

ADV. No.: | CF-RD-284-DBCA

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

Request for Qualifications (RFQ)
Web Advertisement
For D-B Consultant Services

Adv. No.:	CF-RD-284-DBCA	Web Advertisement Date:	Wednesday, July 31, 2013
Selection Type:	Major Capital Project Design-Build Criteria Architect Services		
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 Design-Build Criteria Architect (DBCA) Services as specified below.		
Consultant Services:	Design-Build Criteria Architect Team		
Contract Number:	CF-RD-284-DBCA		
Contract/Project Title:	New 500 Vehicle Parking Garage		
Project Location(s):	Western Connecticut State University; Westside Campus		
User Agency Name:	Connecticut State University System		
Design-Build Budget:	\$11,970,000		
Project Delivery Method:	Design-Build (D-B)		
Project Description:	<p>The Division of Construction Services (DCS) is seeking an Architect/Engineer firm to act as a criteria architect to support the Board of Regents (BOR) in the design and construction of a new parking garage at the Westside Campus at Western Connecticut State University (WCSU) in Danbury.</p> <p>The WCSU Campus anticipates a parking shortage due to growth in the student population and the Fall 2014 opening of the new Visual and Performing Arts Instructional Center. A new 500-vehicle parking garage is planned to meet the campus' growing parking demand. The criteria architect will be responsible for:</p> <ol style="list-style-type: none"> 1. Prepare a pre-design study on up to three (3) Westside Campus sites for the parking garage for consideration and selection by DCS, BOR and WCSU. 2. Review WCSU Campus Master Plan and related Connecticut Environmental Policy Act ("CEPA") Record of Decision ("ROD"); incorporate ROD recommendations and identified mitigation measures. 3. Prepare garage site plan and traffic circulation plan. 4. Prepare a Phase One Environmental Site Assessment including limited subsurface soil testing of the preferred site. 5. Prepare building program requirements such as material, structural type and façade treatments; program requirements will include conceptual building elevations; list of required permits and approvals such as Office of State Traffic Administration ("OSTA") major traffic generator certification, Floodplain Management Certificate, Federal Aviation Administration ("FAA") coordination, etc; and graphic and narrative descriptions of the program. 		

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	<ol style="list-style-type: none"> 6. Prepare the Request for Proposal (RFP) for Design-Build Teams using the building program requirements (above) as the basis for design. 7. Establish a schedule of project milestones for the D-B Team. 8. Support DCS and Western Connecticut State University in the selection and fee negotiation with the candidate Design-Build Team. 9. Attend periodic design meetings during the D-B design development phase. 10. Review D-B design for conformance with the RPF. 11. Should the garage proceed to construction, the criteria architect will provide construction administration during the construction and close out phases of the project. <p>The parking garage design should incorporate the following:</p> <ul style="list-style-type: none"> • Architecture of the garage must be compatible with the dominant architectural themes at the Westside Campus and adjacent neighborhood; • Design should incorporate green architecture in construction components, energy use, etc; • Long-term maintenance issues should be considered and included in design; • Construction schedule should be coordinated with the University's calendar to limit disruption to the academic calendar.
Designated Services:	<ul style="list-style-type: none"> • Building Commissioning (Cx); • Pre-Design site study; • A2 & T2 Survey of selected site; • RFP Development and support; • Construction Administration; • Special Inspection.
	<p>IMPORTANT:</p> <ol style="list-style-type: none"> 1. No members of the D-B Criteria Architect's Team selected for this contract shall be allowed to contract for services with any Shortlisted D-B Proposer or their D-B Team Members for the duration of time necessary to execute a contract with the selected D-B Proposer. 2. No members of the D-B Criteria Architect's Team selected for this contract shall be allowed to contract for services with the selected D-B Proposer or D-B Proposer Team Members for the duration time necessary to complete this Project's Work.

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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 Division 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.</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 "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.</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 DCS Legal Services.</p>
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Date DCS Began Planning This Project:	April 2013																		
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:																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Criteria Number</th> <th style="width: 70%;">Design-Build Criteria Architect Screening Criteria Categories</th> <th style="width: 20%;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>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;">2</td> <td>Organizational / Team Structure For This Contract</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Partnering Experience</td> <td style="text-align: center;">15</td> </tr> <tr> <td colspan="2" style="text-align: center;">Points per Screening Panel Member</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>	Criteria Number	Design-Build Criteria Architect Screening Criteria Categories	Rating Points	1	Experience with Work of Similar Size and Scope as Required for this Contract	35	2	Organizational / Team Structure For This Contract	30	3	Past Performance Record	20	4	Partnering Experience	15	Points per Screening Panel Member		100
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Note:	The QBS D-B Criteria Architect Selection for this Project shall be conducted in accordance with requirements stated in the D-B (Design-Build) Total Cost • Best Value Selection Procedure Manual (0350) :																		
	<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 D-B (Design-Build) Total Cost • Best Value Selection Procedure Manual (0350) link. 4. For the number of active and inactive D-B Criteria Architect Selections and Contracts that are allowed to be held by a firm by at one time see the QBS - Guidelines for Selection and Contract Limits (1210) link. 																		
QBS Email Registration:	To access the QBS DB 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 DB Email Registration (1511) 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 (1212) link and the QBS Submittal Booklet Requirements - DB Supplement (1512) link. 4. For reference, also click on the Selection & Bidding Manual link. 																		

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Qualification Submittal Deadline and Location:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Tuesday, Aug., 20, 2013</p> <p>QBS Submittal Booklets shall be submitted to the following address: State Office Building Division of Construction Services Office of Design & Construction Process Management Unit - Room 437 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><u>IMPORTANT NOTE:</u> 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:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>For General QBS Requirements:</i> CT DCS Selection Administrator: Randy Daigle, QBS Unit Supervisor Room 437 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p> </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; vertical-align: top;"> <p><i>For this Consultant Services Contract:</i> CT DCS Project Manager Peter Simmons, P.E. Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: peter.simmons@ct.gov</p> </td> </tr> </table> <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>	<p><i>For General QBS Requirements:</i> CT DCS Selection Administrator: 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> CT DCS Project Manager Peter Simmons, P.E. Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: peter.simmons@ct.gov</p>
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