# 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.

<table>
<thead>
<tr>
<th>Adv. No.:</th>
<th>BI-JA-476-ARC</th>
<th>Web Advertisement Date:</th>
<th>Wednesday, June 7, 2017</th>
</tr>
</thead>
</table>

**QBS Submittal Deadline:**
Deadline for the receipt of the QBS Submittal Booklets is:
**3 p.m. Tuesday, July 11, 2017**

**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:**
- A/E Consultant Selections for CMR Projects; The project requires complete Architectural and Engineering Consultant services; including a Structural Consultant and an Electrical / Telecommunications / Security / Communications Consultant as part of the team as well as several specialty consultants as outlined in Designated Services below.

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

**5 Project Planning Start Date:**
October 26, 2015

**6 Contract No.:**
BI-JA-476-ARC

**7 Project Title:**
Cheshire Correctional Institution
Exterior Building Masonry and Perimeter Masonry Wall Repairs

**8 Project Location(s):**
Cheshire Correctional Institution
900 Highland Avenue, Cheshire, CT 06410

**9 Cost Of The Work:**
$7,000,000

**10 Project Delivery Method:**
- [ ] 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.
- **☒** 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.
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-Build 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/CS) Construction Services is seeking the services of a highly talented and experienced Architectural/Engineering (A/E) Consultant team. The team will provide the following design services to the Department in support of the Exterior Building Masonry and Perimeter Masonry Wall Repairs at Cheshire Correctional Institution in Cheshire, CT.

- The Project will include the extensive construction repairs of the exterior building masonry on the buildings and the perimeter masonry wall at the Cheshire Correctional Institution excluding the Old Power House and the North Building.
- The Project must conform to the requirements of the Connecticut State Historic Preservation Office and the Secretary of the Interior’s Standards for Rehabilitation.
- A Level 4 Security as outlined in the “State of Connecticut, Department of Correction, Security Regulations for Contract Forces” must be maintained at all times during the construction activity.
- The construction activity will include the installation and the maintenance of a temporary 12 foot high chain link fence along the entire length of the brick perimeter masonry wall to maintain proper security and to facilitate the construction activity.
- The scope and extent of the construction activity could potentially take a minimum of 3 years to complete due to the magnitude of the effort required and the complexity of the work environment.

12 Designated Services:

The Architectural/Engineering firm and lead project architect shall have significant experience in designing and constructing similar facilities. The following designated disciplines shall be required for this project and be part of the Architect’s/Engineer’s Consultant Team, including, but not limited to the following types of services:

- Architectural;
- Civil Engineering;
- Structural Engineering;
- Building Security;
- Connecticut State Historic Preservation (SHPO) Requirements;
- Secretary of the Interior’s Standards for Rehabilitation;
- Electrical Engineering / Telecommunications / Security / Communication;
- Information Technology; and
- Cost Estimating.
### Requirements for Affidavits, Certifications, Professional Documents, Business Credentials, and Insurance Documentation:

| 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. Questions concerning the electronic uploading of Affidavits and Nondiscrimination Forms can be directed to DAS Procurement Services at (860) 713-5095.

| All State Contracts with a cost or value of $50,000 or more: | 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: | 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.

| 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](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 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.

| OPM Form 7 (Iran Certification) |
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.

### QBS Selection Panels:

<table>
<thead>
<tr>
<th>Cost of the Work</th>
<th>Number of QBS Selection Panel Members Per Cost of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAS/CS Employees</td>
<td>Agency Employees</td>
</tr>
<tr>
<td>(Appointed By DAS Commissioner)</td>
<td>(Appointed By Agency Commissioner)</td>
</tr>
<tr>
<td>$5,000,000 or Greater (Major Capital Project)</td>
<td>4</td>
</tr>
<tr>
<td>$5,000,000 or Less (Minor Capital Project)</td>
<td>2</td>
</tr>
<tr>
<td>CHEFA Projects</td>
<td>3</td>
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</tbody>
</table>

### QBS Selection Procedure 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(a)]):
   - 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 Departments 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 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.

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 Departments Director of Project Management.

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.

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.

* DAS includes the former DPW and DCS.
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:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Screening Shortlist Rating Criteria Categories:</th>
<th>Max. Rating Points</th>
</tr>
</thead>
</table>
| 1        | Proposed **Key Personnel’s** Specialized Design Experience & Technical Competence for the “Designated Services” Required for this Project *(RCSA 4-134e-8(a))*  
(Key Personnel have Specialized Design experience & Technical Competence in relevant Projects, i.e., similar scope, complexity, and budget). *(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)* | 40                 |
| 2        | Proposed **Team’s Capacity & Capability To Perform The Work, Including Any “Designated Services” Required For This Project, Within The Time Limitations** *(RCSA 4-134e-8(b))*  
(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) *(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)* | 30                 |
| 3        | **Prime Firm’s Geographic Proximity To The Project’s Geographic Location & Familiarity W**ith The Area Where The Project Is Located *(CGS 4b-57(b) (2) & RCSA 4-134e-8(d))*  
(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations) | 20                 |
| 4        | Proposed **Team’s CT Code Expertise Required For This Project** *(CGS 4b-57(b) (1))*  
(Both Licensed CT Building Official and relevant CT Code Expertise for this “Project”) *(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)* | 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
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:                                                                aturated Categories: |
|----------|-------------------------------------------------------------------------------------------------------------|--------------------------|
| 1        | Proposed Team’s Experience with Projects of Similar Size & Scope as this Project                           | Max. Rating Points: 30   |
|          | (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)                                                                          |                          |
| 2        | Proposed Team’s Approach to the Work Required for this Project                                             | Max. Rating Points: 30   |
|          | (See 1212 QBS Submittal Booklet Requirements – Division 1 – Letter of Interest & Narrative; and the Team’s |
|          | Selection Interview Presentation)                                                                          |                          |
| 3        | Proposed Team’s Organizational Structure for this Project                                                   | Max. Rating Points: 20   |
|          | (See 1212 QBS Submittal Booklet Requirements – Division 7 – CT 330 Part I, Sections D, E, F, G, and the Team’s  |
|          | Selection Interview Presentation)                                                                          |                          |
|          | Prime Firm’s Past Performance Record with State & Other Clients [RCSA 4-134e-8(c)]                          | Max. Rating Points: 20   |
|          | (Including, but not limited to, Control of Costs, Quality of Work, Conformance with Program, Cooperation  |
|          | with Client, and Supervision of Construction)                                                              |                          |
|          | (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

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.
## QBS Submittal Booklets Requirements:

**ADV. No.:** BI-JA-476-ARC  

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<td>2. At the top of the DCS Home Page click on the DCS Library link.</td>
<td></td>
</tr>
<tr>
<td>3. Scroll down and click on the 1212 QBS Submittal Booklet Requirements link.</td>
<td></td>
</tr>
</tbody>
</table>

## QBS Email Registration:

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:

<table>
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<td></td>
</tr>
<tr>
<td>3. Scroll down and click on the 1211 QBS Email Registration link.</td>
<td></td>
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## CT 330 Part I & CT 330 Part II:

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:

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<td></td>
</tr>
<tr>
<td>3. Scroll down and click on the 1213 CT 330 Part I link.</td>
<td></td>
</tr>
<tr>
<td>4. Scroll down and click on the 1214 CT 330 Part II link.</td>
<td></td>
</tr>
</tbody>
</table>

## QBS Submittal Location:

QBS Submittal Booklets shall be submitted to the following address:

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

**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.

## QBS Contacts:

### For General QBS Submittal Questions:

**Randy Daigle**  
DAS Construction Services  
Office of Legal Affairs, Policy & Procurement  
450 Columbus Blvd. Suite 1302  
Hartford, Connecticut 06103  
Email: randy.daigle@ct.gov

### For Specific Project Questions:

**Project Management Unit:**  
**Carlton Grodotzke**  
DAS Construction Services  
450 Columbus Blvd. Suite 1201  
Hartford, Connecticut 06103  
Email: carlton.grodotzke@ct.gov

**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 writing (email acceptable).