



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

ADV. No.: BI-2B-413-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-2B-413-ARC	Web Advertisement Date:	Wednesday, Oct. 14, 2015
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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.
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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:	A/E design services for major HVAC replacement and upgrades, ADA toilet room upgrades and considerable interior improvements to 505 Hudson Street, Hartford, CT
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4 User Agency Name:	DAS-Facilities Management
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5 Project Planning Start Date:	05/26/2015
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6 Contract No.:	BI-2B-413-ARC
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7 Project Title:	HVAC & Interior Upgrades
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8 Project Location(s):	505 Hudson Street Hartford, CT 06016
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9 Cost Of The Work:	Estimated Construction Cost \$3,800,000.00
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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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11	<p>Project Description:</p> <p>The project will replace existing floor AHUs throughout the building. In addition, the following program elements will require design and documentation:</p> <ol style="list-style-type: none">1. Interior painting throughout.2. Carpet Replacement throughout.3. Cleaning and refurbishing of existing systems furniture.4. ADA upgrades to existing toilet rooms throughout.5. Renovation of mechanical rooms.6. Phasing plan allowing a single floor to be fully renovated at a time.7. The design of new HVAC systems will meet the Connecticut High Performance Building Standards and integrate a state of the art building management system. <p>505 Hudson Street is a 10 story office building built in 1987. Existing (10) air handling units (AHU's) are original to the building and require complete replacement. The existing system is a plenum return. These AHUs are located in mechanical rooms on each floor; these form a ten story mechanical tower on the north side of the building.</p> <p>The selected consultant will assist DAS / Facilities Management (DAS/FM) in the review and evaluation of 170 Ridge Road in Wethersfield, CT as swing space for this project and if required assist DAS / FM with the evaluation of alternate lease options.</p>
12	<p>Designated Services: <i>[RCSA 4-134e4(a)]</i></p> <p>The Architectural firm must have extensive and comprehensive experience with educational institutions.</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 / Fire Protection Engineering.• Civil Engineering.• Landscape Architect.• Structural Engineering.• Interior Design / Space Planning.• Furnishings, Fixtures and Equipment, coordination of refurbishing existing systems furniture• Programming Verification• Proposed construction phasing• Site Surveys, Site Borings, Geotechnical Engineering, etc.• High Performance Buildings• Telecommunications / Information Technology.• Independent Cost Estimator.



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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:	<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			Total
			DAS Employees <small>(Appointed By DAS Commissioner)</small>	Agency Employees <small>(Appointed By Agency Commissioner)</small>		
		<input type="checkbox"/>	\$5,000,000 or Greater (Major Capital Project)	4	1	5
<input checked="" 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:	Step	**NEW** QBS Selection Procedures
		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(e)]:
			<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	Shortlist Procedure (Screening) [RCSA 4-134e-7 & 4-134e-8(a through e)]:
	<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 to the DCS Director of Project Management for approval.</p>		
4	Selection Interview Procedure [RCSA 4-134e-9 & 4-134e-10]:		
	<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" 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.</p> <p>* DAS includes the former DPW and DCS.</p>		
5	Selection [RCSA 4-134e-8(e), 4-134e-10, 4-134e-11, & 4-134e-12]:		
	<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 DCS Director of Project Management.</p> <p>In order to achieve an equitable distribution of contracts, the DCS 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.</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> <p>* DAS includes the former DPW and DCS.</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 style="color: red; text-align: center;">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 style="text-align: center;"><i>(Key Personnel have Specialized Design experience & Technical Competence in relevant Projects, i.e., similar scope, complexity, and budget).</i></p> <p style="text-align: center;"><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 style="color: red; text-align: center;">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 style="text-align: center;"><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 style="text-align: center;"><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 style="color: red; text-align: center;">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 style="text-align: center;"><i>(See 1212 QBS Submittal Booklet Requirements – Division 5 – Additional Criteria Considerations)</i></p>	20
	4	<p style="color: red; text-align: center;">Proposed Team's CT Code Expertise Required For This Project [CGS 4b-57(b) (1)]</p> <p style="text-align: center;"><i>(Both Licensed CT Building Official <u>and</u> relevant CT Code Expertise for this "Project")</i></p> <p style="text-align: center;"><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 DCS Director of Project Management for consideration.</p>																									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%; text-align: center;">Item No.</th> <th style="width: 75%; text-align: center;">Selection Interview Rating Criteria Categories:</th> <th style="width: 20%; text-align: center;">Max. Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"> <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> </td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;"> <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> </td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;"> <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> </td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;"> <p>Prime Firm’s Past Performance Record with State & Other Clients <i>[RCSA 4-134e-8(c)]</i></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) DCS Consultant Performance Evaluations; Prime Firm’s Reference Checks; and the Team’s Selection Interview Presentation)</i></p> </td> <td style="text-align: center;">20</td> </tr> <tr> <td colspan="2" style="text-align: right;">Maximum Total Possible Rating Points per Selection Panel Member:</td> <td style="text-align: center;">100</td> </tr> <tr> <td colspan="2" style="text-align: right;">Three (3) Member Selection Panel - Maximum Total Possible Rating Points:</td> <td style="text-align: center;">300</td> </tr> <tr> <td colspan="2" style="text-align: right;">Five (5) Member Selection Panel - Maximum Total Possible Rating Points:</td> <td style="text-align: center;">500</td> </tr> </tbody> </table>	Item No.	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 <i>[RCSA 4-134e-8(c)]</i></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) DCS 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	
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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 DCS Library as follows:</p>																									
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20	QBS Submittal Booklets Requirements: <i>[RCSA 4-134e-4 (a through b)]</i>	<p>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.
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21	QBS Email Registration:	<p>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.
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22	CT 330 Part I & CT 330 Part II: <i>[RCSA 4-134e-4 (c through e)]</i>	<p>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
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23	QBS Submittal Deadline:	<p>Deadline for the receipt of the QBS Submittal Booklets is:</p> <p>3 p.m. Monday, Dec. 21, 2015</p>
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24	QBS Submittal Location:	<p>QBS Submittal Booklets shall be submitted to the following address: Randy Daigle, DCS Process Management Unit Supervisor Department of Administrative Services (DAS) Division of Construction Services (DCS) 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>
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25	QBS Contacts:	<p>For General QBS Submittal Questions:</p> <p>DCS Process Management Unit: Randy Daigle DCS Process Management Unit Room 478, 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov</p>	<p>For Specific Project Questions:</p> <p>DCS Project Management Unit: Ashour Gevargisnia DCS Project Management Unit Room 460, 165 Capitol Avenue Hartford, Connecticut 06106 Email: ashour.gevargisnia@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>	

END
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