



# 1205

## A/E Consultant Services Selection RFQ Web Advertisement

ADV. No.: BI-2B-369-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**

<b>Adv. No.:</b>	<b>BI-2B-369-ARC</b>	<b>Web Advertisement Date:</b>	<b>Wednesday Dec. 5, 2012</b>
<b>Selection Type:</b>	<b>Major Capitol Project Consultant Selection</b>		
<b>General Statement:</b>	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.		
<b>Consultant Services:</b>	Architect and Consulting Engineering Team		
<b>Contract Number:</b>	<b>BI-2B-369-ARC</b>		
<b>Contract/Project Title:</b>	Core & Shell Renovations for Hartford Area Buildings		
<b>Project Location(s):</b>	Hartford Area – specific building(s) to be determined		
<b>Cost of the Work:</b>	\$9,600,000		
<b>User Agency Name:</b>	Department of Administrative Services		
<b>Project Delivery Method:</b>	<input checked="checked" type="checkbox"/>  <input type="checkbox"/>	<b>Design-Bid-Build (D-B-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.  <b>Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP):</b> 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.	
<b>Project Description:</b>	<p>The Department of Construction Services is seeking a highly talented and experienced Architect &amp; Consulting Engineering Team to quickly prepare documents for bidding and construction for renovation to multi-story, urban office building(s) with approximately 287,000 gross square feet and adjacent parking garages with a capacity for approximately 850 cars. Construction administration services will also be needed by the Architect &amp; Consulting Engineering Team during construction which is planned to take place when the building(s) and parking garages are expected to be not occupied.</p> <p>The renovation scope consists largely of core and shell work including: Parking garage repairs, exterior building panel joint and sealant work, mechanical, electrical, plumbing and fire protection work, exterior plaza repairs, millwork to address ADA requirements, roof replacement, window &amp; door improvements, ceiling replacement in specific areas, elevator modernization, creation of a new accessible</p>		



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	<p>entry at the main entry lobby, cooling tower replacement and various other exterior and interior work.</p> <p>Once selected, the awarded Consultant will be informed of the specific project properties and then be given the Property Due Diligence report that has been done on the properties and is the basis for the renovation scope of work.</p>
<b>Designated Services:</b>	<p>The following designated services shall be required for this project and conducted from within the Architect's Consultant Team, including, but limited to the following types of services:</p> <ul style="list-style-type: none"> <li>• Site survey</li> <li>• Architectural</li> <li>• Civil &amp; Site Engineering</li> <li>• Structural Engineering</li> <li>• Mechanical/Electrical/Plumbing Engineering (including HVAC &amp; Fire Suppression/Protection systems)</li> <li>• Elevator Modernization</li> <li>• High Performance Buildings Regulation compliance;</li> <li>• Building Commissioning (Cx);</li> <li>• Integrated Design Process;</li> <li>• Participation in budget reconciliation and value engineering with a Construction Administrator.</li> </ul>



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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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<b>Date CT DCS Began Planning This Project:</b>	October 11, 2012		
<b>Qualifications Based Selection (QBS):</b>	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:		
	<b>Criteria Number</b>	<b>Architect / Engineer Screening Criteria Categories</b>	<b>Rating Points</b>
	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>
	<b>Note:</b>		
	The QBS Selection for this Project shall be conducted in accordance with requirements stated in the <b>Selection &amp; Bidding Manual</b> :		
	<ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>2. At the top of the CT DCS Home Page click on the <b>Publications</b> link;</li> <li>3. Click on the <b>Selection &amp; Bidding Manual</b> link.</li> <li>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 <b>Capital Project Selection &amp; Contract Limitation Guidelines (1221)</b> link.</li> </ol>		
<b>QBS Email Registration:</b>	To access the <b>QBS Email Registration</b> for this Project:		
	<ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>2. At the top of the CT DCS Home Page click on the <b>Forms</b> link.</li> <li>3. Click on the <b>QBS Email Registration (1225)</b> link.</li> </ol>		
<b>QBS Submittal Booklet Requirements:</b>	To access the <b>QBS Submittal Booklet Requirements</b> for this Project:		
	<ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2. At the top of the CT DCS Home Page click on the <b>Publications</b> link.</li> <li>3. Click on the <b>QBS Submittal Booklet Requirements (1230)</b> link.</li> </ol>		
<b>Qualification Submittal Deadline and Location:</b>	<p>Deadline for the receipt of the QBS Submittal Booklets is:  <b>3 p.m. Thursday, Dec. 27, 2012</b></p> <p><b>QBS Submittal Booklets shall be submitted to the following address:</b>          State Office Building          Department of Construction Services          Division of Design &amp; Construction          Office of Process Management - Room 261          165 Capitol Avenue          Hartford, Connecticut 06106</p> <p><b>IMPORTANT NOTE:</b>          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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<b>RFQ Contacts:</b>	<i>For General QBS Requirements:</i> <b>CT DCS QBS Selection Unit:</b> Randy Daigle, QBS Unit Supervisor Room 261 165 Capitol Avenue Hartford, Connecticut 06106 Email: <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a>	<i>For this Consultant Services Contract:</i> <b>OR CT DCS Project Manager</b> Ira Henowitz AIA Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: <a href="mailto:ira.henowitz@ct.gov">ira.henowitz@ct.gov</a>
	<b><u>IMPORTANT NOTE:</u></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.  <b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b>	

END  
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