



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

ADV. No.: BI-RC-406-ARC

**Connecticut Department of Administrative Services, Construction 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-RC-406-ARC	Web Advertisement Date:	Wednesday, Jan. 9, 2019
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QBS Submittal Deadline:	Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Tuesday, February 5, 2019
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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/Construction Services (DAS/CS) Office of Legal Affairs, Policy & Procurement 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:	This A/E RFQ is to be used only for the following: <ul style="list-style-type: none"> • A/E Consultant Selections for Design-Bid-Build Projects;
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4	User Agency Name:	Central Connecticut State University
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5	Project Planning Start Date:	April 6, 2018
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6	Contract No.:	BI-RC-406-ARC
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7	Project Title:	Burritt Library Renovation & Addition (Library Annex)
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8	Project Location(s):	90 Harold Lewis Drive New Britain, CT 06050
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9	Cost Of The Work:	\$9,500,000.00
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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. <input type="checkbox"/> 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.
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<p>11</p> <p>Project Description:</p>	<p>This Library Annex Project provides for the construction of an annex which will be adjacent and connected to the Elihu Burritt Library. This annex will also be located in close proximity to the Engineering Building. It will include approximately 15,000 GSF of library circulation space, faculty and staff offices, classroom space, laboratory space, and all associated MEP space. This project scope may also include the design and construction of structures to connect adjacent buildings to this annex and to create a new commons space in the existing library.</p> <p>This project will create the additional square footage necessary for the relocation of various staff and faculty members currently housed in the Burritt Library and other areas of the campus. Current classrooms in the library are at full capacity and this annex will continue to support the expanding class schedules and add to laboratory facilities in the library. It will also be structured to meet the current and future needs of the campus by providing appropriate space for library book organization and additional faculty offices and classrooms.</p> <p>This Library Annex Project also includes the installation of HVAC in the library stacks as well as the necessary library upgrades. The stacks currently do not have air conditioning and the University continues to use and expand student functions into these areas. New student study areas and group project rooms are both planned for the stack sections of the library.</p> <p>The annex will provide space for a collaborative environment that will enhance learning and instruction, enable research, and support public service. The building will include space for learning technologies, faculty and staff offices, collaborative work areas, classrooms, a small-scale high performance computing infrastructure, and associated spaces. In following with the sustainability values of CCSU, this facility will be a high performance, sustainable building.</p>
<p>12</p> <p>Designated Services: <i>[RCSA 4-134e4(a)]</i></p>	<p>The following designated services shall be required for this project:</p> <ul style="list-style-type: none">• Schematic Design Phase, Design Development Phase, Construction Documents Phase• feasibility, environmental studies;• programming;• surveys, borings, geotechnical reports, etc.;• High Performance Buildings;• Building Commissioning (Cx);• Interior Design/space planning;• participation in budget reconciliation and value engineering with a Construction Administrator• Coordinate with the design team of the New Engineering Building



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

<p>13 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"). Instructions for opening a BizNet account and uploading the Affidavits and Nondiscrimination Forms can be found on the DAS website (http://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts). For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline, go to the DAS/CS Library website (http://portal.ct.gov/DASCSLibrary):</p> <ul style="list-style-type: none"> Click on "1000 Series – Project Initiation & Consultant Selection" Click on "1200 Series – Consultant Selection Forms" Scroll down to "1269.1 DAS/CS 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>
<p>All State Contracts with a cost or value of \$50,000 or more:</p>	<p><input type="checkbox"/> 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>
<p>All Large State Construction or Procurement Contracts with a cost of \$500,000 or more:</p>	<p><input checked="" type="checkbox"/> 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> <p><input checked="" type="checkbox"/> 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 also be downloaded from the Office of State Ethics website (http://www.ct.gov/ethics/site/default.asp) > Publications. 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 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.</p>
<p><input checked="" type="checkbox"/></p>	<p>OPM Form 7 (Iran Certification)</p>
<p>14 Selection Document Requirements (Upon Conditional Selection of Firm):</p>	<p>In accordance with the requirements of the DAS/CS 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 Department's Legal Services Unit within fourteen (14) days of being Conditionally Selected, go to the DAS/CS Library website (http://portal.ct.gov/DASCSLibrary):</p> <ul style="list-style-type: none"> Click on "1000 Series – Project Initiation & Consultant Selection" Click on "1100 Series – Project Initiation Forms" Scroll down for "1150 DAS/CS Credentials and Insurance Requirements". Click on "1200 Series – Consultant Selection Forms" Scroll down for "1269.1 DAS/CS Contract Requirements for Consultant Services". <p>See Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected) in "1212 QBS Submittal Booklet Requirements" for additional instructions.</p>



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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	

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 on page 1 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". The QBS Unit shall create a "Screening Approval Memorandum" of the recommended Shortlisted Firms rated "most highly qualified" that shall be furnished to the DAS/CS Legal Director 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 DAS/CS Legal Director 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. * 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 DAS Commissioner.</p> <p>In order to achieve an equitable distribution of contracts, the DAS Commissioner 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. * DAS includes the former DPW and DCS.</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 DAS/CS Office of Legal Affairs, Policy & Procurement.</p>



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<p>17</p> <p>QBS Screening Shortlist Rating Criteria Categories:</p>	<p>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:</p>		
	Item No.	Screening Shortlist Rating Criteria Categories:	Max. Rating Points
	1	<p>Proposed <u>Key Personnel's</u> Specialized Design Experience & Technical Competence for the "Designated Services" Required for this Project [RCSA 4-134e-8(a)]</p> <p><i>(Key Personnel have Specialized Design experience & Technical Competence in relevant Projects, i.e., similar scope, complexity, and budget).</i></p> <p><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>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)]</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" & "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>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)]</p> <p><i>(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)</i></p>	20
	4	<p>Proposed Team's CT Code Expertise Required For This Project [CGS 4b-57(b) (1)]</p> <p><i>(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
	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:	<p>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.</p>	
		Selection Interview Rating Criteria Categories:	Max. Rating Points
	1	<p>Proposed Team’s Experience with Projects of Similar Size & Scope as this Project</p> <p><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></p>	30
	2	<p>Proposed Team’s Approach to the Work Required for this Project</p> <p><i>(See 1212 QBS Submittal Booklet Requirements – Division 1 Letter of Interest & Narrative; and the Team’s Selection Interview Presentation)</i></p>	30
	3	<p>Proposed Team’s Organizational Structure for this Project</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
	4	<p>Prime Firm’s Past Performance Record with State & Other Clients [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, & J; Active (past 5 years) DAS/CS Consultant Performance Evaluations; Prime Firm’s Reference Checks; and the Team’s Selection Interview Presentation)</i></p>	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:	<p>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 DAS/CS Library as follows:</p>	
	1	Go to the DAS/CS Library website (http://portal.ct.gov/DASCSLibrary)	
	2	Click on “1000 Series - Project Initiation and Consultant Selection”, and Click on “1200 Series – Consultant Selection Forms”	
	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>	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 DAS/CS Library as follows:	
	1	Go to the DAS/CS Library website (http://portal.ct.gov/DASCSLibrary)
	2	Click on “1000 Series - Project Initiation and Consultant Selection”, and Click on “1200 Series – Consultant Selection Forms”
	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 DAS/CS Library as follows:	
	1	Go to the DAS/CS Library website (http://portal.ct.gov/DASCSLibrary)
	2	Click on “1000 Series - Project Initiation and Consultant Selection”, and Click on “1200 Series – Consultant Selection Forms”
	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>	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 DAS/CS Library as follows:	
	1	Go to the DAS/CS Library website (http://portal.ct.gov/DASCSLibrary)
	2	Click on “1000 Series - Project Initiation and Consultant Selection”, and Click on “1200 Series – Consultant Selection Forms”
	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:	QBS Submittal Booklets shall be submitted to the following address:	
	<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:	<i>For General QBS Submittal Questions:</i>	
	Office of Legal Affairs, Policy & Procurement:	
	<p>Randy Daigle DAS Construction Services Office of Legal Affairs, Policy & Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103</p>	
	Email:	randy.daigle@ct.gov
	<i>For Specific Project Questions:</i>	
Project Management Unit:		
<p>Stephen Burke DAS Construction Services Office of Design & Construction 450 Columbus Blvd. Suite 1201 Hartford, Connecticut 06103</p>		
Email:	stephen.burke@ct.gov	
<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>		