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ADV. No.: BI-JA-476-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-JA-476-ARC Web Advertisement Date: Wednesday, June 7, 2017			
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 / Telecommunciations / 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.			



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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/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 Institutuion 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 Statndards for Rehabilitation. A Level 4 Security as outlined in the "State of Connecticut, Department of Corection, 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: [RCSA 4-134e4(a)]	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 Statndards for Rehabiliatation; - Electrical Engineering / Telecommunications / Security / Comunication; - Information Technology; and - Cost Estimating.



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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			
	See in "	 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. 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		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.		
of \$500,000 or more:		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.		
		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.		
	\boxtimes	OPM Form 7 (Iran Certification)		



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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			Number of QBS Selection Panel Members Per Cost of Work:						
Panels:		els:			QBS Selection Panel Members				
				Cost of the Work	DAS/CS Employees (Appointed By DAS Commissioner)	Agency Employees (Appointed By Agency Commissioner)	Total		
				\$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		
16	16 QBS Selection Ste		•	QBS Selection Procedures					
	Steps:	1	F	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.					
			L	Longlist Procedure (Pre-Screening) [RCSA 4-134e-7 & 4-134e-8(e)]:					
				Il prospective Consultant Firm with 1212 QBS Submittal I					
The QBS Unit shall (1) determine if the prospective Consultant Firm meets contract limitations as specified in 1210 QBS - Guidelines for Selection ar Limits; and (2) create a "Longlist" of Consultant Firms that shall be So Shortlisted for the Selection Interviews.					elines for Selection and C	ontract			
			tion and Contract Limits	ant Firm exceeds the contract limitations as specified in 1210 on and Contract Limits , they shall not be considered any					
3 Shortlist Procedure (Screening) [RCSA 4-134e-7 & 4-134e-8(a through e)]:				34e-8(a through e)]:					



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			ion Panel shall evaluate and "rate" each of the Firms on the Longlist in "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]:			
		rated by the Department of all of Firms in accorda	ion Panel shall conduct Selection Interviews with the Shortlisted Firms artments Director of Project Management as the "most highly qualified". At the Selection Interviews, the QBS Selection Panel shall "rate" each of the nice with the "Selection Interview Rating Criteria Categories" and shall tal Volume of Work Awarded By *DAS" to each of the five (5) Firms in (5) years.		
		and shall include	nall create a "Certified List" of the three (3) "most highly qualified Firms" on the "Certified List" a summary of the "Total Volume of Work Awarded Firm in the previous five (5) years.		
		* DAS includes th	e former DPW and DCS.		
	5	Selection [RCSA	4-134e-8(e), 4-134e-10, 4-134e-11, & 4-134e-12]:		
		Volume of Worl	all furnish the Certified List with the "rating point scores" and the "Total a Awarded By *DAS" of each of the three (3) remaining, most qualified hal Firms to the Departments Director of Project Management.		
		Management ma final selection of	we an equitable distribution of contracts, the Departments Director of Project y utilize the "Total Volume of Work Awarded By *DAS" to determine the the most qualified Firm, provided, however, that the principle of selection of ualified Firms is not violated.		
		which shall pro-	all send the Selected Firm a " Conditional Selection Notification Letter " vide instructions regarding additional certificates, affidavits, and other nust be submitted for the processing of its contract by the Departments Legal		
		* DAS includes	the former DPW and DCS.		



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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				
	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).					
	(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)					
	(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)]					
	(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:						
Three (3) Member Selection Panel- Maximum Total Possible Rating Points:						
Five (5) Member Selection Panel Maximum Total Possible Rating Points:						



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20	QBS Submittal Booklets Requirements:	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:				
	[RCSA 4-134e-4	1 Go to the DCS Website: www.ct.gov/dcs				
	(a through b)]	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:	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:				
		1 Go to the DCS Website: www.ct.gov/dcs				
		2 At the top of the DCS Home Page click or	the DCS Library link.			
		3 Scroll down and click on the 1211 QBS E	mail Registration link.			
22	CT 330 Part I & CT 330 Part II: [RCSA 4-134e-4 (c through e)]	"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				
		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	QBS Submittal Booklets shall be submitted to the following address:				
	Location:	-				
		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.				
24	QBS Contacts:	For General QBS Submittal Questions:	For Specific Project Questions:			
		Legal Affairs, Policy & Procurement Unit:	Project Management Unit:			
		Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103	Carlton Grodotzke DAS Construction Services 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103			
		Email: <u>randy.daigle@ct.gov</u>	Email: carlton.grodotzke@ct.gov			
		<u>IMPORTANT NOTE:</u> 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 necessat to complete this QBS process. All requests for more specific Project information must be se in <u>writing</u> (email acceptable).				