

ADV. No.: BI-CTC-488-ARC

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

**Request for Qualifications (RFQ)
 Web Advertisement
 For Architect/Engineer (A/E) Consultant Services**

Adv. No.:	BI-CTC-488-ARC	Web Advertisement Date:	Wednesday, July 16, 2014
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Selection Type:	Major Capital Project Consultant Selection
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General Statement:	In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Administrative Services (CT DAS), Division of Design & Construction (DCS), Process Management/QBS Unit advertises for Requests for Qualifications (RFQs) for the Major Capital Project Architect/Engineer (A/E) Consultant Services as specified below.
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Consultant Services:	Architect and Consultant Design Team
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Contract Number:	BI-CTC-488-ARC
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Contract/Project Title:	New Manufacturing Technology Center
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Project Location(s):	Asnuntuck Community College 170 Elm Street, Enfield, Connecticut 06082
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Cost of the Work:	\$15,808,666.00
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User Agency Name:	Board of Regents
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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.
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Project Description:	<p>Asnuntuck Community College is expanding their existing college campus in building this New Manufacturing Technology Center. This project entails an independent new building expanding the campus as well as additional project renovation at the existing college campus building. All project work shall take place while the campus remains fully functional and maintaining complete student and faculty occupancy. This project is planned to be completed for occupancy of Fall 2016.</p> <p>The New Manufacturing Technology Center building is planned as a single or two story structure providing new educational space for approximately 27,000 square feet of building area. The new building will include expanded space for electro-mechanical technology, additive manufacturing technology, CNC machining technology, computer labs/educational rooms, SMART Room educational learning areas and related technology as well as faculty support spaces.</p> <p>The renovation of approximately 11,000 square feet, of the existing campus building, is included in this project's scope. The renovation area will address existing Manufacturing</p>
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Technology program needs, in relationship to the new building, the upgrading of equipment which will require adjusting floor space and upgrading electrical and lighting systems. Due to the age of the existing campus building, there may exist potentially hazardous material abatement issues. All abatement and removal of any and all potentially hazardous material issues shall be independently addressed by the State of Connecticut separate from these advertised services.

The design consultant team will provide pre-design services based on the following:

- a. Develop a detailed academic program for the New Manufacturing Technology Center and update the 2012 Educational Plan for Asnuntuck Community College completed by Rickes Associates.
- b. Redevelop the existing site plan addressing improvements in parking, vehicular circulation, site plantings, signage, site lighting, site drainage and other related site elements as appropriate.
- c. Document existing site conditions. Evaluate the current soil conditions at two potential locations for the placement of the new building thru a Geotechnical Study. The Geotechnical Study shall include a report with a summary of all subsurface explorations data, soil profile, soil borings log, soil test results and ground water information; interpretation and analysis of the subsurface data and specific engineering recommendations for proposed building design.
- d. Provide design opportunities to integrate sustainable elements into the project, such a photovoltaic solar panels, water solar panels, geothermal heating, ect..
- e. Evaluate opportunities for sustainable building construction and design features that could assist in saving energy and enhance the building design. Options such as maximizing the efficiency of the base building HVAC systems, maximizing the use of natural light and ventilation, maximizing heating and cooling loads and utilizing renewable 'green' energy sources are all items Asnuntuck Community College have interest in the design consultant's ideas.
- f. Integral to plans for expansion is the potential to establish additional advanced manufacturing certificate and degree coursework in biomedical, additive, and alternative energy technologies. The new facilities as well as those considered for renovations will be utilized in to establish an educational laboratory for students participating in electro-mechanical and alternative energy systems advanced technology programming.
- g. The facilities will be utilized by both full-time and part-time participants as well as middle and high school students and the incumbent worker population.

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:

- Feasibility, Environmental Studies;
- Educational Programmer Update Existing Plan;
- Surveys, borings, geotechnical reports, etc.;
- Architectural;
- Civil Engineering;
- Landscape Architect;
- Structural Engineering
- Mechanical / Electrical / Plumbing Engineering (including HVAC, Fire Alarm and Fire Suppression Systems);
- Telecommunications (data, audiovisual and security) Consultant;
- Estimator Professional Consultant;
- Interior Design/space planning;

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	<ul style="list-style-type: none"> • High Performance Buildings; • Building Commissioning (Cx); • Integrated Design Process; • LEED Certification Process by LEED Accredited Professional; • 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.
Summary of Electronic Uploading Requirements for Affidavits & Nondiscrimination Forms	<p>Public Act No. 11-229, "Business Friendly Initiative": The State of Connecticut has revised its submittal requirements for Affidavits and Nondiscrimination Forms. Each firm is now required to open a BizNet account on the DAS website and then electronically upload certain Affidavits and Nondiscrimination Forms to their DAS BizNet account.</p> <p>Instructions for opening a BizNet account and uploading the Affidavits and Nondiscrimination Forms can be found on the DAS website (http://das.ct.gov), by clicking on "State Procurement Marketplace" and then clicking on "DAS Business Friendly Initiatives".</p> <p>Firms should use the Affidavits and Nondiscrimination 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>Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.</p>
	<p style="text-align: center;">Documents that must be <u>Electronically Uploaded</u> to the DAS BizNet Website Prior to the QBS Submittal Booklet due date:</p>
All State Contracts with a cost or value of \$50,000 or more	<input checked="" type="checkbox"/> OPM Form 5 (Consulting Agreement Affidavit) NOTE: For this form, "Consulting Agreement" means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.
All Large State Construction or Procurement Contracts with a cost of \$500,000 or more	<input checked="" type="checkbox"/> OPM Form 5 (Consulting Agreement Affidavit) NOTE: For this form, "Consulting Agreement" means any agreement with third parties for purposes described in C.G.S. 4a-81(b)(1). If there are no such agreements, the firm only needs to complete the shaded portion and have the affidavit notarized.
	<input checked="" type="checkbox"/> OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary) When 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), 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. IMPORTANT NOTE: If the firm has any contracts with any subcontractor or subconsultant that <u>also exceeds</u> \$500,000.00 for the project, the firm must submit an " Affirmation of Receipt of State Ethics Laws Summary " filled out and signed from each such subcontractor or subconsultant.
	<input checked="" type="checkbox"/> OPM Form 7 (Iran Certification)

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Conditional Selection of Firm: Additional Affidavits & Certification Requirements	At the time a Firm is notified of its "Conditional Selection" by DCS, it will be given instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by the DCS Legal Services Unit. In accordance with the requirements the DCS Legal Services Unit, the selection of a firm is conditional upon completing and submitting, within 14 calendar days of being notified by email, certain documents as described in the Conditional Selection Notification Letter . Some documents are required to be electronically uploaded in accordance with Connecticut General Statutes Public Act No. 11-229, "Business Friendly Initiative". Others must be submitted as hard copies directly to the DCS Legal Services Unit.
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Date DCS Began Planning This Project:	June 19, 2014
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Qualifications Based Selection (QBS):	<p>The Consultant must submit a Qualification Based Selection (QBS) Submittal Booklet as described below. The 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="width: 10%;">Criteria Number</th> <th style="width: 70%;">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 style="text-align: center;">-</td> <td>Available Rating Points per Screening Panel Member per Consultant</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for three (3) Panel Members per Consultant</td> <td style="text-align: center;">300</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for five (5) Panel Members per Consultant</td> <td style="text-align: center;">500</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Additional Criteria Considerations</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for CT Code Expertise per Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for Site Proximity per Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Total Available Points per Consultant (for 3-panel member selections)</td> <td style="text-align: center;">320</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Total Available Points per Consultant (for 5-panel member selections)</td> <td style="text-align: center;">520</td> </tr> </tbody> </table> <p>Note: The QBS Selection for this Project shall be conducted in accordance with requirements stated in the Consultant Services Selection Procedure Manual (0320):</p> <ol style="list-style-type: none"> 1. Go to the DCS Website: www.ct.gov/dcs; 2. At the top of the DCS Home Page click on the DCS Library link; 3. Scroll down and click on the Consultant Services Selection Procedure Manual (0320) 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 QBS - Guidelines for Selection and Contract Limits (1210) link. 	Criteria Number	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	-	Available Rating Points per Screening Panel Member per Consultant	100	-	Available Rating Points for three (3) Panel Members per Consultant	300	-	Available Rating Points for five (5) Panel Members per Consultant	500	-	Additional Criteria Considerations	-	-	Available Rating Points for CT Code Expertise per Consultant	10	-	Available Rating Points for Site Proximity per Consultant	10	-	Total Available Points per Consultant (for 3-panel member selections)	320	-	Total Available Points per Consultant (for 5-panel member selections)	520
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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 DCS Website: www.ct.gov/dcs; 2. At the top of the DCS Home Page click on the DCS Library link. 3. Scroll down and click on the QBS Email Registration (1211) link.
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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 DCS Website: www.ct.gov/dcs 2. At the top of the DCS Home Page click on the DCS Library link. 3. Scroll down and click on the QBS Submittal Booklet Requirements (1212) link. 			
QBS Submittal Deadline and Location:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Monday Aug. 4, 2014</p> <p>QBS Submittal Booklets shall be submitted to the following address:</p> <p>Randy Daigle State Office Building Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design & Construction Process Management/QBS Unit -Room 478 165 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 may result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>			
RFQ Contacts:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><i>For Questions Concerning General QBS Submittal Requirements:</i></p> <p>DCS Process Management/QBS Unit: Randy Daigle, QBS Unit Supervisor DCS Process Management Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p> </td> <td style="width: 10%; border: none; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; border: none; vertical-align: top;"> <p><i>For Questions Concerning this Consultant Services Contract:</i></p> <p>DCS Project Management Unit: Lisa R. Humble, Project Manager DCS Project Management Unit Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: Lisa.humble@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 Questions Concerning General QBS Submittal Requirements:</i></p> <p>DCS Process Management/QBS Unit: Randy Daigle, QBS Unit Supervisor DCS Process Management Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	OR	<p><i>For Questions Concerning this Consultant Services Contract:</i></p> <p>DCS Project Management Unit: Lisa R. Humble, Project Manager DCS Project Management Unit Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: Lisa.humble@ct.gov</p>
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