



ADV. No.: BI-HE-001-ARC

State of Connecticut
Department of Construction Services
Division of Design & Construction
Office of Process Management
165 Capitol Avenue
Hartford, CT 06106

A/E Consultant Services Selection
Request for Qualifications (RFQ)
Web Advertisement

Adv. No.:	BI-HE-001-ARC	Web Advertisement Date:	Wednesday, May 2, 2012
Selection Type:	Major Capitol Project Consultant Selection		
General Statement:	In accordance with the requirements of CGS §4b-55 through §4b-59, State of Connecticut, Department of Construction Services, Division of Design & Construction, Office of Process Management advertises for Requests for Qualifications for the Major Capital Project Consultant Services as specified below.		
Consultant Services:	Architect and Consultant Design Team		
Contract Number:	BI-HE-001-ARC		
Contract/Project Title:	New Administration Building, Charter Oak State College		
Project Location(s):	Central Connecticut State University Campus, Barbour Street, New Britain, CT 06053		
Cost of the Work:	\$16,915,783.00		
User Agency Name:	Board of Regents for Higher Education; Charter Oak State College		
Project Delivery Method:	<input checked="" type="checkbox"/>	Design-Bid-Build (D-B-B): Architect/Engineer (A/E) consultants shall be selected to develop design and construction documents for the State to publically bid the Major Capital Project. The general contractor that is the "lowest responsible and qualified bidder" is then awarded a contract by the State to build the Project.	
	<input type="checkbox"/>	Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP): Architect/Engineer (A/E) consultants shall be selected to develop design and construction documents in the cooperation with a CMR for a Major Capital Project. The CMR shall publically bid the project elements and enter into a GMP contract with the State. After consultation with and approval by the commissioner, the CMR shall award subcontracts to responsible qualified subcontractors submitting the lowest bids to build the Project.	
Project Description:	<p>The Department of Construction Services, for the Board of Regents for Higher Education – Charter Oak State College (COSC) & Connecticut Distance Learning Consortium (CTDLC), is seeking the services of a highly talented and experienced Consultant Design Team to work with the COSC and CTDLC.</p> <p>The Design-Team shall design a facility and create complete and accurate contract documents for the Charter Oak State College's New Administration Building. The New Administration Building will be a state-of-the-art facility on the campus of Central Connecticut State University in New Britain, Connecticut. Charter Oak State College assists adults seeking associate and baccalaureate degrees by earning credits through online, transfer courses, standardized test and special assessments. In addition, COSC works closely with the CTDLC, which provides a variety of technology-based services, including on-line delivery of courses for "e-learning". The proposed structure will house the President's Offices; Finance and Administration; Information Technology; Enrollment Services (Admissions, Financial Aid, Institutional</p>		



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	<p>Advancement); Academic Affairs (Administration, Registrar’s Office, Academic Advisors, Program Coordinators, Distance Learning and Institutional Research and the CTDLIC (Administration, WEB Application Development, Learning Management Systems, Instructional Design, E-Suite) and support space.</p> <p>The total program space is estimated to be approximately 51,000 Gross Square Feet.</p> <p>The design and construction of a new 185 space parking lot and includes new site lighting, drainage, and landscaping. A new State Traffic Commission Certificate will be needed.</p> <p>This project includes accreditation of this building as a LEED® Silver building that is in compliance with the High Performance Building energy standards.</p> <p><u>IMPORTANT NOTE:</u> A “Pre-Design/Program Site Location” Study, dated 11/2007, has been completed; the Study for this Project shall be made available for review to ONLY the Shortlisted Firms.</p>
Designated Services:	<p>The following designated tasks shall be required for this project and conducted from within the Architect’s Consultant Team, including, but not limited to the following types of services;</p> <ul style="list-style-type: none"> • Feasibility, Environmental Studies, Phase I & II Environmental Site Studies; • Programming; • Site Survey, Site Borings, Geotechnical Engineering, etc.; • Traffic Consultant; • High Performance Buildings; • Building Commissioning (Cx); • Integrated Design Process; • LEED® Certification Process by LEED® Accredited Professionals; • Building Information Modeling (BIM) Process; • Interior Design / Space Planning; • Participation in budget reconciliation and value engineering with a Construction Administrator or CMR; • Building Security; • Telecommunications/Information Technology; • Architectural; • Civil Engineering; • Landscape Architect; • Structural Engineering; • Mechanical/Electrical/Plumbing Engineering; (including HVAC, fire suppression/protection systems) • Furnishings, Fixtures and Equipment; • Code Consultant; • Cost Estimator; • Participation in budget reconciliation and value engineering with a Construction Administrator.



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<p>Affirmation of Receipt of State Ethics Laws Summary of Electronic On-Line Filing Requirements:</p>	<p>In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy's "Business Friendly Initiative," found in Public Act No. 11-229, the following must be adhered to:</p> <p>1. Electronic Uploading Requirements for Affidavits/Certifications</p> <p>The State of Connecticut has revised its affidavit/certification procedures. Each firm is required to open a BizNet account on the DAS website (http://das.ct.gov) and then upload certain affidavits/certifications.</p> <p>Instructions for opening a BizNet account can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "NEW* BizNet Connection".</p> <p>Instructions for uploading the affidavits/certifications can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "DAS Business Friendly Initiatives". Follow the instructions in the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)".</p> <p>The specific affidavits and certifications requiring uploading are found on the DAS website by clicking on "State Procurement Marketplace", then click on the "BizNet" link under the Quick Links feature. Firms should use the affidavit/certification forms found under the BizNet link. Once uploaded, Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.</p> <p>2. Electronic "Guide to the Code of Ethics For Current or Potential State Contractors"</p> <p>When the Department of Construction Services (CT DCS) is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), CT DCS shall provide all potential consultant and contractor firms with the "Guide to the Code of Ethics For Current or Potential State Contractors". The "<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>" can be downloaded from the website of the Office of State Ethics, Quick Links, Plain Language Guides (http://www.ct.gov/ethics). Questions concerning the "<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>" can be directed to the OSE at 860-263-2400.</p> <p>CT DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must electronically upload an "Affirmation of Receipt of State Ethics Laws Summary" affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics laws. The "<i>Affirmation of Receipt of State Ethics Laws Summary</i>" must be electronically uploaded to the "State Procurement Marketplace" as described above. Questions concerning the electronic filing of the "<i>Affirmation of Receipt of State Ethics Laws Summary</i>" can be directed to DAS Procurement Services at (860) 713-5095.</p> <p>NOTE: Do not electronically submit an "Affirmation of Receipt of State Ethics Laws Summary" to CT DCS.</p> <p>3. Additional Affidavits & Certifications Requirements:</p> <p>At the time a Firm is notified of its "Conditional Selection" by CT DCS, it will be given instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by CT DAS Legal Services.</p>
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Date CT DCS Began Planning This Project:	February 19, 2008																			
Qualifications Based Selection (QBS):	<p>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 this selection the following are the rating point weights for the screening criteria categories:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Criteria Number</th> <th style="text-align: center;">Architect / Engineer Screening Criteria Categories</th> <th style="text-align: center;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Experience with Work of Similar Size and Scope as Required for this Contract</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Organizational / Team Structure</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Partnering Experience</td> <td style="text-align: center;">15</td> </tr> <tr> <td colspan="2" style="text-align: center;">Points per Interview Panel Member Points</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>Note: The QBS Selection for this Project shall be conducted in accordance with requirements stated in the Selection & Bidding Manual:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs; 2. At the top of the CT DCS Home Page click on the Publications link; 3. Click on the Selection & Bidding Manual link. 4. For the number of active and inactive Selections and Contracts that are allowed to be held by a firm by at one time see the Capital Project Selection & Contract Limitation Guidelines (1221) link. 		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	Points per Interview Panel Member Points		100
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QBS Email Registration:	<p>To access the QBS Email Registration for this Project:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs; 2. At the top of the CT DCS Home Page click on the Forms link. 3. Click on the QBS Email Registration (1225) link. 																			
QBS Submittal Booklet Requirements:	<p>To access the QBS Submittal Booklet Requirements for this Project:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs 2. At the top of the CT DCS Home Page click on the Publications link. 3. Click on the QBS Submittal Booklet Requirements (1230) link. 																			
Qualification Submittal Deadline and Location:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Monday, May 21, 2012</p> <p>QBS Submittal Booklets shall be submitted to the following address: State Office Building Department of Construction Services Division of Design & Construction Office of Process Management - Room 261 165 Capitol Avenue Hartford, Connecticut 06106</p> <p>IMPORTANT NOTE: Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>																			



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RFQ Contacts:	<p><i>For General QBS Requirements:</i></p> <p>CT DCS QBS Selection Unit: Randy Daigle, QBS Unit Supervisor Room 261 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	OR	<p><i>For this Consultant Services Contract:</i></p> <p>CT DCS Project Manager Richard Terrell Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: richard.terrell@ct.gov</p>
	<p><u>IMPORTANT NOTE:</u> 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>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</p>		

END
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