



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

ADV. No.: BI-T-615-ARC

**Connecticut Department of Administrative Services
 Office of Legal Affairs, Policy & Procurement
 450 Columbus Boulevard, Suite 1302
 Hartford, Connecticut 06103**

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

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.

Adv. No.:	BI-T-615-ARC	Web Advertisement Date:	Thursday, March 30, 2017
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QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Wednesday, April 19, 2017
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1 Selection Type:	Major Capital Project Architect/Engineer Consultant Selection
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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.
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3 Consultant Services:	<ul style="list-style-type: none"> • A/E Consultant Selections for CMR Projects; The project requires complete Architectural and Engineering Consultant services; including structural, mechanical and electrical consultants as part of the team as well as several specialty consultants as outlined in Designated Services below.
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4 User Agency Name:	Department of Energy and Environmental Protection
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5 Project Planning Start Date:	January 3,2017
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6 Contract No.:	BI-T-615-ARC
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7 Project Title:	New West District Headquarters at Black Rock SP
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8 Project Location(s):	Watertown CT
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9 Cost Of The Work:	\$7,100,000
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10 Project Delivery Method:	<input checked="" type="checkbox"/> Design-Bid-Build (D-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 type="checkbox"/> Construction Manager At Risk (CMR) - Guaranteed Maximum Price (GMP): 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.
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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.

11 Project Description: The Department of Administrative services (DAS) Construction Services is seeking the services of a highly talented and experienced Architectural/Engineering (A/E) Consultant team. The State of Connecticut Department of Energy and Environmental Protection wishes to construct a new West District Headquarters (WDHQ) Facility at Black Rock State Park in Watertown, CT. The goal is to consolidate DEEP staff currently located in multiple facilities throughout western CT. The following Divisions will be accommodated in the new building:

1. Agency Support Services
2. State Parks
3. Inland Fisheries
4. Forestry
5. Law Enforcement
6. Boating
7. Wildlife

The project will include new construction totaling approximately 16,000 gross square feet. Space includes public access for district services, exhibit space, general office areas, conference and training rooms, laboratory, shop and workspace and a suite for law enforcement. Park operations, shop and equipment storage will also be accommodated within the building.

The overall square footage includes the following:

1. Maintenance Shops and Storage:	3,700 sf
2. Park Operations Office, Break Room and Toilet Room:	800 sf
3. West District HQ:	11,500 sf

12 Designated Services: [RCSA 4-134e4(a)] The Architectural firm and lead project architect shall have significant experience in designing and constructing facilities. The following designated disciplines shall be required for this project and be part of the Architect's Consultant Team, including, but not limited to the following types of services:

- Full architectural and interior services (including structural, MEP/FP, data/telecommunications).
- Programming (limited to defined project spaces)
- Coordination of Building Commissioning (Cx) that will be provided under a separate contract
- Cost estimating
- Surveys, borings, geotechnical reports, etc.;
- High Performance Buildings
- Integrated Design Process;
- Interior Design/space planning;



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

13	<p>Selection Document Requirements (Prior to the QBS Submittal Deadline):</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, 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").</p> <p>For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline:</p> <ul style="list-style-type: none"> • 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 form: • 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services. <p>See Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline) in "1212 QBS Submittal Booklet Requirements" for additional instructions .Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.</p>
All State Contracts with a cost or value of \$50,000 or more:	<input checked="" type="checkbox"/>	<p>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.</p>
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): 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): When DAS is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), DAS 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 <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.</p>
	<input checked="" type="checkbox"/>	<p>OPM Form 7 (Iran Certification)</p>



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14 Conditional Selection of Firm Additional Affidavits & Certification Requirements

In accordance with the requirements the Department’s Legal Services Unit, the selection of a Firm is 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**. 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 Department’s Legal Services Unit.

For a summary of the Documents that must be either **electronically uploaded to DAS BizNet or submitted directly to the CT Department’s 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 Department’s 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:			
		Cost of the Work	QBS Selection Panel Members		
			DAS/CS Employees (Appointed By DAS Commissioner)	Agency Employees (Appointed By Agency Commissioner)	Total
<input checked="" type="checkbox"/>	\$5,000,000 or Greater (Major Capital Project)	4	1	5	
<input type="checkbox"/>	\$5,000,000 or Less (Minor Capital Project)	2	1	3	
<input type="checkbox"/>	CHEFA Projects	3	2	5	



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16	QBS Selection Procedure Steps:	Step	QBS Selection Procedures
		1	<p>RFQ Web Advertisement [RCSA 4-134e-2, 4-134e-3, & 4-134e-4(a through e)]:</p> <p>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.</p>
		2	<p>Longlist Procedure (Pre-Screening) [RCSA 4-134e-7 & 4-134e-8(e)]:</p> <p>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.</p> <p>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.</p> <p>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".</p>
		3	<p>Shortlist Procedure (Screening) [RCSA 4-134e-7 & 4-134e-8(a through e)]:</p> <p>The QBS Selection Panel shall evaluate and "rate" each of the Firms on the Longlist in accordance with "Screening Shortlist Rating Criteria Categories".</p> <p>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 Departments of Project Management for approval.</p>
		4	<p>Selection Interview Procedure [RCSA 4-134e-9 & 4-134e-10]:</p> <p>The QBS Selection Panel shall conduct Selection Interviews with the Shortlisted Firms rated by the Departments 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. .</p> <p>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.</p> <p>* DAS includes the former DPW and DCS.</p>
		5	<p>Selection [RCSA 4-134e-8(e), 4-134e-10, 4-134e-11, & 4-134e-12]:</p> <p>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 Departments Director of Project Management.</p> <p>In order to achieve an equitable distribution of contracts, the Departments 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.</p> <p>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 Departments Legal Services Unit.</p> <p>* DAS includes the former DPW and DCS.</p>



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17 QBS Screening Shortlist Rating Criteria Categories:	The QBS Selection Panel shall evaluate and rate all prospective Consultant's QBS Submittal Booklets in accordance with the " Screening Shortlist Rating Criteria Categories " table below and create a Shortlist of the "most highly qualified Firms" that shall be invited to a Selection Interview:		
	Item No.	Screening Shortlist Rating Criteria Categories:	Max. Rating Points
	1	<p style="text-align: center;">Proposed <u>Key Personnel's</u> Specialized Design Experience & Technical Competence for the "Designated Services" Required for this Project <i>[RCSA 4-134e-8(a)]</i></p> <p style="text-align: center;"><i>(Key Personnel have Specialized Design experience & 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" & "Designated Services", and 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections D, E, F, & G)</i></p>	40
	2	<p style="text-align: center;">Proposed <u>Team's</u> Capacity & Capability To Perform The Work, Including Any "Designated Services" Required For This Project, Within The Time Limitations <i>[RCSA 4-134e-8(b)]</i></p> <p style="text-align: center;"><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 style="text-align: center;"><i>(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)</i></p>	30
	3	<p style="text-align: center;">Prime Firm's Geographic Proximity To The Project's Geographic Location & Familiarity With The Area Where The Project Is Located <i>[CGS 4b-57(b) (2) & RCSA 4-134e-8(d)]</i></p> <p style="text-align: center;"><i>(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)</i></p>	20
	4	<p style="text-align: center;">Proposed Team's CT Code Expertise Required For This Project <i>[CGS 4b-57(b) (1)]</i></p> <p style="text-align: center;"><i>(Both Licensed CT Building Official <u>and</u> relevant CT Code Expertise for this "Project")</i></p> <p style="text-align: center;"><i>(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)</i></p>	10
	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



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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 Departments Director of Project Management for consideration.

Item No.	Selection Interview Rating Criteria Categories:	Max. Rating Points
1	Proposed Team’s Experience with Projects of Similar Size & Scope as this Project <i>(See 1212 QBS Submittal Booklet Requirements – 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)</i>	30
2	Proposed Team’s Approach to the Work Required for this Project <i>(See 1212 QBS Submittal Booklet Requirements – Division 1 Letter of Interest & Narrative; and the Team’s Selection Interview Presentation)</i>	30
3	Proposed Team’s Organizational Structure for this Project <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>	20
4	Prime Firm’s Past Performance Record with State & Other Clients <i>[RCSA 4-134e-8(c)]</i> <i>(Including, but not limited to, Control of Costs, Quality of Work, Conformance with Program, Cooperation with Client, and Supervision of Construction)</i> <i>(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)</i>	20
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

19 **QBS Contract Limitations:** It is highly recommended that prospective Consultant Firms review “**1210 QBS - Guidelines for Selection and Contract Limits**” prior to completing a **QBS Submittal Booklet** 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 “**1210 QBS - Guidelines for Selection and Contract Limits**” and still submits a **QBS Submittal Booklet**, then the Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the **DCS Library** as follows:

- | | |
|---|---|
| 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 1210 QBS - Guidelines for Selection and Contract Limits link. |



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20	QBS Submittal Booklets Requirements: <i>[RCSA 4-134e-4 (a through b)]</i>	<p>All prospective Consultant Firms must submit QBS Submittal Booklets in accordance with the “1212 QBS Submittal Booklet Requirements”, which can be accessed and downloaded from the DCS Library as follows:</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 1212 QBS Submittal Booklet Requirements link. 		
21	QBS Email Registration:	<p>The “1211 QBS Email Registration” is referenced in the “1212 QBS Submittal Booklet Requirements”. The QBS Email Registration is required to be completed and submitted with your QBS Submittal Booklet for this Project and is accessible in the DCS Library as follows:</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 1211 QBS Email Registration link. 		
22	CT 330 Part I & CT 330 Part II: <i>[RCSA 4-134e-4 (c through e)]</i>	<p>The two (2) forms, “1213 CT 330 Part I” (a Firm’s qualifications for the specific project) and “1214 CT 330 Part II” (general qualifications of a Firm or specific branch office of a Firm), are referenced in the “1212 QBS Submittal Booklet Requirements”. The two (2) forms are required to be completed and submitted with your QBS Submittal Booklet for this Project and are accessible in the DCS Library as follows:</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 1213 CT 330 Part I link. 4 Scroll down and click on the 1214 CT 330 Part II link 		
23	QBS Submittal Location:	<p>QBS Submittal Booklets shall be submitted to the following address:</p> <p>Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Boulevard, Suite 1302 Hartford, Connecticut 06103 Office: 860.713.5696 E-mail: randy.daigle@ct.gov</p> <p>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.</p>		
24	QBS Contacts:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px dotted black; vertical-align: top;"> <p>For General QBS Submittal Questions:</p> <p>Legal Affairs, Policy & Procurement Unit: Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 Email: randy.daigle@ct.gov</p> </td> <td style="width: 50%; vertical-align: top;"> <p>For Specific Project Questions:</p> <p>Project Management Unit: Thomas Surprenant DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: thomas.surprenant@ct.gov</p> </td> </tr> </table> <p>IMPORTANT NOTE: Responses to requests for more specific Project information than is contained in this Advertisement shall be limited to information that is available to all Firms and that is necessary to complete this QBS process. All requests for more specific Project information must be sent in <u>writing</u> (email acceptable).</p>	<p>For General QBS Submittal Questions:</p> <p>Legal Affairs, Policy & Procurement Unit: Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 Email: randy.daigle@ct.gov</p>	<p>For Specific Project Questions:</p> <p>Project Management Unit: Thomas Surprenant DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: thomas.surprenant@ct.gov</p>
<p>For General QBS Submittal Questions:</p> <p>Legal Affairs, Policy & Procurement Unit: Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 Email: randy.daigle@ct.gov</p>	<p>For Specific Project Questions:</p> <p>Project Management Unit: Thomas Surprenant DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103 Email: thomas.surprenant@ct.gov</p>			