

ADV. No.: BI-P-91-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- P-91-ARC	Web Advertisement Date:	QBS Unit Insert Date
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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 Team
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Contract Number:	BI- P-91-ARC
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Contract/Project Title:	Renovation and Addition to the Valley Laboratory
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Project Location(s):	153 Cook Hill Road, Windsor, CT 06095
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Cost of the Work:	\$8,500,000.00
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User Agency Name:	The Connecticut Agricultural Experimental Station
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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>The project is for the design and construction at the existing Valley Laboratory, State owned facility located on 153 Cook Hill Road, Windsor, CT. The project is a design-bid-build and includes site improvements, utilities and renovations to the existing historical facility and new addition. The existing and new will be designed as a phased project.</p> <p>The existing facility built in the 1940's is a CT Registered Historical Place, approximately 10,500 square feet, will undergo a comprehensive renovation and updated to meet current code requirements. The existing stair will be upgraded. Roof will be replaced and provide all new interior finishes. Provide new mechanical/plumbing and electrical systems.</p> <p>Design a new one story addition, approximately 8500 square feet, to house ten (10) new labs, accessible toilet rooms, mechanical/electrical room, elevator and main entrance lobby. Also two (2) new greenhouses totaling approximately 2500 square feet, to replace the two (2) existing.</p> <p>Site design will involve new on-site paved parking for 30 vehicles along with new sidewalks and repaving existing driveways. Site work will include new sanitary line, site storm drywells, gas line, new fire protection service, possibly new water service and landscaping.</p>
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	The existing facility has hazardous materials which is to be abated.
Designated Services:	<p>The following designated tasks shall be required for this project and conducted from the Architect's Consultant Team; Including but not limited to the following types of services:</p> <ul style="list-style-type: none"> • Architectural; • Civil Engineering; • Landscape Architect; • Structural Engineering; • Mechanical/Electrical/Plumbing Engineering; • Borings, Geotechnical reports, etc.; • Haz-Mat experience; • Laboratory experience; • Historical experience.

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>
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Documents that must be Electronically Uploaded to the DAS BizNet Website Prior to the QBS Submittal Booklet due date:
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All State Contracts with a cost or value of \$50,000 or more	<input checked="" type="checkbox"/>	<p>OPM Form 5 (Consulting Agreement Affidavit)</p> <p>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.</p>
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All Large State Construction or Procurement Contracts with a cost of \$500,000 or more	<input checked="" type="checkbox"/>	<p>OPM Form 5 (Consulting Agreement Affidavit)</p> <p>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.</p>
	<input checked="" type="checkbox"/>	<p>OPM Form 6 (Affirmation of Receipt of State Ethics Laws Summary)</p> <p>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.</p> <p>IMPORTANT NOTE: If the firm has any contracts with any subcontractor or subconsultant that also exceeds \$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.</p>
	<input checked="" type="checkbox"/>	<p>OPM Form 7 (Iran Certification)</p>

ADV. No.: BI-P-91-ARC

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:	July 1, 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></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></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:	To access the QBS Email Registration for this Project: <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:	To access the QBS Submittal Booklet Requirements for this Project: <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:	Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Friday Oct. 24, 2014 QBS Submittal Booklets shall be submitted to the following address: Randy Daigle State Office Building Department of Administrative Services Division of Construction Services Office of Design & Construction Process Management/QBS Unit -Room 478 165 Capitol Avenue Hartford, Connecticut 06106 <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.	
RFQ Contacts:	<i>For Questions Concerning General QBS Submittal Requirements:</i> DCS Process Management/QBS Unit: Randy Daigle, Project Manager DCS Process Management/QBS Unit Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov	<i>For Questions Concerning this Consultant Services Contract:</i> DCS Project Management Unit: Ward Ponticelli, RA DCS Project Management Unit Room 460 165 Capitol Avenue Hartford, Connecticut 06106 Email: ward.ponticelli@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

RFQ Web Advertisement
 For A/E Consultant Services