



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

ADV. No.: BI-JA-465-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-JA-465-ARC      Web Advertisement Date: Thursday, Oct.6 2016

**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 Selection Type:** Major Capital Project Architect/Engineer Consultant Selection

**2 General Statement:** In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, 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 Services:** The design scope of work includes replacement of (2) major building components at the York Correctional Institute at Niantic, CT., to include:

- 1. The complete replacement of existing 10 inch high temperature and chilled water supply and return underground piping lines to feed 18 buildings and
- 2. The complete replacement of the existing Central Plant.

Underground piping replacement shall also include all replacement of all valves and vaults for both heating and chilled water piping systems.

New Central Plant – will consist of (3) 350 ton chillers with space for a future fourth; cooling tower with 3 cells; (3) 350 hp high efficiency boilers and all associated required pumps, valves and chemical treatment accessories.

NOTE: The lead designer for this Project must be an Engineer and architectural services will be under the direction of the Project Engineer.

**4 User Agency Name:** Department of Correction

**5 Project Planning Start Date:** August 15, 2016

**6 Contract No.:** BI-JA-465-ARC



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**For Architect/Engineer (A/E) Consultant Services**

<b>ADV. No.:</b> BI-JA-465-ARC							
<b>7</b>	<b>Project Title:</b> York Correctional Central Plant and Distribute System						
<b>8</b>	<b>Project Location(s):</b> York Correctional institute 201 West Main Street, Niantic, CT 06357						
<b>9</b>	<b>Cost Of The Work:</b> <ul style="list-style-type: none"> <li>• CMR Cost of Work is the Construction Budget – for both the underground pipe distribution re [placement and the new Central Plan – total Construction Estimate is \$45,800,000.</li> </ul>						
<b>10</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Project Delivery Method:</b></td> <td><b>Design-Bid-Build (D-B-B):</b> Architect/Engineer (A/E) consultants are selected to develop 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.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><b>Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP):</b> 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.</td> </tr> <tr> <td></td> <td><b>Design-Build (D-B):</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.</td> </tr> </table>	<b>Project Delivery Method:</b>	<b>Design-Bid-Build (D-B-B):</b> Architect/Engineer (A/E) consultants are selected to develop 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.	<input checked="" type="checkbox"/>	<b>Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP):</b> 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.		<b>Design-Build (D-B):</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.
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**12 Designated Services:**  
 [RCSA 4-134e4(a)]

- A Professional Land Surveyor to develop a current 3D survey of the project area. This should include all improvements and utilities above and below grade.
  - A Professional Geotechnical Engineer to explore the soil and groundwater conditions along the proposed pipe routing. They also would provide recommendations on soil bearing capacities, soil coefficients, pavement sections, and other design-related information.
  - A Licensed Architect shall be retained by the Project Engineer to develop drawings and specifications for the building envelop and interior restoration.
- Note:** The Land Surveyor, Geotechnical Engineer, and Architect shall all be consultants retained by the Engineer who could coordinate those efforts.*
- *This Project is not under the “High Performance Building” standards.*
  - *This project will require Building Commissioning for the new Central plant and all new piping tie-ins to the existing building mechanical rooms, for 18 buildings.*
  - *Participation in budget reconciliation and value engineering with a Construction Administrator or CMR.*

**Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:**

**13 Selection Document Requirements (Prior to the QBS Submittal Deadline):**

In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy’s “Business 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”)**.

For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline:

- Go to the DCS Website: [www.ct.gov/dcs](http://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 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.



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<b>14</b>	<b>Conditional Selection Document Requirements:</b>	<p>In accordance with the requirements the DCS Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within <b>fourteen (14) calendar days</b> of being notified by email, certain documents as described in the <b>Conditional Selection Notification Letter</b>. Some documents are required to be <b>electronically uploaded</b> in accordance with Connecticut General Statutes Public Act No. 11-229, "Business Friendly Initiative". Others must be submitted as <b>hard copies</b> directly to the DCS Legal Services Unit.</p> <p>For a summary of the Documents that must be either <b>electronically uploaded to DAS BizNet or submitted directly to the CT DCS Legal Services Unit</b> within <b>fourteen (14) days</b> of being Conditionally Selected:</p> <ul style="list-style-type: none"> <li>• Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• At the top of the DCS Home Page click on the <b>DCS Library</b> link.</li> <li>• Scroll down and click on the following DCS forms:</li> <li>• <b>1150 - Credentials and Insurance Requirements; and</b></li> <li>• <b>1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services.</b></li> </ul> <p>See <b>Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected)</b> in "1212 QBS Submittal Booklet Requirements" for additional instructions.</p>
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<b>15</b>	<b>QBS Selection Panels:</b>	<b>Number of QBS Selection Panel Members Per Cost of Work:</b>				
		<b>Cost of the Work</b>	<b>QBS Selection Panel Members</b>			
			<b>DAS Employees</b> <small>(Appointed By DAS Commissioner)</small>	<b>Agency Employees</b> <small>(Appointed By Agency Commissioner)</small>	<b>Total</b>	
		<input checked="" type="checkbox"/>	<b>\$5,000,000 or Greater (Major Capital Project)</b>	<b>4</b>	<b>1</b>	<b>5</b>
		<input type="checkbox"/>	<b>\$5,000,000 or Less (Minor Capital Project)</b>	<b>2</b>	<b>1</b>	<b>3</b>
<input type="checkbox"/>	<b>CHEFA Projects</b>	<b>3</b>	<b>2</b>	<b>5</b>		

<b>16</b>	<b>QBS Selection Procedure Steps:</b>	<b>Step</b>	<b>**NEW** QBS Selection Procedures</b>
		<b>1</b>	<p><b>RFQ Web Advertisement</b> [RCSA 4-134e-2, 4-134e-3, &amp; 4-134e-4(a through e)]:</p> <p>Prospective Consultants shall submit their <b>QBS Submittal Booklets</b> in response to this <b>RFQ Web Advertisement</b> by the <b>QBS Submittal Deadline</b> stated in <b>Section 23</b> of this RFQ Web Advertisement.</p>
		<b>2</b>	<p><b>Longlist Procedure (Pre-Screening)</b> [RCSA 4-134e-7 &amp; 4-134e-8(e)]:</p> <p>The <b>QBS Selection Panel Chair Person</b> shall review all prospective Consultant Firm's <b>QBS Submittal Booklets</b> for "proper form" and compliance with <b>1212 QBS Submittal Booklet Requirements</b>.</p> <p>The <b>QBS Unit</b> shall (1) determine if the prospective Consultant Firm meets or exceeds contract limitations as specified in <b>1210 QBS - Guidelines for Selection and Contract Limits</b>; and (2) create a "<b>Longlist</b>" of Consultant Firms that shall be Screened and Shortlisted for the Selection Interviews.</p> <p><b>NOTE:</b> If a prospective Consultant Firm <b>exceeds</b> the contract limitations as specified in <b>1210 QBS - Guidelines for Selection and Contract Limits</b>, they shall not be considered any further for the specific "Project".</p>
		<b>3</b>	<p><b>Shortlist Procedure (Screening)</b> [RCSA 4-134e-7 &amp; 4-134e-8(a through e)]:</p>



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		<p>The <b>QBS Selection Panel</b> shall evaluate and “rate” each of the Firms on the <b>Longlist</b> in accordance with “<b>Screening Shortlist Rating Criteria Categories</b>”.</p> <p>The <b>QBS Unit</b> shall create a “<b>Screening Approval Memorandum</b>” of the recommended <b>Shortlisted</b> Firms rated “most highly qualified” that shall be furnished to the DCS Director of Project Management for approval.</p>						
	<b>4</b>	<p><b>Selection Interview Procedure</b> [RCSA 4-134e-9 &amp; 4-134e-10]:</p> <p>The <b>QBS Selection Panel</b> shall conduct <b>Selection Interviews</b> with the <b>Shortlisted</b> 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 “<b>Selection Interview Rating Criteria Categories</b>” and shall evaluate the “<b>Total Volume of Work Awarded By *DAS</b>” to each of the <b>five (5) Firms</b> in the previous <b>five (5) years</b>. .</p> <p>The <b>QBS Unit</b> shall create a “<b>Certified List</b>” of the <b>three (3)</b> “most highly qualified Firms” and shall include on the “Certified List” a summary of the “<b>Total Volume of Work Awarded By *DAS</b>” to the Firm in the previous <b>five (5) years</b>.</p> <p>* <b>DAS</b> includes the former DPW and DCS.</p>						
	<b>5</b>	<p><b>Selection</b> [RCSA 4-134e-8(e), 4-134e-10, 4-134e-11, &amp; 4-134e-12]:</p> <p>The <b>QBS Unit</b> shall furnish the <b>Certified List</b> with the “<b>rating point scores</b>” and the “<b>Total Volume of Work Awarded By *DAS</b>” of each of the <b>three (3)</b> remaining, most qualified design professional Firms to the DCS Director of Project Management.</p> <p>In order to achieve an equitable distribution of contracts, the DCS Director of Project Management may utilize the “<b>Total Volume of Work Awarded By *DAS</b>” 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.</p> <p>The <b>QBS Unit</b> shall send the <b>Selected Firm</b> a “<b>Conditional Selection Notification Letter</b>” 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.</p> <p>* <b>DAS</b> includes the former DPW and DCS.</p>						
<b>17</b>	<b>QBS Screening Shortlist Rating Criteria Categories:</b>	<p>The <b>QBS Selection Panel</b> shall evaluate and rate all prospective Consultant’s <b>QBS Submittal Booklets</b> in accordance with the “<b>Screening Shortlist Rating Criteria Categories</b>” table below and create a Shortlist of the “most highly qualified Firms” that shall be invited to a Selection Interview:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 10%; text-align: center;">Item No.</th> <th style="width: 70%; text-align: center;">Screening Shortlist Rating Criteria Categories:</th> <th style="width: 20%; text-align: center;">Max. Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;"><b>1</b></td> <td> <p style="text-align: center;"><b>Proposed <i>Key Personnel’s</i> Specialized Design Experience &amp; Technical Competence for the “Designated Services” Required for this Project</b> [RCSA 4-134e-8(a)]</p> <p style="text-align: center;"><i>(Key Personnel have Specialized Design experience &amp; Technical Competence in relevant Projects, i.e., similar scope, complexity, and budget).</i></p> <p style="text-align: center;"><i>(See RFQ Web Advertisement for “Project Description” &amp; “Designated Services”, and 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections D, E, F, &amp; G)</i></p> </td> <td style="text-align: center; vertical-align: top;"><b>40</b></td> </tr> </tbody> </table>	Item No.	Screening Shortlist Rating Criteria Categories:	Max. Rating Points	<b>1</b>	<p style="text-align: center;"><b>Proposed <i>Key Personnel’s</i> Specialized Design Experience &amp; Technical Competence for the “Designated Services” Required for this Project</b> [RCSA 4-134e-8(a)]</p> <p style="text-align: center;"><i>(Key Personnel have Specialized Design experience &amp; Technical Competence in relevant Projects, i.e., similar scope, complexity, and budget).</i></p> <p style="text-align: center;"><i>(See RFQ Web Advertisement for “Project Description” &amp; “Designated Services”, and 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections D, E, F, &amp; G)</i></p>	<b>40</b>
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	2	<p><b>Proposed <u>Team's</u> Capacity &amp; Capability To Perform The Work, Including Any "Designated Services" Required For This Project, Within The Time Limitations</b> [RCSA 4-134e-8(b)]</p> <p><i>(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)</i></p> <p><i>(See RFQ Web Advertisement for "Project Description" &amp; "Designated Services", and 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections F, G, &amp; J, and Division 8 – CT 330 Part II, Sections 8, 9, &amp; 10)</i></p>	30
	3	<p><b>Prime Firm's Geographic Proximity To The Project's Geographic Location &amp; Familiarity With The Area Where The Project Is Located</b> [CGS 4b-57(b) (2) &amp; RCSA 4-134e-8(d)]</p> <p><i>(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)</i></p>	20
	4	<p><b>Proposed Team's CT Code Expertise Required For This Project</b> [CGS 4b-57(b) (1)]</p> <p><i>(Both Licensed CT Building Official and relevant CT Code Expertise for this "Project")</i></p> <p><i>(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)</i></p>	10
<b>Maximum Total Possible Rating Points per Selection Panel Member:</b>			<b>100</b>
<b>Three (3) Member Selection Panel- Maximum Total Possible Rating Points:</b>			<b>300</b>
<b>Five (5) Member Selection Panel Maximum Total Possible Rating Points:</b>			<b>500</b>

18 **QBS Selection Interview Rating Criteria Categories:** The **QBS Selection Panel** shall conduct **Selection Interviews** with the Shortlisted Firms. At the end of all of the Selection Interviews, the Selection Panel shall "Rate" each of the Firms in accordance with the "**Selection Interview Rating Criteria Categories**" table below and create a "**Certified List**" of the **three (3)** "most highly qualified Firms" to be submitted to the DCS Director of Project Management for consideration.

Item No.	Selection Interview Rating Criteria Categories:	Max. Rating Points
1	<p><b>Proposed Team's Experience with Projects of Similar Size &amp; Scope as this Project</b></p> <p><i>(See 1212 QBS Submittal Booklet Requirements – Division 1 – Letter of Interest &amp; Narrative, Division 7 – CT 330 Part I, Sections D, E, F, &amp; G, and Division 8 – CT 330 Part II, Sections 8, 9, &amp; 10; and the Team's Selection Interview Presentation)</i></p>	30
2	<p><b>Proposed Team's Approach to the Work Required for this Project</b></p> <p><i>(See 1212 QBS Submittal Booklet Requirements – Division 1 Letter of Interest &amp; Narrative; and the Team's Selection Interview Presentation)</i></p>	30
3	<p><b>Proposed Team's Organizational Structure for this Project</b></p> <p><i>(See 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections D, E, F, and G; and the Team's Selection Interview Presentation)</i></p>	20





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	<b>4</b>	<p><b>Prime Firm's Past Performance Record with State &amp; Other Clients</b> [RCSA 4-134e-8(c)]</p> <p><i>(Including, but not limited to, Control of Costs, Quality of Work, Conformance with Program, Cooperation with Client, and Supervision of Construction)</i></p> <p><i>(See 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections E, F, I, &amp; J; Active (past 5 years) DCS Consultant Performance Evaluations; Prime Firm's Reference Checks; and the Team's Selection Interview Presentation)</i></p>	<b>20</b>
	<b>Maximum Total Possible Rating Points per Selection Panel Member:</b>		<b>100</b>
	<b>Three (3) Member Selection Panel - Maximum Total Possible Rating Points:</b>		<b>300</b>
	<b>Five (5) Member Selection Panel - Maximum Total Possible Rating Points:</b>		<b>500</b>

<p><b>19 QBS Contract Limitations:</b></p>	<p>It is highly recommended that prospective Consultant Firms review “<b>1210 QBS - Guidelines for Selection and Contract Limits</b>” prior to completing a <b>QBS Submittal Booklet</b> to determine if they meet or exceed Contracts Limitations for this specific Project. If a Firm exceeds the number of allowable Contracts as described in “<b>1210 QBS - Guidelines for Selection and Contract Limits</b>” and still submits a <b>QBS Submittal Booklet</b>, then the Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the <b>DCS Library</b> as follows:</p>		
	1	Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>	
	2	At the top of the DCS Home Page click on the <b>DCS Library</b> link.	
	3	Scroll down and click on the <b>1210 QBS - Guidelines for Selection and Contract Limits</b> link.	

<p><b>20 QBS Submittal Booklets Requirements:</b></p> <p>[RCSA 4-134e-4 (a through b)]</p>	<p>All prospective Consultant Firms must submit <b>QBS Submittal Booklets</b> in accordance with the “<b>1212 QBS Submittal Booklet Requirements</b>”, which can be accessed and downloaded from the <b>DCS Library</b> as follows:</p>		
	1	Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>	
	2	At the top of the DCS Home Page click on the <b>DCS Library</b> link.	
	3	Scroll down and click on the <b>1212 QBS Submittal Booklet Requirements</b> link.	

<p><b>21 QBS Email Registration:</b></p>	<p>The “<b>1211 QBS Email Registration</b>” is referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The <b>QBS Email Registration</b> is required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and is accessible in the <b>DCS Library</b> as follows:</p>		
	1	Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>	
	2	At the top of the DCS Home Page click on the <b>DCS Library</b> link.	
	3	Scroll down and click on the <b>1211 QBS Email Registration</b> link.	

<p><b>22 CT 330 Part I &amp; CT 330 Part II:</b></p> <p>[RCSA 4-134e-4 (c through e)]</p>	<p>The two (2) forms, “<b>1213 CT 330 Part I</b>” (a Firm's qualifications for the specific project) and “<b>1214 CT 330 Part II</b>” (general qualifications of a Firm or specific branch office of a Firm), are referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The two (2) forms are required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and are accessible in the <b>DCS Library</b> as follows:</p>		
	1	Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>	
	2	At the top of the DCS Home Page click on the <b>DCS Library</b> link.	
	3	Scroll down and click on the <b>1213 CT 330 Part I</b> link.	
	4	Scroll down and click on the <b>1214 CT 330 Part II</b> link	



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**END**  
**RFQ Web Advertisement**  
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