

The Connecticut General Assembly

Joint Committee on Legislative Management

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DATE: April 17, 2012
TO: All Respondents of Record
FROM: Rachel A. Bishop
RE: Responses to Questions and Clarifications
Architectural Consultants RFP

The following Request for Proposal (RFP) clarifications are provided to those who have received the Connecticut General Assembly's RFP for Architectural Consultants.

Please note that the deadline for receipt of all Proposals is **May 1, 2012 at 12:00 PM (noon)** in the Office of Legislative Management, Room 5100 Legislative Office Building, Hartford, Connecticut.

Thank you for your interest.

JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

QUESTIONS AND ANSWERS

1. Is there a listing of what is to be submitted with the responses?

Sections D.1 and D.2 of the Request for Proposal include a list of required elements that **shall be included** in all responses. These are also listed in Attachment E, Proposal Checklist. **Any response not including these elements is subject to disqualification.**

2. Shall responses include the gift affidavit and the campaign contribution form?

Yes. Please note that proposals will not be considered without a completed gift affidavit and the campaign contribution form.

3. Has this project been reserved for participation by set-aside responders certified as such by CT Department of Administrative Services (DAS)?

No, this project has not been reserved for participation by set-aside Respondents certified as such by the Connecticut Department of Administrative Services (DAS). However, if you are a set-aside Respondent, please note this in your Proposal.

4. Can you please clarify any special instructions regarding the completion of the Attachment documents to this Request for Proposal?

Corporate Resolution and Proof of Authorization Form (Attachment A)

This document shall be completed and included in the proposal. This form shall be signed by the individual who is authorized to sign and enter into contracts on behalf of the proposer, notified and affixed with the corporate seal (if available).

Certification Form (Attachment B)

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.

Proposal Pricing Page (Attachment C)

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.

Gift and Campaign Certification (Attachment D)

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form shall be notarized.

Proposal Checklist (Attachment E)

Please indicate the pages number in which each requirement is provided in the RFP.

Bidder Contract Compliance Monitoring Report (Attachment F)

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.

Vendor Profile Form (Attachment G)

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.

W-9 Form (Attachment H)

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.

Nondiscrimination Certification (Attachment J)

This Form does not need to be completed and submitted with the Proposal, but only upon Contract award. This Form is included in the RFP for informational purposes only. There are five different certification forms. Form A is always used for contracts with an individual who is not an entity, regardless of the contract value. Form B is always used for contracts with an entity when the contract value is less than \$50,000. Form C is recommended for contracts valued at \$50,000 or more with an entity. If Form C is not used, either Form D or E must be used; both require a resolution (new or prior).

5. Will a contract be awarded to multiple Respondents?

It is possible that a contract will be awarded to multiple Respondents. For example, a contract could be awarded by building, for all buildings, or could include the State Capitol Building and The Old State House in one award and the Legislative Office Building to a different Respondent.

6. What type of projects do you foresee falling under the awarded contract(s)?

It is difficult to predict the types of projects that will fall under the awarded contract, but some examples of potential projects are:

- a. The Old State House roof is being replaced and the exterior stone and masonry need to be sealed.
- b. Restoration of the interior of The Old State House.
- c. Legislative Office Building expansion.
- d. Paint scheme in the Governor's Office.
- e. Cleaning of exterior stonework at the State Capitol Building and study for cleaning of interior stonework.
- f. The leaking skywalk that connects the Legislative Office Building to the Legislative Office Garage.
- g. Redesign of the CT-N Control Room.
- h. Carpet replacement in the House Chamber.

Please keep in mind that these are only examples of potential projects. There is no guarantee they will come to fruition. We have also been completing a lot of energy conservation projects, which might result in additional new projects.

Additionally, there are some projects that have been designed but not completed. In these circumstances, the awarded Respondent(s) would review the design to determine if it needs updating and would provide project administration and commissioning.

7. Do you see a significant historic preservation component to the awarded contract(s)?

It is anticipated that approximately half of the projects requiring architectural design services will have a historical preservation component.

8. The RFP specifies that GSA Form SF330 Architect-Engineer Qualifications must be used. Would Form CT330 suffice, or must we use the GSA version?

Please submit GSA Form SF330 with your Proposal. Form CT330 will not suffice.

9. Are you looking for the awarded Respondent(s) to provide a Master Plan?

At this point, no, but it is something we would consider in the future.

10. Are there percentages associated with the Evaluation Criteria listed in Part E.2 of the RFP?

Yes, but we are not required to publish the percentages.

11. What types of documents or drawings are available for the Legislative Office Building, State Capitol Building, and The Old State House? Are these documents hard or scanned copies?

- a. Legislative Office Building: We have all of the construction documents, including all of the associated Purchase Orders.**
- b. State Capitol Building: We have about 50% of the restoration documents.**
- c. The Old State House: We have a fair amount of documentation going back many years. We also have as-built drawings from the 1996 restoration.**

Most of the documents we have for each building are hard copies. There are some that are scanned, which are scanned as we need them. Some of the documents are so old that they cannot be moved, and we have been considering for a long time what to do with these documents. We would like to complete drawings restorations, but this has been put on hold to complete higher priority projects.

12. Is there a budget amount for the awarded contract(s)?

The budget changes every other year, so there is not a specific amount because it is dependent on these changes.

13. In the RFP, there is reference to the use of Technical Consultants and Specialized Subcontractors. Do the Respondents need to identify specific consultants or subcontractors that they may use in their Proposals?

If you have a regular, ongoing, working relationship with certain consultants or subcontractors, please list them in your Proposal. Please note that doing so does not

commit you in any way to working with these consultants or subcontractors during the contract term.

Some projects may call for a very specialized consultant or subcontractor, and under these circumstances, our office will work closely with the awarded Respondent(s) to identify a consultant or subcontractor to use.

14. Do Respondents need to submit GSA Form SF330 for subcontractors?

No, this is not necessary.

15. Is the Legislative Office Parking Garage included under the awarded contract(s)?

Yes. However, at present, an engineering firm that specializes in parking garages is performing repairs in the Garage.

16. Who initiates the projects?

The Office of Legislative Management initiates projects by requesting a Scope of Work proposal from the awarded Respondent.

17. As far as “green” Capitol projects, will there be any opportunity to expand on these under the awarded contract(s)?

Possibly. The “green” projects that have been completed may lead to other projects or redefine how we respond to potential projects.

18. Is placement of The Genius of Connecticut back on top of the State Capitol Building included in the awarded contract(s)?

At this point, no.

19. Is there a timeframe in which the contract(s) will be awarded?

The contract(s) will be awarded as soon after the Proposals are submitted as possible.

20. The Bidder Contract Compliance Monitoring Report asks whether our business is a “small contractor”. Is this the same as being a “certified Small Business Enterprise (SBE)”?

Yes, it is the same thing.

21. Is our firm precluded from submitting a Proposal because we will not have a Connecticut licensed architect on staff by the submittal deadline of May 1, 2012, despite the fact that we have a Connecticut licensed Engineer on staff?

This RFP is specific to architectural services; therefore, a Connecticut licensed architect is required. Engineering services are covered under a separate RFP.