connecticut Port Authority (hereinafter “Authority”) is seeking to engage one (1) professional Construction Administration (CA) firm to provide owner’s representative services in support of the Infrastructure Improvements at the Connecticut State Pier New London consistent with the description and schedule for the work identified in the Harbor Development Agreement (HDA). . The work is intended to create a heavy lift port facility totaling approximately 24 acres to accommodate and support Wind Turbine Generation (WTG) staging or other port activities. The scope of work has three components: – (1) uplands work consisting of building, site and utility demolitions, installations of new electric, storm, wastewater, and potable water utilities, and comprehensive site grading; (2) Northeast Bulkhead work consisting of the demolition of pier platform and in-water dolphins, dredging and seabed preparation, as well as new installations of a bulkhead, pier supported platform, and utility services; (3) State Pier and CVRR Pier work consisting of partial demolition of existing pier structures, installations of new pier structures, bulkheads, and platform surfaces, dredging, seabed preparation, extensive fill at the central wharf and final utility services and pier/port accessories necessary to complete the project.

It is anticipated this may be a multi-phased project, and the delivery method will utilize either a lump-sum or Guaranteed Maximum Price (GMP) payment method. The estimated cost of construction is approximately \$130,000,000.

### Key Selection and Solicitation Dates

RFQ Submission Due:	April 08, 2020 2:00 PM
Shortlist Notification:	April 13, 2020
Interviews:	April 15, 2020 Times TBD
Conditional Selection Notification:	April 17, 2020
CPA Board Selection Approval:	April 21, 2020
Notice to Proceed:	May 20, 2020

All interested firms are invited to a non-mandatory site walkthrough on March 24, 2020 at 10:00.

## II. SCOPE OF SERVICES AND/OR ITEMS REQUIRED

---

A. The Connecticut Port Authority is seeking a qualified firm to provide appropriate Construction Administration Services to the Authority. The services to be performed will include, but will not be limited to the following, collectively referred to as “Services:”

**1. CA Preconstruction Phase Services: The CA shall act on behalf of the authority to ensure the design meets all requirements to achieve the goals of the project.**

- Analysis & review of Project Delivery Work Schedule for design, procurement, and construction milestones.
- Design schedule analysis and recommendation for improvement.
- Creation and updating project master schedule.
- Creation and updating of construction schedule, installation and procurement sequences, and Field Operation Analysis. Provide recommendations for efficiency, schedule improvements, and potential cost savings measures.
- Participation in all Design Phase Meetings.

- Review and Reporting of Design Documents.
- Review and Reporting of Constructability.
- Review and Reporting of Construction Cost Estimate.
- Construction Estimate Cost Reconciliation with Owner, agency, CMR and A/E.
- Review and Reporting of Applications for Payment by the Engineer of Record (EOR) or other consultant under contract with parties to the HDA for services provided in connection with the project.
- Provide reporting to, and participate in, the Joint Technical Commission (JTC) as requested.
- Monthly progress reports including document development, schedule, permitting, etc.
- Establish and manage a project dedicated web-page for the receipt, storage, and dissemination of project submissions.
- Identify, recommend and develop early work packages for procurement of materials or execution of limited scope of work. Develop General Conditions and front-end specifications for inclusion in the project documents.

**2. CMR Selection and Procurement Services:**

- The CA services and responsibilities shall include the development of qualitative criteria and material for the solicitation, identification and recommendation of qualified CMRs. The CA shall develop a schedule for solicitation with respect to project milestones and lead this effort on behalf of the Authority.
- Establish qualification criteria, and manage notices and advertisement of the work.
- Establish and manage Pre-Bid Meeting(s).
- Review of Bid Packages.
- Participation in trade contractor Scope Meetings.
- Bid Analysis.
- Analyze construction schedule and sequence and provide recommendations etc.
- Refine scope of early work trade packages or procurement opportunities in conjunction with the selection of the CMR.

**3. CA Construction Phase Oversight Services:**

- Review and comment on and monitor construction schedules.
- Provide expert services to review and comment on the CMR's baseline and updates to the CPM Schedule
- Lead & keep record of Construction Phase Meetings.
- Review, comment on and monitor Safety Plan.
- Review, comment on and monitor schedule of values.
- Review and recommend any requisitions for partial payments.
- Review and Maintain Project Records and Status via PM Web.
- Monitor and comment on all special inspections and reports.
- Review & Reporting for Project documentation records management and associated reporting.

- Review, monitor, coordinate, and report on all Requests For Information (RFI's), Construction Change Directives (CCD's), Change Orders (CO's).
- Monitor and comment on the construction budget.
- Participate in project closeout procedures.
- Manage all claims and disputes.
- Review and maintain record of all contractor certificates, qualifications, and licenses.
- Review and verify materials supplied for the project and fabrication sites as applicable.
- Engage, coordinate, act as the liaison for construction activities (on-shore and in-water) with all stakeholders including but not limited to: US Coast Guard/Harbor Master, New London Harbor Commission, SHIPO, Cross Sound Ferry, EB, DEEP, USACE or other interested parties or stakeholders.
- Development of monthly report to the Joint Technical Committee.

#### 4. **CA Construction Scheduler Services:**

- The CA is required to employ or retain the services of a professional Construction Scheduler during the Pre-Construction and the Construction Phases of the Project. The **Construction Scheduler** services shall include but not be limited to reviewing, analyzing, and reporting on CPM schedules produced by the Construction Manager (as applicable) and submitted to the CA and the Authority. The Construction Scheduler shall possess demonstrated proficiency in CPM schedule methodology. The Construction Scheduler shall have at least five (5) years of verifiable experience as the person primarily responsible for preparing and maintaining detailed project schedules on projects of the same or similar size and nature as this project. The Construction Scheduler shall attend meetings pertaining to scheduling and progress of the work including all progress meetings.
- **IMPORTANT NOTE:** The resume of the Construction Scheduler **shall** be included in your firm's submittal.

### B. **Consultant Selection Submission Procedures**

#### 1. **Create a BizNet Account:**

- Create a Business Network (BizNet) account in the State of Connecticut web-based platform by clicking the following link and following all instructions: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>.
- Click on the following link for information regarding creating BizNet Accounts: <https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts>

#### 2. **Delivery of Submission and Upload of Affidavits and Certifications:**

- The full submission including certain Affidavits and Certifications shall be delivered via email in pdf to the official contact prior to the deadline.
- Electronically upload the Affidavits and Certifications listed below prior to the QBS Submittal Deadline.

- Click on the following link for additional information about uploading Affidavits and Certifications:  
<https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts>

- Completed Affidavits and Certifications to be Submitted

- Form – 1 Affidavit of Third Party Fees
- Form – 2 Campaign Contribution and Solicitation Limitations
- Form – 3 Affidavit Concerning Nondiscrimination
- Form – 4 Consulting Agreement Affidavit,  
Affidavit Concerning Consulting Fees
- Form – 5 Gift and Campaign Contribution Certification
- Form – 6 Commission on Human Rights and Opportunities
- Form – 7 OPM Iran Certification

**NOTE:** Failure to **properly complete, sign, date, and upload** all of the required Affidavits and Certifications to BizNet **prior** to the QBS Submittal Deadline **may** result in the firm’s submittal being deemed deficient and the firm **may not** be allowed to pursue this specific Contract. Violations of Affidavits and Certifications (including, but not limited to, CGS §9-612(f)(2)(A)), **may** result in disqualification from entering into a contract with the Authority. Once uploaded, Affidavits and Certifications shall be updated and submitted as required by law.

### III. CONTRACT PERIOD

---

The Authority anticipates that the successful proposer will commence work on or about May 20, 2020 and will be contracted to work until December 31, 2022.

Key Project Milestones (subject to change)

30% Design Documents Due:	June 01, 2020
60% Design Documents Due:	July 28, 2020
90% Design Documents Due:	October 06, 2020
Construction Duration:	October 23, 2020 – October 06, 2022

### IV. CONSULTANT QUALIFICATIONS and SUBMISSION REQUIREMENTS

---

If your firm would like to be considered for this assignment, your submittal should consist of all required exhibits and include the following:

- A. Cover Page and Table of Contents.
- B. Letter-of-Interest and Narrative(s) limited to four (4) pages to include, at a minimum, the identified information indicated below.

**Project Manager Assignment:** The selected firm shall identify the qualified Project Manager (and primary point of contact) assigned to this project and confirm availability on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment for the full duration of the contract.

Narrative of qualifications and references to recently completed works of similar scale, cost, and complexity, including projects delivered via Construction Manager at Risk (CMR) as well as maritime, multi-phased, large scale infrastructure, and complex regulatory compliance experience.

Narrative of anticipated approach to team structure including use of external or internal sources to meet the specialty services described below.

It is anticipated that specialty services will be required and may be subcontracted by the consultant. These may include but not be limited to:

- Structural Engineering (3<sup>rd</sup> Party Peer Review)
- Testing and Inspections (materials, installations, and special inspections)
- Geotechnical Engineering (for review, analysis, and reporting)
- Specialty documentation services for in-water inspections and recording.

C. Team members and structure.

1. Provide team organizational chart and responsible duties/tasks.
2. Include and provide resumes for all identified team members including any proposed consultant firms and individuals. Attach as Exhibit 1.

D. Example Projects. Provide a minimum of five (5) representative projects. Include all relevant information including cost, duration, client and location, scope of work, and any information reasonably comparable to the scope of this project. Attach as Exhibit 2.

E. Provide your Firm's general qualifications. Attach as Exhibit 5.

## V. RESPONDENT INFORMATION

---

A. **Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

If you are using a **THIRD PARTY** to write this proposal, please provide the following:

Consultant/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

## B. REFERENCES

Please supply references from three of your clients who have contracted with you for similar projects where providing similar scope of services (see Section IV D). **Attach as part of Exhibit 2.**

## C. QUALIFICATIONS AND CAPACITY

1. Name the primary individuals who would work with the Authority, and explain their experience, relevant background and anticipated duties. Include brief resumes for each. **Attach as Exhibit 1.**
2. Please identify relevant past experience of your organization that demonstrates its fitness to perform the proposed scope of work, including the depth and quality of experience in representation of federal, municipal, state or quasi-public entities or other reasonably comparable experiences;
3. Please disclose any past or present assignments, relationships or other employment that your firm or any employee of your firm has or has had that may create a conflict of interest or the appearance of a conflict of interest in serving as counsel for the Authority in this matter.
4. Please discuss any pending complaints or investigations, or any made or concluded within the past five years, to or by any regulatory body or court regarding the conduct of your firm or its predecessors, or any of its present or former members, employees and associates. **Attach as Exhibit 3.**
5. Provide a chronological listing of the firm's five (5) most recent completed projects. **Attach as Exhibit 4.**

#### D. RESPONDENT CERTIFICATION

It is hereby represented by the respondent (undersigned) as an inducement to the Authority to consider the proposal, that to the best of my knowledge and belief, no information or data contained in the proposal or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. The respondent (undersigned) agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, and other references are hereby authorized now, or any time in the future, to give the Authority any and all information in connection with matters referred to in this proposal.

Certifying Representative:

1. Type Name and Title: \_\_\_\_\_

2. Signature: \_\_\_\_\_

3. Date: \_\_\_\_\_

#### VI. SUBMISSION DEADLINE

---

The due date for Qualification Packages is 2:00 P.M. EST Thursday April 8, 2020.

Any responses received after the time prescribed above or at any other location is subject to being returned to the respondent.

No additions or changes to the original response will be allowed after submittal. While changes are not permitted, clarification of responses may be required by the State at the respondent's sole cost and expense.

## VII. RFQ SUBMISSION PROCEDURES

---

A. *Official Contact.* The contact person for the purpose of this RFQ is:

Joseph R. Salvatore  
Program Manager  
Connecticut Port Authority  
455 Boston Post Road, Suite 204, Old Saybrook, CT 06475  
P: 860.577.5174 | E: [joseph.salvatore@ct.gov](mailto:joseph.salvatore@ct.gov) | W: [www.ctportauthority.com](http://www.ctportauthority.com)

B. *All communications with the Authority* regarding this RFQ must be directed in writing to the Official Contact via email.

C. *Respondent Information.* The response must contain the official name, address and phone number of the respondent, the principal contact person for the respondent, and the name and signature of the person (or persons) authorized to execute contracts.

D. *Communications Notice.* All communications with the Authority or any person representing the Authority concerning this RFQ are strictly prohibited, except as permitted by this RFQ. Any violation of this prohibition by respondents or their representatives will result in disqualification.

E. *Inquiry Procedures.* All questions regarding this RFQ and submission requirements must be directed, in writing, to the Official Authority Contact by 11:00 AM, April 1, 2020. Respondents are required to limit their contact regarding this RFQ to the person(s) named herein.

F. *Revisions to the RFQ.* Only written modifications to this RFQ issued in the form of one or more addenda will be considered to be alterations to this RFQ. Oral comments are not binding. An Addendum may be issued by the Authority for any revisions, modifications, clarifications or alterations to the RFQ.

G. ***Proposals Due.*** An original electronic version of the full submission in PDF document form must be submitted in full compliance with the requirements set forth in this RFQ to the *Official Contact* via email, no later than **2:00 P.M. EST, April 8, 2020.**

H. *Minimum Submission Requirements.* At a minimum, responses must: (1) be submitted before the deadline; (2) satisfy the delivery requirements; (3) follow the required format; (4) be complete; (5) include all required forms; and (6) be duly executed. The Authority, at its sole discretion, may disqualify any response that fails to meet the minimum submission requirements or for any reason that the Authority that in their best interests, dictates such disqualification.

I. *Selection Committee.* A Selection Committee comprised of Authority Members or other designees as deemed appropriate will evaluate each respondent's qualifications submitted in response to this RFP and recommend finalists for consideration. The Selection Committee shall evaluate all responses that meet the Minimum Submission



Requirements. Proposals not meeting the minimum submission requirements may not be reviewed.

## VII. EVALUATION CRITERIA

---

After the deadline has closed, the Authority shall review all responses for compliance with this RFQ. If a firm's submission is deficient, the firm **may not be** considered any further for the specific Contract.

The evaluation process is based on comparing and evaluating weighted criteria of qualifications and performance of all firms in relation to work of similar scope and complexity that is required for this specific contract in order to create a "Shortlist" of the most highly qualified firms. Each submission will be evaluated by a Selection Panel in accordance with the following "Screening Shortlist Rating Criteria Categories" and rating points:

Max. Rating Points:	Screening Shortlist Rating Criteria Categories:
30	Proposed Key Personnel's Specialized Experience And Technical Competence For The Type Of Services Required For This Project
30	Proposed Team's Capacity And Capability To Perform The Work, Including Any "Specialized Services" Required For This Project
40	Prime Firm's Past Performance Record With The State And Other Clients and comparable infrastructure or maritime represented work.

The Authority will use the ratings to compute and create a list of the "most highly qualified firms"

Shortlisted firms shall be invited to attend and participate in an **interview**. Each firm's Interview presentation will be evaluated by the Selection Panel in accordance with the following "Selection Interview Rating Criteria Categories":

### Selection Interview Rating Criteria Categories

- Proposed team's experience with projects of similar size & scope as this project
- Proposed team's approach to the work required for this project
- Proposed team's organizational structure and availability for this project
- Prime firm's familiarity with the area and relevant knowledge of federal and regulatory requirements as well as state code and regulations.

The Authority will email the selected firm a "Conditional Selection Notification Letter" which will provide instructions regarding additional information that must be submitted for the processing of its contract.

## VIII. EVALUATION PROCESS

---

A screening committee consisting of one or more Authority Members will review all responses. If at least three qualified responses are received, the screening committee will evaluate the responses based on the weighted award criteria described above and shall decide which respondent the Authority will seek to negotiate and ultimately contract with, if any.

## IX. ERRORS

---

If a respondent discovers an error after submitting its response, but prior to the response submission deadline, the respondent may request that the response be withdrawn. This request must be submitted in writing and signed by an officer or authorized representative of the firm. If the request is approved, the respondent may submit a revised response as long as it is received prior to the response submission deadline.

No alterations or corrections to the responses are permitted after the responses are opened. If an error is discovered after the response opening but before contract award, the respondent may request that its response be withdrawn. An officer or authorized representative of the firm must submit this request in writing. The decision to permit withdrawal of the response will be at the discretion of the Chairman.

## **X. SUBCONTRACTING OR ASSIGNMENT**

---

In the event a respondent proposes to subcontract for some or all of the services to be performed under the terms of the contract award, it shall state so in its proposal and attach for approval a list of said subcontractors and an itemization of the products and/or services to be supplied by them. Nothing contained in the specifications shall be construed as creating any contractual relationship between any such subcontractor and the Authority.

Except as expressly proposed by a respondent in its proposal, the agreement to be entered into between the respondent selected under this RFQ, if any, and the Authority, may not be subcontracted or assigned by the respondent, in whole or in part, without the prior written consent of the Authority. Such consent, if granted, shall not relieve the respondent its responsibilities under the contract, except as otherwise expressly provided therein.

## **XI. CONDITIONS**

---

Any prospective Administrator must be willing to adhere to the following conditions and must positively certify to adhere to them in its proposal:

1. **Acceptances or Rejection by the Authority.** The Authority reserves the right to accept or reject any or all responses submitted for consideration under this RFQ.
2. **Conformance with Statutes.** Any contract awarded as a result of this RFQ must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.
3. **Ownership of Responses.** All materials are considered public information with the exception of personal and financial information. Following the execution of one or more contracts in connection with this RFQ, responses will be available for review upon request. All responses submitted in connection with this RFQ will be the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
4. **Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ will be sole property of the State unless stated otherwise in the contract.
5. **Timing and Sequence.** Timing and sequence of events resulting from this RFQ will ultimately be determined by the Authority.
6. **Oral Agreements.** No contract, unless it shall be in writing, executed by an authorized representative of the Authority following the obtaining of all necessary approvals and in

accordance with all applicable law, shall be binding on the Authority. No oral agreement or arrangement made with the Authority or any Authority member shall be binding on the Authority.

7. **Amending or Canceling Requests.** The Authority reserves the right to amend or cancel this RFQ.
8. **Rejection for Default or Misrepresentation.** The Authority reserves the right to reject any response if any proposed subcontractor is in the default of any prior contract with the state or for any misrepresentation.
9. **State's Clerical Errors in Awards.** The Authority reserves the right to correct inaccurate awards resulting from its clerical errors.
10. **Rejection of Qualified Proposals.** Responses are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this RFQ.
11. **Presentation of Supporting Evidence.** Any respondent, if requested, must be prepared to present evidence of experience, ability, service capacity, and financial standing.
12. **Changes to Response.** Except as otherwise permitted by the Authority, no additions or changes to a response will be allowed after submittal.
13. **Collusion.** By responding, the respondent implicitly states that its submission is not made in connection with any competing respondent submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ prior to its issuance, and that no member of the Authority participated directly or indirectly in the respondent's proposal preparation.
14. **EEO-4 Form.** The proposal shall include a copy of the company's latest EEO-4 report as well as a copy the respondent's equal employment policy statement.

## **XII. CONFLICT OF DOCUMENTS**

---

Should any of the terms of any documents connected to the offer, acceptance, supply of goods, performance of services, and/or any verbal representations be in conflict with this RFQ, the terms of the RFQ shall supersede all other documents and/or verbal representations. The only exception would be if the Authority amends this RFQ.

## **XIII. SEVERABILITY**

---

The invalidity of any portion of this RFQ will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this RFQ is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

## **XIV. RIGHTS RESERVED BY THE AUTHORITY**

---

The Authority reserves the right to modify or waive any requirement, condition or other term set forth in this RFQ, to request additional information at any time from one or more respondents, to select any number of proposals submitted in response to the RFQ or to reject any or all such proposals.

## **XV. NOTIFICATION OF AWARD**

---

The selected respondent, if any, will receive a Notice of Award. The Notice may contain certain

contingency requirements that must be satisfied within a designated time frame. Failure to comply with all provisions of the Notice of Award may disqualify that respondent and the award may be directed to another respondent.