



1205

A/E Consultant Services Selection RFQ Web Advertisement

ADV. No.: BI-HH-052-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-HH-052-ARC	Web Advertisement Date:	Wednesday, Oct. 24, 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:	A design professional Planning Team is sought to undertake this assignment to develop a Master Plan for future planning purposes for development and/or expansion of the existing Hartford Regional Market and associated property. The Planning Team participants will have an opportunity to help define the task addressing the Agency's needs and goals. The Planning Team will be participants in the Master Plan development of the Hartford Regional Market.		
Contract Number:	BI-HH-052-ARC		
Contract/Project Title:	Department of Agriculture Regional Market Master Plan		
Project Location(s):	101 Reserve Road; Hartford, Connecticut 06106		
Cost of the Work:	To Be Determined		
User Agency Name:	Department of Agriculture (DAG) DAG and the Connecticut Marketing Authority together have responsibility for the administration and operation of the Regional Market facility.		
Project Delivery Method:	<input checked="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.	



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Project Description:	<p>The Regional Market Master Plan study shall include, but is not limited to the following types of project information:</p> <ul style="list-style-type: none"> • goals and objectives of the Agency • proposed use of the entire Regional Market including building(s) and site; • surveying existing building(s) and site's physical conditions (number of stories, GSF, NSF, etc.); • site/market facility issues (urban location issues, traffic access, market area); • site logistics; • manner in which the Master Plan tasks will be developed; • Regional Market seasonal, maintenance and energy issues; • potential existing hazardous material abatement issues; • Regional Market identity, neighborhood impact effects; • Long term use of building(s) and site life expectancy;
Designated Services:	<p>The following designated services shall be required for the Regional Market Master Plan, including, but limited to the following types of services:</p> <ul style="list-style-type: none"> • a complete extensive examination of the existing facilities including the buildings, utilities, storage capability, traffic movement and other issues and constraints for any future development; • itemized evaluation of the existing assets conditions, life expectancy and potential work necessary to maintain the assets if continued use is determined advantageous; • establishment of a set of appropriate documents that records the existing facilities and site as a base line of information; • the Master Plan shall provide an analysis of the property for potential and future development; • the Master Plan shall demonstrate a logical progression of activities to allow continued use during and modification of the existing functions to allow current tenants to continue operations uninterrupted; • the Master Plan shall incorporate and evaluate the diversity of Regional Market's product aggregation and distribution, processing, wholesale and retail sales, and the farmers' market; • the Master Plan shall incorporate and evaluate the existing Regional Market's economic feasibility and future potential of associated needs of related key components; • financial cost estimates associate with each potential segment of development shall be provided; • planning schedules and potential durational timelines for each segment of development shall be provided to assist the Agency in immediate and future planning and their decision process; • the Master Plan shall be a productive viable active tool that provides the Agency with an understanding of the restraints that the existing facilities provide and a plan that overcomes obstacles and maximizes existing and potential growth opportunities; • The result should be a plan that indicates a pathway toward a premier hub that best serves Connecticut in the movement and sale of food and agricultural products • feasibility, environmental studies; • surveys, borings, geotechnical reports, etc.; • budget reconciliation and value engineering active participation.



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Affirmation of Receipt of State Ethics Laws Summary of Electronic On-Line Filing Requirements:

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:

1. Electronic Uploading Requirements for Affidavits/Certifications

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.

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".

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)".

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.

2. Electronic "Guide to the Code of Ethics For Current or Potential State Contractors"

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 *"Guide to the Code of Ethics For Current or Potential State Contractors"* 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 *"Guide to the Code of Ethics For Current or Potential State Contractors"* can be directed to the OSE at 860-263-2400.

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 *"Affirmation of Receipt of State Ethics Laws Summary"* must be electronically uploaded to the "State Procurement Marketplace" as described above. Questions concerning the electronic filing of the *"Affirmation of Receipt of State Ethics Laws Summary"* can be directed to DAS Procurement Services at (860) 713-5095.

NOTE: Do not electronically submit an "Affirmation of Receipt of State Ethics Laws Summary" to CT DCS.

3. Additional Affidavits & Certifications Requirements:

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.



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Date CT DCS Began Planning This Project:	July 1, 2012		
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 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
	Points per Interview Panel Member Points		100
	Note:		
	The QBS Selection for this Project shall be conducted in accordance with requirements stated in the Selection & Bidding Manual :		
	<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. 		
QBS Email Registration:	To access the QBS Email Registration for this Project:		
	<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:	To access the QBS Submittal Booklet Requirements for this Project:		
	<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:	Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Friday, Nov. 9, 2012 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 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.		



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

END
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