

ADV. No.: BI-RT-877-ARC

Connecticut Department of Administrative Services
Division of Construction Services
 Office of Design & Construction – Process Management & QBS Unit – Room 478
 165 Capitol Avenue, Hartford, CT 06106

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

Adv. No.:	BI-RT-877-ARC	Web Advertisement Date:	Wednesday, Oct. 22, 2014
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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:	Architect and Consultant Design Team for CMR Project
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4	User Agency Name:	CT State Dept. of Education – Connecticut Technical High School System (CT SDE-CTHSS)
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5	Project Planning Start Date:	August 21, 2014
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6	Contract Number:	BI-RT-877-ARC
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7	Project Title:	Additions & Renovations
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8	Project Location(s):	E. T. Grasso Technical High School, 189 Fort Hill Road, Groton, CT 06430
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9	Cost Of The Work:	\$86,328,000.00
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10	Project Delivery Method:	<input 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 checked="" 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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11	<p>Project Description:</p> <p>Based on the master plan report by Moser Pilon Nelson Architects dated 6/1/2001 and updated 8/9/2013, but not limited to, the renovation of approximately 200,850 sq. ft. existing one story (partial two story areas) vocational educational high school building (classrooms, shops, labs, offices) as well as the possible renovation to the existing free standing one story (with drive out basement) 8,680 sq. ft. service garage.</p> <p>Approximately 34,350 total sq. ft. of various new additions. As well as site work & landscaping (existing sports fields).</p> <p>The preferred consultant will evaluate a replacement building on the existing site as well as renovate as-new of the existing building with additions.</p> <p>Project delivery will be a Construction Manager at Risk (CMR).</p> <p>Site is set back approximately one-half mile from the main road within a residential (suburban) area.</p> <p>Hazardous materials abatement (asbestos, lead, PCBs) will be required.</p> <p>Building will remain occupied during construction so phasing will be required. Alternative proposal for building new building will be required.</p> <p>Will meet CT High Performance Building requirements as well as LEED Silver or equivalent.</p> <p>Will meet FM Global standards as well as current CT State Building/Fire Safety Code and other state agency (DCS, DEEP, DPH) & utility company requirements. AHJ will be CT OSBI / SFMO.</p>
12	<p>Designated Services:</p> <p>The Architectural firm must have extensive and comprehensive experience with renovation of educational institutions / technical high school / vocational buildings.</p> <p>The Architect's Consultant Team will be required to provide complete architectural and engineering services in design and will provide construction administration services during the construction and close out periods. A "Pre-Design Study" will be require in order to provide a minimum of 3 additional design concepts for consideration by the Agency & DCS that utilizes more of the site for new construction and less of the existing building.</p> <p>The following designated tasks shall be required for this project and conducted from within the Architect's Consultant Team, including, but not limited to the following types of services:</p> <ul style="list-style-type: none"> ▪ Architectural; ▪ Mechanical/Electrical/Plumbing Engineering; ▪ Civil Engineering; ▪ Landscape Architect; ▪ Structural Engineering; ▪ Kitchen Design; ▪ Interior Design / Space Planning; ▪ Integrated Design Process ▪ Feasibility, Environmental Studies; ▪ Site Survey, Site Borings, Geotechnical Engineering, etc.; ▪ High Performance Buildings; ▪ LEED Certification Process by LEED Accredited Professionals; ▪ Programming; ▪ Furnishings, Fixtures and Equipment; ▪ Telecommunications/Information Technology; ▪ Code Consultant; ▪ Cost Estimator; ▪ Building Information Modeling (BIM) Use & Process;

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- Participation in budget reconciliation and value engineering with a Construction Administrator and CMR;
- Working with Commissioning Agent during commissioning process;
- Provide additional design options based on a pre-design study;
- Move Management

IMPORTANT NOTE:

A Master Plan Study has been completed; the Study for this Project shall be made available for review to **ONLY** the Shortlisted Firms.

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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):	<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.</p>
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14	Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected):	<p>In accordance with the requirements the DCS 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 DCS Legal Services Unit.</p> <p>For a summary of the Documents that must be either electronically uploaded to DAS BizNet or submitted directly to the CT DCS Legal Services Unit within fourteen (14) days of being Conditionally Selected:</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 forms: • 1150 - Credentials and Insurance Requirements; and • 1269.1 - CT DCS Legal Services Unit: 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 Employees <small>(Appointed By DAS Commissioner)</small>	Agency Employees <small>(Appointed By Agency Commissioner)</small>	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:	<p>The Consultant must submit a Qualifications Based Selection (QBS) Submittal Booklet as described in this Request For Qualifications. The QBS process is based on comparing and evaluating weighted criteria of qualifications and performance of Firms in relation to work of similar scope and complexity that is required for this specific contract. The Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. The QBS Selection for this Project shall be conducted in accordance with requirements stated in the Consultant Services Selection Procedure Manual (0320). The document 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 Consultant Services Selection Procedure Manual (0320) link.
		QBS Selection Procedures
1		<p>RFQ Web Advertisement:</p> <p>Prospective Consultants shall submit their QBS Submittal Booklets in response to this RFQ Web Advertisement by the QBS Submittal Deadline stated in this RFQ Web Advertisement.</p>
2		<p>Longlist Procedure (Pre-Screening):</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):</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 for to the DCS Director of Project Management for approval.</p>
4		<p>Selection Interview Procedure:</p> <p>The QBS Selection Panel shall conduct Selection Interviews with the Shortlisted Firms rated by the DCS 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"</p>
5		<p>Selection:</p> <p>The QBS Unit shall create a "Selection Approval Memorandum" of the Shortlisted Firms that shall be furnished with the "rating point scores" to the DCS Director of Project Management. The DCS Director of Project Management shall indicate his approval to enter into a contract with the "most highly qualified" Firm as indicated on the Selection Approval Memorandum.</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 DCS Legal Services Unit.</p>

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17	QBS Screening Shortlist Rating Criteria Categories:	<p>The QBS Selection Panel shall evaluate and “rate” the QBS Submittal Booklets for each of the Firms on the Longlist in accordance with “Screening Shortlist Rating Criteria Categories” described below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Criteria Number</th> <th style="width: 70%;">Screening Shortlist Rating Criteria Categories</th> <th style="width: 20%;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Experience with Work of Similar Size and Scope as Required for this Contract</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Organizational / Team Structure For This Contract</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Partnering Experience</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points per Screening Panel Member per Consultant</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for three (3) Panel Members per Consultant</td> <td style="text-align: center;">300</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for five (5) Panel Members per Consultant</td> <td style="text-align: center;">500</td> </tr> </tbody> </table>	Criteria Number	Screening Shortlist Rating Criteria Categories	Rating Points	1	Experience with Work of Similar Size and Scope as Required for this Contract	35	2	Organizational / Team Structure For This Contract	30	3	Past Performance Record	20	4	Partnering Experience	15	-	Available Rating Points per Screening Panel Member per Consultant	100	-	Available Rating Points for three (3) Panel Members per Consultant	300	-	Available Rating Points for five (5) Panel Members per Consultant	500																		
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20	<p>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:</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	<p>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:</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	<p>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:</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	<p>QBS Submittal Deadline: Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Monday, Nov. 24, 2014</p>				
24	<p>QBS Submittal Location: QBS Submittal Booklets shall be submitted to the following address: Randy Daigle, Process Management Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design & Construction QBS Unit - Room 478 165 Capitol Avenue, Hartford, Connecticut 06106</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>				
25	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>QBS Contacts: <i>For General QBS Submittal Questions:</i></p> <p>DCS QBS Unit: Randy Daigle, Process Management DCS QBS Unit Room 478, 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p> </td> <td style="width: 50%; vertical-align: top;"> <p><i>For Specific Project Questions:</i></p> <p>DCS Project Management Unit: Dennis G. Tovey P.E., Project Manager DCS Project Management Unit Room 460, 165 Capitol Avenue Hartford, Connecticut 06106 Email: dennis.tovey@ct.gov</p> </td> </tr> <tr> <td colspan="2"> <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 writing (email acceptable).</p> </td> </tr> </table>	<p>QBS Contacts: <i>For General QBS Submittal Questions:</i></p> <p>DCS QBS Unit: Randy Daigle, Process Management DCS QBS Unit Room 478, 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	<p><i>For Specific Project Questions:</i></p> <p>DCS Project Management Unit: Dennis G. Tovey P.E., Project Manager DCS Project Management Unit Room 460, 165 Capitol Avenue Hartford, Connecticut 06106 Email: dennis.tovey@ct.gov</p>	<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 writing (email acceptable).</p>	
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