



ADV. No.: BI-CTC-467-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-CTC-467-ARC	Web Advertisement Date:	Wednesday, May 1, 2013
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-CTC-467-ARC		
Contract/Project Title:	Norwalk Community College: Master Plan Phase III Renovations and Additions		
Project Location(s):	Norwalk Community College 188 Richard Avenue; Norwalk, CT 06854		
Cost of the Work:	\$22,501,880.00		
User Agency Name:	The Board of Regents		
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:	Phase III of Norwalk Community College's Master Plan allows for an extensive renovation and addition to the East and West Community College Campuses. Also included in this project is the new construction of an enclosed pedestrian bridge that will span Richards Avenue and connect the East and West Campuses. New vertical accessible routes at both the East and West Campuses, serving the pedestrian bridge, will be incorporated into this project. All project work will be done while maintaining full operation of the Community College with student and faculty occupancy. Based on the age of the existing buildings infrastructure systems there is a probability of existing hazardous building materials present. All project work shall comply with all State Vehicular Traffic Regulations, all State applicable Building and Fire Codes as well as High Performance Building Energy requirements and providing for LEED Silver Building Certification. The West Campus master plan renovations will be completed with "Wing B" renovations which include a new roof, façade, cafeteria, culinary arts, interior systems, and classrooms upgrades.		



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The Wing B program area will entail 31,000 square feet of renovation and building alterations. Wing B will upgrade the portion of the building south of the existing student center. This work will entail completing the existing systems upgrade of Wing B and conversion of existing classrooms on each floor into appropriate sized educational spaces for the college programs. The educational spaces shall be provided with appropriate building infrastructure support systems to accommodate contemporary telecommunications. It is anticipated that the educational space renovations will generate nine additional classrooms and six additional faculty offices. Also included is a new roof for the West Campus building Wing B as well as exterior renovation of this buildings façade fronting Richards Avenue.

In addition, this project will create a new student center concept for the college at the West Campus. The new student center concept will entail building area of 12,000 square feet addition and 9,000 square feet of alterations. The existing large cafeteria area will be updated and be modernized incorporating accessible food kiosks, food court service while providing a casual student gathering refreshed dining environment. The kitchen will be relocated and modernized providing a contemporary food service facility with a wide variety of food selections. A second culinary arts laboratory educational space is programmed. Other facilities appropriate to the student areas include further development of the student activity areas and relocation and expansion of the bookstore is requested. Also included is the configuration of the site under the bookstore area to facilitate the expansion of the Buildings and Grounds garage and storage space.

The East Campus project scope will convert the existing Theater and Forum into state-of-the-art spaces for large group computer based audio visual presentations, corporate/business training and presentations, student lectures and demonstrations, seminars, workshops, and community functions. This program area will entail building area of 3,500 square feet addition and 12,700 square feet of alterations. Seminar or breakout rooms intended to be used with the Theater and Forum may be located in the building space vacated by the relocation of the existing bookstore. The converted Theater and Forum areas shall function in conjunction with the West Campus Center for Information Technology.

NOTE:
Norwalk Community College's Master Plan, updated in 2002, will be made available only to the qualified shortlisted firms selected and invited to interview for this Project.

Designated Services:

The following designated tasks shall be required for this project and conducted from with the Architect's Consultant Team, including, but not limited to the following type of services:

- Architectural;
- Civil Engineering;
- Landscape Architect;
- Structural Engineering
- Mechanical / Electrical / Plumbing Engineering (including HVAC, Fire Alarm and Fire Suppression Systems);
- Telecommunications (data and audiovisual) Consultant;
- Kitchen and Food Service Design Consultant;
- Estimator Professional Consultant;
- Code Consultant;
- Interior Design/space planning;
- Feasibility, Environmental Studies;
- Educational Programmer;
- Programming;
- Surveys, borings, geotechnical reports, etc.;
- High Performance Buildings;
- Building Commissioning (Cx);
- Integrated Design Process;



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	<ul style="list-style-type: none"> • LEED Certification Process by LEED Accredited Professional; • Building Information Modeling (BIM) Process. • Design Team participation in budget reconciliation with the Owner's Construction Administrator; • Design Team participation as needed and appropriate in value engineering with the Owner's Construction Administrator.
<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:	November 19, 2012																		
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. Tuesday, May 28, 2013</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 437 165 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 437 165 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 Lisa R. Humble, RA, NCARB Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: Lisa.humble@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>		

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