

Construction Services Page 1 of 7 ADV. No.: BI-RC-394-ARC **Connecticut Department of Administrative Services Division of Construction Services** Office of Design & Construction – Process Management & QBS Unit – Room 478 165 Capitol Avenue, Hartford, CT 06106 **Request for Qualifications (RFQ) Web Advertisement** For Architect/Engineer (A/E) Consultant Services Adv. No.: BI-RC-394-ARC Web Advertisement Date: Wednesday, June 17, 2015 **IMPORTANT NOTE:** This RFQ Web Advertisement contains new Quality Based Selection (QBS) Submittal Requirements and QBS Selection Procedures. Please read this RFQ Web Advertisement and all referenced documents carefully. 1 Major Capital Project Architect/Engineer Consultant Selection Selection Type: 2 General In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Statement: Department of Administrative Services (DAS), Division of Construction Services (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. 3 Consultant The project requires complete Architectural and Engineering Consultant services; including Services: structural, mechanical and electrical consultants as part of the team as well as several specialty consultants as outlined in Designated Services below. 4 **User Agency** Connecticut State University System Name: 5 **Project Planning** January 9, 2015 Start Date: 6 Contract No.: BI-RC-394-ARC 7 **Project Title:** Renovate/Expansion of Barnard Hall at CCSU 8 Project New Britain, CT Location(s): 9 **Cost Of The** \$15,032,000.00 Work: **Project Delivery** 10 Design-Bid-Build (D-B-B): Architect/Engineer (A/E) consultants are selected to develop Method: design and construction documents for the State to publically bid the Major Capital Project. The "lowest responsible and qualified general bidder" is awarded the contract to build the Project. Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP): \boxtimes Architect/Engineer (A/E) consultants are selected to develop design and construction documents in cooperation with a CMR for a Major Capital Project. The CMR shall publically bid the project elements to subcontractors and the "lowest responsible and qualified general bidders" will be awarded subcontracts after the CMR enters into GMP contract with the State to build the Project. Design-Build (D-B): A Design-Build Criteria Architect (DBCA) is selected to produce D-B Request for Proposals (RFP) documents for a Major Capital Project. The Design-Builder with the "Best Value Total Cost Proposal" is awarded a contract by the State to design and build the

Project.



ADV. No.: BI-RC-394-ARC				
	Project Description:	The Division of Construction Services (DCS), Department of Administrative services (DAS) is seeking the services of a highly talented and experienced Architectural/Engineering (A/E) Consultant team. The team will provide design and construction administration services to the DCS in support of the renovation and expansion of Barnard Hall at Central Connecticut State University in New Britain, CT.		
		This provides for an addition and renovations to Barnard Hall, a four-story, 78,443 gross square foot academic facility constructed in 1953. This building houses the College of Education and Professional Studies, the Nursing Program, the Information Technology Department, and the University's main campus computer server room.		
		There are four major components of this project. The first provides for a 20,000 gross square foot four-story addition, which will house new offices for staff and faculty and create a space for student advising and services related to student teaching. It is expected that the exterior of this addition will be designed in the Georgian style and blend with architectural style of Davidson Hall and the new Willard/DiLoreto/Infill facilities.		
		The second component of the project will include the replacement of a window system. Installed during the original construction in 1953, these windows are deteriorating. They are difficult to open and in most cases, cannot be properly secured.		
		The third component calls for a new central HVAC system for the building and the addition. Many of the existing rooms are either not air conditioned or have inefficient window or dedicated split systems. Connecting the building onto the existing campus heating and cooling plant will increase efficiency of the building.		
		The final component of this project will include renovations to approximately 11,000 gross square feet of the facility. Work will include, but not be limited to the removal of all existing lockers and installation of new corridor walls, display cabinets and information centers; the removal of existing ceiling systems (including old, obsolete ductwork), and associated electrical work.		
		Air conditioning units for the campus server room are currently located on the roof of Barnard Hall. During construction, it is critical that air-conditioning of the campus computer server room not be interrupted. Therefore this project shall include temporary measures to keep this function operational.		
		The building will remain occupied throughout the duration of construction.		
		All improvements will meet ADA standards and comply with CCSU facility standards.		
Ser	Designated Services: [RCSA 4-134e4(a)]	The Architectural firm and lead project architect shall have significant experience in designing and constructing similar engineering educational facilities in the Northeast.		
[RCSA 4-13	34 0 4(a)]	 The following designated tasks shall be required for this project and conducted with the Architect's Consultant Team, including, but not limited to the following types of services: Architectural; Civil Engineering; Landscape Architect; Structural Engineering; Mechanical/Electrical/Plumbing Engineering (including HVAC, Fire Suppression/Protection Systems); Predesign, Feasibility, Environmental Studies; Site Surveys, Borings, Geotechnical Reports, etc.; Programming; Building Security; Telecommunications / Information Technology; Furnishings, Fixtures and Equipment; Independent Cost Estimator; Participation in budget reconciliation and value engineering with a Construction Administrator and Construction Manager at Risk (CMR) 		



Page 3 of 7

ADV. No.: BI-RC-394-ARC

	Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:			
13	Selection Document Requirements (Prior to the QBS Submittal Deadline):	Friendly Initiative," found in Public Act No. 11-229, each Firm is required to open a BizNet Account on the DAS website and then electronically upload certain Documents to their DAS BizNet Account prior to the due date of their QBS Submittal Booklet ("QBS Submittal Deadline") .		
		 Scroll down and click on the following DCS form: 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services. 		
		See Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline) in "1212 QBS Submittal Booklet Requirements" for additional instructions.		
14	Conditional Selection Document Requirements:	conditional upon completing and submitting, within fourteen (14) calendar days of being notified by email, certain documents as described in the Conditional Selection Notification Letter .		
		For a summary of the Documents that must be either electronically uploaded to DAS BizNet or submitted directly to the CT DCS Legal Services Unit within fourteen (14) days of being Conditionally Selected:		
		 Go to the DCS Website: www.ct.gov/dcs At the top of the DCS Home Page click on the DCS Library link. Scroll down and click on the following DCS forms: 1150 - Credentials and Insurance Requirements; and 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services. 		
		See Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected) in "1212 QBS Submittal Booklet Requirements" for additional instructions.		

15	QBS Selection Panels:	Number of QBS Selection Panel Members Per Cost of Work:				
				QBS Selection Panel Members		
			Cost of the Work	DAS Employees (Appointed By DAS Commissioner)	Agency Employees (Appointed By Agency Commissioner)	Total
		\boxtimes	\$5,000,000 or Greater (Major Capital Project)	4	1	5
			\$5,000,000 or Less (Minor Capital Project)	2	1	3
			CHEFA Projects	3	2	5



ADV. No.: BI-RC-394-ARC

Page 4 of 7

16 QBS Selection Procedure		Step	**NEW** QBS Selection Procedures			
	Steps:	1	RFQ Web Advertisement [RCSA 4-134e-2, 4-134e-3, & 4-134e-4(a through e)]:			
			Prospective Consultants shall submit their QBS Submittal Booklets in response to this RFQ Web Advertisement by the QBS Submittal Deadline stated in Section 23 of this RFQ Web Advertisement.			
		2	Longlist Procedure (Pre-Screening) [RCSA 4-134e-7 & 4-134e-8(e)]:			
			The QBS Selection Panel Chair Person shall review all prospective Consultant Firm's QBS Submittal Booklets for "proper form" and compliance with 1212 QBS Submittal Booklet Requirements.			
			The QBS Unit shall (1) determine if the prospective Consultant Firm meets or exceeds contract limitations as specified in 1210 QBS - Guidelines for Selection and Contract Limits; and (2) create a "Longlist" of Consultant Firms that shall be Screened and Shortlisted for the Selection Interviews.			
			NOTE: If a prospective Consultant Firm exceeds the contract limitations as specified in 1210 QBS - Guidelines for Selection and Contract Limits , they shall not be considered any further for the specific "Project".			
		3	Shortlist Procedure (Screening) [RCSA 4-134e-7 & 4-134e-8(a through e)]:			
			The QBS Selection Panel shall evaluate and "rate" each of the Firms on the Longlist in accordance with "Screening Shortlist Rating Criteria Categories" .			
			The QBS Unit shall create a "Screening Approval Memorandum" of the recommended Shortlisted Firms rated "most highly qualified" that shall be furnished to the DCS Director of Project Management for approval.			
		4	Selection Interview Procedure [RCSA 4-134e-9 & 4-134e-10]:			
			The QBS Selection Panel shall conduct Selection Interviews with the Shortlisted Firms rated by the DCS Director of Project Management as the "most highly qualified". At the end of all of the Selection Interviews, the QBS Selection Panel shall "rate" each of the Firms in accordance with the "Selection Interview Rating Criteria Categories" and shall evaluate the "Total Volume of Work Awarded By *DAS" to each of the five (5) Firms in the previous five (5) years.			
			The QBS Unit shall create a "Certified List" of the three (3) "most highly qualified Firms" and shall include on the "Certified List" a summary of the "Total Volume of Work Awarded By *DAS" to the Firm in the previous five (5) years .			
			* DAS includes the former DPW and DCS.			
		5	Selection [RCSA 4-134e-8(e), 4-134e-10, 4-134e-11, & 4-134e-12]:			
			The QBS Unit shall furnish the Certified List with the "rating point scores" and the "Total Volume of Work Awarded By *DAS" of each of the three (3) remaining, most qualified design professional Firms to the DCS Director of Project Management.			
			In order to achieve an equitable distribution of contracts, the DCS Director of Project Management may utilize the "Total Volume of Work Awarded By *DAS" to determine the final selection of the most qualified Firm, provided, however, that the principle of selection of the most highly qualified Firms is not violated.			
			The QBS Unit shall send the Selected Firm a "Conditional Selection Notification Letter" which shall provide instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by the DCS Legal Services Unit.			
			* DAS includes the former DPW and DCS.			



1200 RFQ Web Advertisement For Architect/Engineer (A/E) Consultant Services

	ADV. N	No.: B	I-RC-394-ARC	ge 5 of 7	
17	QBS Screening Shortlist	in acc	BS Selection Panel shall evaluate and rate all prospective Consultant's QBS Submittal B ordance with the "Screening Shortlist Rating Criteria Categories" table below and of st of the "most highly qualified Firms" that shall be invited to a Selection Interview:		
Rating Criteria Categories:		ltem No.	Screening Shortlist Rating Criteria Categories:	Max. Rating Points	
			Proposed <u>Key Personnel's</u> Specialized Design Experience & Technical Competence for the "Designated Services" Required for this Project [RCSA 4-134e-8(a)]		
		1	(Key Personnel have Specialized Design experience & Technical Competence in relevant Projects, i.e., similar scope, complexity, and budget).	40	
			(See RFQ Web Advertisement for "Project Description" & "Designated Services", and 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections D, E, F, & G)		
			Proposed <u>Team's</u> Capacity & Capability To Perform The Work, Including Any "Designated Services" Required For This Project, Within The Time Limitations [RCSA 4-134e-8(b)]		
		2	(The Proposed Team has experience in relevant Projects of similar scope, complexity and budget, has previously worked together, and is capable of performing the work within the time limitations)	30	
			(See RFQ Web Advertisement for "Project Description" & "Designated Services", and 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections F, G, & J, and Division 8 – CT 330 Part II, Sections 8, 9, & 10)		
		3	Prime Firm's Geographic Proximity To The Project's Geographic Location & Familiarity With The Area Where The Project Is Located [CGS 4b-57(b) (2) & RCSA 4-134e-8(d)]	20	
		5	(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)		
			Proposed Team's CT Code Expertise Required For This Project [CGS 4b-57(b) (1)]		
		4	(Both Licensed CT Building Official and relevant CT Code Expertise for this "Project")	10	
			(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)		
			Maximum Total Possible Rating Points per Selection Panel Member:	100	
			Three (3) Member Selection Panel- Maximum Total Possible Rating Points:	300	
			Five (5) Member Selection Panel Maximum Total Possible Rating Points:	500	



1200 RFQ Web Advertisement For Architect/Engineer (A/E) Consultant Services

Page 6 of 7 ADV. No.: BI-RC-394-ARC 18 QBS The QBS Selection Panel shall conduct Selection Interviews with the Shortlisted Firms. At the end Selection of all of the Selection Interviews, the Selection Panel shall "Rate" each of the Firms in accordance with Interview the "Selection Interview Rating Criteria Categories" table below and create a "Certified List" of Rating the three (3) "most highly qualified Firms" to be submitted to the DCS Director of Project Management Criteria for consideration. **Categories:** Max. Item Rating Selection Interview Rating Criteria Categories: No. Points Proposed Team's Experience with Projects of Similar Size & Scope as this Project (See 1212 QBS Submittal Booklet Requirements -1 30 Division 1 – Letter of Interest & Narrative, Division 7 - CT 330 Part I, Sections D, E, F, & G, and Division 8 - CT 330 Part II, Sections 8, 9, & 10; and the Team's Selection Interview Presentation) Proposed Team's Approach to the Work Required for this Project (See 1212 QBS Submittal Booklet Requirements -2 30 Division 1 Letter of Interest & Narrative; and the Team's Selection Interview Presentation) Proposed Team's Organizational Structure for this Project (See 1212 QBS Submittal Booklet Requirements -3 20 Division 7 - CT 330 Part I, Sections D, E, F, and G; and the Team's Selection Interview Presentation) Prime Firm's Past Performance Record with State & Other Clients [RCSA 4-134e-8(c)] (Including, but not limited to, Control of Costs, Quality of Work, Conformance with Program, Cooperation with Client, and Supervision of Construction) 4 20 (See 1212 QBS Submittal Booklet Requirements -Division 7 - CT 330 Part I, Sections E, F, I, & J; Active (past 5 years) DCS Consultant Performance Evaluations: Prime Firm's Reference Checks; and the Team's Selection Interview Presentation) Maximum Total Possible Rating Points per Selection Panel Member: 100 Three (3) Member Selection Panel - Maximum Total Possible Rating Points: 300 Five (5) Member Selection Panel - Maximum Total Possible Rating Points: 500



Page 7 of 7

	ADV. No.:	BI-RC-394-ARC			
20	QBS Submittal Booklets Requirements:	-			
	[RCSA 4-134e-4 (a through b)]	1 Go to the DCS Website: <u>www.ct.gov/dc</u>	<u>s</u>		
	(2 At the top of the DCS Home Page click c			
		3 Scroll down and click on the 1212 QBS Submittal Booklet Requirements link.			
21	QBS Email Registration:	· · · · · · · · · · · · · · · · · · ·			
		1 Go to the DCS Website: <u>www.ct.gov/dc</u>			
		2 At the top of the DCS Home Page click c	n the DCS Library link.		
		3 Scroll down and click on the 1211 QBS I	Email Registration link.		
22	CT 330 Part I & CT 330 Part II: [RCSA 4-134e-4 (c through e)]				
		1 Go to the DCS Website: <u>www.ct.gov/dcs</u>			
		2 At the top of the DCS Home Page click on the DCS Library link.			
		3 Scroll down and click on the 1213 CT 330 Part I link.			
		4 Scroll down and click on the 1214 CT 330 Part II link			
23	QBS Submittal	Deadline for the receipt of the QBS Submittal Booklets is:			
	Deadline:	3 p.m. Tuesday, July 21, 2105			
24	QBS Submittal Location:	QBS Submittal Booklets shall be submitted to the following address: Randy Daigle, DCS Process Management Unit Department of Administrative Services (DAS)/ Division of Construction Services (DCS) Room 478 165 Capitol Avenue, Hartford, Connecticut 06106 IMPORTANT NOTE: 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.			
25	QBS Contacts:	For General QBS Submittal Questions:	For Specific Project Questions:		
		DCS Process Management Unit:	DCS Project Management Unit:		
		Randy Daigle DCS Process Management Unit Room 478, 165 Capitol Avenue Hartford, Connecticut 06106	Peter Simmons, Project Manager DCS Project Management Unit Room 460, 165 Capitol Avenue Hartford, Connecticut 06106		
		Email: <u>randy.daigle@ct.gov</u>	Email: peter.simmons@ct.gov		
		IMPORTANT NOTE: Responses to requests for more specific Project information than contained in this Advertisement shall be limited to information that is available to all Firms and t is necessary to complete this QBS process. All requests for more specific Project information must be sent in <u>writing</u> (email acceptable).			

END RFQ Web Advertisement For A/E Consultant Services