



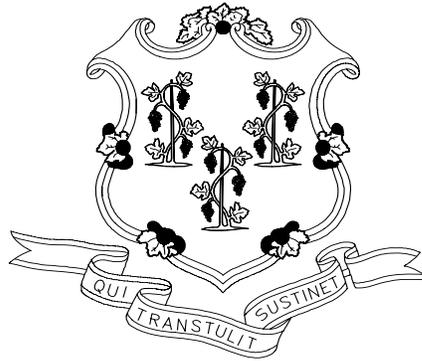
State of Connecticut

State of Connecticut • Department of Public Works
Bureau Of Design & Construction 165 Capitol Avenue, Hartford, CT 06106



Department of Public
Works

Selection and Bidding Manual



July 07, 2007



Selection and Bidding Manual



Important Notice Of Changes

DPW Selection And Bidding Manual July 07, 2007

The DPW "Selection and Bidding Manual" dated July 07, 2007 has been recently posted on the CT DPW Website and replaces the DPW "Selection and Bidding Manual" dated December 22, 2005. The Selection and Bidding Manual has been revised and expanded and now includes:

1. **Revisions to Section 2, "Qualifications Based Selection (QBS) For Major Project Consultant Contract (Formal), (For Architectural/Engineering & Professional Consultant Services)".**
2. **A New "Section 3, Qualifications Based Selection (QBS) For Design/Build Screening, (For Design/Build Screening For Competitive Sealed Proposal Selection)".**
3. There have been several noteworthy changes. The significant changes are:
 - 3.1 The Manual has been expanded to include new QBS Design/Build Procedures for Shortlisting Design/Builder Teams of Contractors and Design Professionals. It also includes a brief description of the Competitive Sealed Proposal Selection Procedures For Design/Build (D/B) Best Value Based Selection that follows the QBS Design/Build Screening.
 - 3.2 The Manual now uses new terminology;
 - 3.2.1 **"Formal Qualification Based Selection"** has been renamed **"Qualifications Based Selection (QBS) For Major Project Consultant Contract, (For Architectural/Engineering & Professional Consultant Services)"**. This new terminology has been used throughout Section 2 of the Manual.
 - 3.2.2 **"On-Call Qualification Based Selection"** has been renamed **"Qualifications Based Selection (QBS) For Task Order Contracts, (For Architectural/Engineering & Professional Consultant Services)"**.
 - 3.2.3 **"Informal Qualification Based Selection"** has been renamed **"Qualifications Based Selection (QBS) For Special Contracts, (For Architectural/Engineering & Professional Consulting Services)"**.
 - 3.3 The revised **Section 2, "Qualifications Based Selection (QBS) For Major Project Consultant Contract** includes a revised procedure for rating a Consultant's past performance. A Consultant's past performance evaluations on DPW Contracts still remains the primary rating factor. However, other considerations are also used to evaluate and rate a Consultant's past performance.
 - 3.4 The Consultants **"Qualifications Based Selection (QBS) For Major Project Consultant Contract (Formal) QBS Submittal Booklet Requirements"** has not been revised or edited. Consulting Firms must still follow these requirements.

The manual has been fully edited with minor changes made through out. Therefore, it is strongly recommended that any prior copies of this manual and the submittal requirements be discarded. **All new submittals should be based solely on the current edition of this manual.**

End



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Selection and Bidding Manual



1.0

General Requirements



Selection and Bidding Manual



1.0 General Requirements

1.1 Overview

The State of Connecticut Department of Public Works (DPW) has developed the selection and bidding procedures in this Manual to aid DPW and the public in understanding how contracts are awarded on an impartial, equitable, and rational basis. The procedures are intended to insure the integrity of all selection and bidding procedures and to define the duties and responsibilities of the various participants. In some instances, the procedures may be stricter than the legislation requires. **Deliberate manipulation of contracts to avoid compliance or deviation from these procedures is not allowed.**

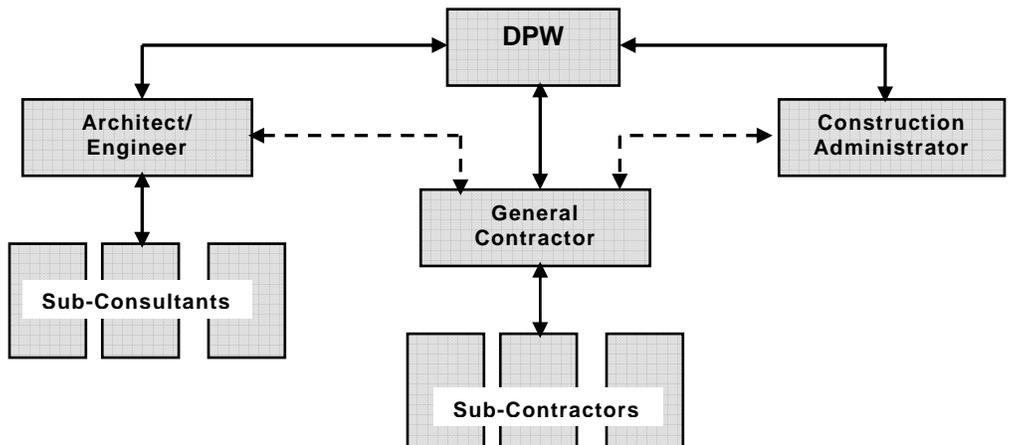
1.2 Project Delivery System Options

At the Project Development Stage, DPW and the User Agency jointly develop the scope, and budget, and determine the appropriate project delivery system for a specific project. The choice of the appropriate project delivery system is of prime importance because it enables DPW to achieve project goals such as innovation, quality, schedule performance, cost conformance, and sustainability. The following are the DPW project delivery systems options available for the construction of all infrastructure projects:

1.2.1 Design/Bid/Build:

This is the traditional option that is utilized to deliver approximately 90% of all DPW projects. Architects/engineers and professional consulting contract services are selected through the applicable **Qualification Based Selection (QBS) Procedures For Major Project Consultant Contracts** (Formal), **Task Order Consultant Contracts** (On-Call) or **Small Project Consultant Contracts** (Informal) and a contract is awarded a consultant to develop design and construction documents that meet the goals, scope, and budget of DPW. A Construction Administrator can be selected through the same procedures to represent the DPW during Construction.

- Based on the completed construction documents, a general contractor is selected through the applicable **Competitive Sealed Proposal Procedures For Major Construction Contracts** (Formal) or **Small Construction Contracts** (Informal) where the responsible general contractor with the lowest qualified bid (cost) is awarded the contract to build the project.





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1.2.2 Design/Build (D/B):

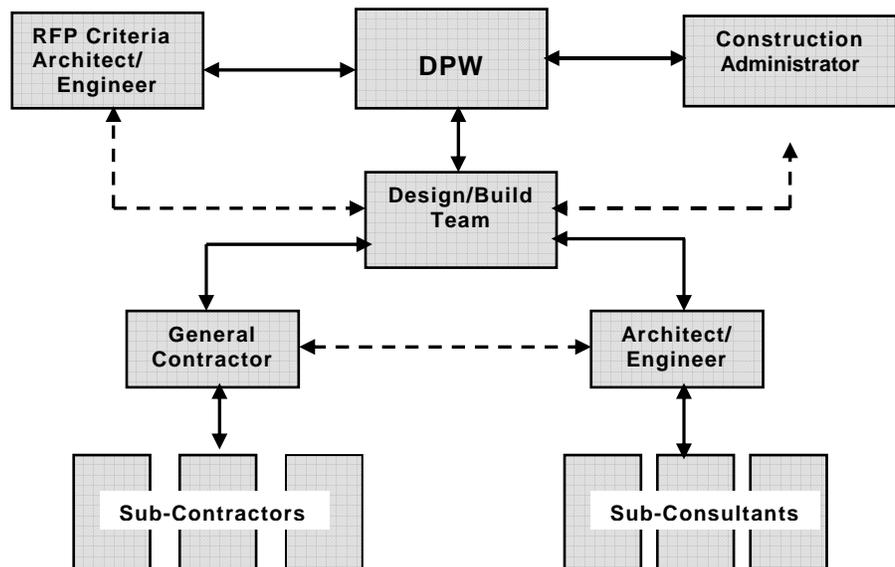
1.2.2.1 This option is used to deliver less than approximately 5% of DPW projects. It can only be utilized when it meets the following feasibility criteria and the DPW Commissioner designates it a **Total Cost Basis Project**. The following are the six (6) types feasibility criteria for a D/B Project:

D/B Project Best Value Based Selection Feasibility Criteria	
1.0	The project has a clearly defined scope, design basis, and performance requirements;
2.0	The project is free from complicated issues such as utility conflicts, right-of-way acquisition, hazardous materials, wetland and environmental concerns, or other such issues;
3.0	The project has room for innovation in the design and construction;
4.0	The project is not an emergency project or a project that has overly tight time constraints;
5.0	The project involves a significant design effort and the potential to save cost and time in the design.
6.0	The project's "Qualitative Criteria" and "Total Cost Criteria" rating scores are published in the Request For Proposal RFP.

1.2.2.2 When the DPW Commissioner designates a **Total Cost Basis Project** it must utilize the following Screening and Selection Procedures.

Qualification Based Selected (QBS) Screening And Competitive Sealed Proposal Selection:

- Design/Build Teams (General Contractor and Professional Service Consultant Architects/Engineers) compete in a **QBS Design/Build Screening** and a **Competitive Sealed Proposal Selection** based on DPW's RFP.
- The final design/build team is selected through the **Competitive Sealed Proposal Selection** procedure. Based upon the selection procedure utilized a Design/Builder will be selected on their "**Best Value**" Proposal and contracted to design and build the Facility.





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1.3 Selection And Bidding Procedures

Within the various project delivery systems are several different types of selection and bidding procedures that can be utilized for soliciting and evaluating Qualifications, Proposals, and Bids for procurement of services and construction of the projects.

The following are the Selection and Bidding Procedures available for use for the award of all DPW professional service and construction contracts:

1.3.1 QBS For Major Project Consultant Contracts (Formal) - CGS §4b-55 through 4b-61:

For Architectural/Engineering & Professional Consultant Services

Project means any state program requiring consultant services if:

- The cost of such services is estimated to exceed fifty thousand dollars or, in the case of a constituent unit of the state system of higher education, the cost of such services is estimated to exceed three hundred thousand dollars, **and**
- The construction costs in connection with such program are estimated to exceed five hundred thousand dollars; or, in the case of a constituent unit of the state system of higher education, other than The University of Connecticut, the construction costs in connection with such program are estimated to exceed two million dollars.

1.3.2 Competitive Sealed Proposal Selection For Design/Build - CGS § 4b-24(4):

For Competitive Sealed Proposal Selection

- Utilized for projects designated by the Commissioner to be accomplished on a “**Total Cost Basis**” with a single contract with a private developer which may include such project elements as site acquisition, architectural design, and construction.

1.3.3 QBS For Task Order Consultant Contracts (On-Call):

For Architectural/Engineering & Professional Consultant Services

- **Constituent Unit of the State System of Higher Education:** Anticipated Consultant services fee is \$300,000 or less
and
- Anticipated construction cost is \$2,000,000 or less.
- **All Other User Agencies:** Anticipated consultant service fee is \$50,000 or less
and
- Anticipated construction cost is \$500,000 or less.

1.3.4 Competitive Sealed Bidding For Major Project Construction Contracts (Formal) - CGS §4b-91 Through 4b-95:

For Lowest Responsible And Qualified Bidder Determination

- Anticipated construction is estimated to cost more than \$500,000.

1.3.5 Competitive Sealed Bidding for Small Project Construction Contracts (Informal) - CGS §4b-91 through 4b-95:

For Lowest Responsible And Qualified Bidder Determination

- Anticipated construction is estimated to cost \$500,000 or less.



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1.3.6 Competitive Sealed Proposal Selection - CGS § 4b-24(4):

For D/B Best Value Based Selection

- For projects designated by the Commissioner to be accomplished on a **Total Cost Basis** with a single contract with a private developer which may include such project elements as site acquisition, architectural design and construction.

1.3.7 Emergency Condition - CGS §4b-52(c):

For Specific, Designated Projects

- Anticipated Project Costs Exceed \$500,000 then Governor's written consent is required.
- Anticipated Project Costs less than \$500,000 then a DPW written consent is required from the Commissioner.

1.4 Consultants, General Contractors, And Design/Builders Affidavits

1.4.1 State Of Connecticut, Department Of Public Works (CT DPW) – Certifications And Affidavits For Consultants, General Contractors, And Design/Builders

Various types of certifications and affidavits are required to be submitted by consultants, general contractors, and design/builders by DPW policy, CT statutes, and Executive Orders issued by Governor Rell. These affidavits and certifications address ethics and integrity in the contracting process.

"Unofficial" DPW Certification and Affidavit forms are included in various DPW publications as samples.

"Official" DPW Affidavit and Certification forms and instructions can be accessed from the DPW Website as required for Qualification Based Selections, Competitive Sealed Bids, and Competitive Sealed Proposals.

The RFQ Web Advertisement alerts all potential consultants and design/builders to the Certification Requirements, various types of affidavits, and other supplemental legal document requirements, and provide web access directions to the required forms posted on the DPW website.

More information concerning the Notice of Certification Requirements, various types of affidavits and other supplemental legal documents can be found by going directly to the DPW website page at www.ct.gov/dpw and clicking on the Affidavits link and then selecting the Introduction link and General Advice for Filling Out all supplemental legal documents. No forms, other than those posted on the DPW website page, shall be used by a consultant or design/builder.

1.4.2 Notification of Compliance Requirements for Affidavits and Certifications

The **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** shall alert all potential consultants and design/builders to the submittal requirements for Affidavits and Certifications.

All advertisements will include the following language:

NOTE:

Failure to the submit QBS Submittal Booklets (including required affidavits and certifications) by the above Deadline, with the required contents and format, and at the designated location will result in the Offeror being deemed Non-Responsive for consideration on this Contract.



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1.4.3 Questions Concerning Affidavits

Questions concerning the certifications, affidavits, and other supplemental legal document requirements can be directed to the DPW Legal Services Division at 860-713-5680.

1.5 State Agency Official Or Employee Certification

1.5.1 State of Connecticut Department of Public Works (DPW) – Certification by Agency Official or Employee Authorized to Execute Contracts

The State statutes require that a DPW **Certification by Agency Official or Employee Authorized to Execute Contracts 118** must be signed by the state agency official or employee who is authorized to execute the Contract if the specific contract exceeds \$50,000.

The State Agency Official or Employee Certification states:

"I hereby certify that the selection of the person, firm or corporation for [this contract] was not the result of any of the following:"
Collusion;
Giving of a gift or the promise of a gift;
Compensation;
Fraud;
Inappropriate influence from any person.

1.5.2 Selection Panel Member And Observer Certification Language

Selection Panel members and all Agency Observers shall also complete a **Certification by Agency Official or Employee Authorized to Execute Contracts 118** and/or **Selection Observer Certification 119** as applicable.

Both Certifications include the language below, to be followed by the signature of the Panel member or Agency Representative Observer(s).

Official: I, _____ ; am authorized to execute the attached contract on behalf of the (Agency Name). I hereby certify that the selection of the person, firm or corporation for the attached large state contract was not the result of collusion, the giving of a gift, or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Observer: I certify that I have not communicated information with any contractor prior to the advertisement of the above stated DPW contract and Project number and will not communicate information through notification of the final selection that is not available to the general public and which would result in a Firm receiving information that is not available to other firms. I further certify that I have not attempted to influence the selection of a particular Firm.

1.6 Communications And Code Of Conduct

1.6.1 No Conflicts Of Interest

All individuals selected to serve on a selection panel or review bids shall evaluate their relationship with the Offerors and ensure that they have no potential conflict of interests.



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1.6.2 No Conflicts Of Interest (Continued)

Conflicts Of Interest Include:	
1.0	a financial interest in a company that will be submitting a proposal or is being selected or is bidding for a contract;
2.0	a financial interest in a company that is part of a team submitting a proposal or a company that is a sub consultant or subcontractor for the project;
3.0	a close family member or fiancé or fiancée who has a financial interest in a company that is submitting a proposal or bid,
or	
4.0	having a financial interest in a company that is part of a team that is trying to obtain a contract, or is a subcontractor or sub consultant for a contract that is being sought.

See section 1.6.7 for the procedure should an individual believe that there is or could be a conflict of interest.

1.6.3 No Gifts

Individuals who participated directly, extensively and substantially in a selection or bid process shall not accept any gift, including, but not limited to, favors and services from a person or firm seeking to do business with DPW.

1.6.4 No Influence

There shall be no actions taken by any officials or individuals, either within or outside DPW, to attempt to influence the impartial and independent actions of a Selection Panel. If this does occur or a DPW employee learns of such an impropriety, the employee is directed to contact DPW's Integrity Officer.

1.6.5 Fair Talk (a/k/a "No Talk")

All participants in any selection or bidding process, including user agency representative(s), shall not communicate with any potential Offeror prior to, during, or upon conclusion of the entire Selection or Bidding procedure, with the exception of information necessary to complete the administrative steps of the selection process.

During the submittal period and throughout the entire selection or bidding process, all inquiries on a particular project or contract bidding and selection procedure should be referred to the CT DPW QBS Unit or, for questions concerning competitive sealed bidding, to the DPW QBS Unit, Room 261, 165 Capitol Avenue, Hartford, CT 06106.

1.6.6 Questions And Answers Or Addenda

General QBS Procedure Questions: Contact the DPW QBS Unit person named in the **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** in writing (email acceptable).



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1.6.7 Questions And Answers Or Addenda (Continued)

Specific Contract Questions: Contact the DPW QBS Unit named in the **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** in writing (email acceptable). All questions, answers, and/or addenda, as applicable, will be posted on the DPW website, faxed, and/or e-mailed to all Offerors. Questions may be deferred to the pre-interview site tour meeting, if applicable to the selection for this Contract.

Note:

DPW responses to requests for more specific contract information than is contained in the **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** shall be limited to information that is available to all Offerors and that is necessary to complete this QBS process. The request must be received at least five (5) business days prior to the advertised response deadline.

1.6.8 Notification And Debriefing With Unsuccessful Offerors

Offerors inquiring as to their status will be directed to wait for formal notification via letter from DPW. This notification will identify who to contact for follow-up. Designated DPW managers or an authorized designee are exclusively responsible for discussing any aspect of a Selection or Bidding process with an interested Offeror after a Selection or Bidding process is concluded, including conducting a debriefing with Offerors who were not successful.

1.6.9 Recusal Option

If a conflict of interest could arise by a state official's or employee's participation on a Selection panel or in the bidding process, such official, and employee shall recuse him or herself from the panel. Conflicts of interests include, but are not limited to those conflicts identified in 1.4.1. "Financial interests" include, but is not limited to, the receipt of a promise of gifts, favors, services or anything of monetary value from such company or person acting on behalf of such company.

A state official or employee who believes a conflict of interest may exist should immediately consult with DPW's Integrity Officer. To avoid tainting the selection process, the state official or employee shall not tell any others about the possible conflict of interest unless directed to do so by the DPW Integrity Officer.

End

General Requirements



2.0

Qualification Based Selection (QBS)

For

Major Project Consultant Contracts (Formal)

(For Architectural/Engineering and Professional Consultant Services)



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2.0 QBS For Major Project Consultant Contracts (Formal) (For Architectural/Engineering And Professional Consultant Services)

2.1 Overview

In accordance with the requirements of CGS § 4b-57 whenever consultant services are required, the commissioner shall invite responses from such firms by advertisements. The required advance notice shall indicate the manner of submission, and conditions and requirements of, such responses.

In the case of a Major Project - Consultant Contract (Formal) (See Section 1 of this Manual), the responses received shall be considered by a selection panel. The panel shall select from among those responding no fewer than three firms, which it determines in accordance with criteria established by the commissioner are most qualified to perform the required consultant services. The selection panel shall submit a list of the most qualified firms to the commissioner for his consideration unless fewer than three responses for a particular contract have been received, in which case, the panel shall submit the names of all firms who have submitted responses.

Table 2.1 Examples Of Major Project Consultant Contracts	
Standard Fixed-Fee Architect's Contract	Construction Administration (CA) Contract
Standard Fixed-Fee Engineer's Contract	CA Contract (Design Phase/Construction Phases)
Architect's Contract For Studies	CA Contract (Design Phase)
Engineer's Contract for (studies)	Environmental Performance Contract

2.2 QBS Project Initiation, PM Assignment, And Planning

QBS Project Initiation, PM Assignment, And Planning Steps	
Step	Task
1.0	<p>Project Initiation: A User Agency shall submit a User Agency Project Initiation Request/B100S 115, with all of the required supporting project/contract initiation documentation, to the DPW Chief Architect and the Special Work And Training (SWAT) Team. If the anticipated type of consultant service, fee and construction cost have been correctly completed by the User Agency then the DPW Chief Architect shall meet with the DPW Project Director of Project Management and appropriate supervisory staff to determine assignment of the project / contract to a DPW PM.</p> <p>Note: The DPW SWAT Team is comprised of the DPW Chief Architect, Chief Engineer, Director of Project Management, and two Supervising Project Managers that are selected by the Chief Architect. The Chief Architect shall serve as the chair of the Team.</p> <p>The SWAT Team shall periodically convene meetings to review, evaluate, and review and resolve various DPW BD&C business issues.</p>

Note:

During Step 1 the DPW the Chief Architect, DPW Project Director of Project Management and appropriate supervisory staff shall determine if an Interview is required for the Selection of the Firm or this Contract.

2.0	<p>QBS Planning: The DPW (PM) assigned to the project shall conduct a QBS Planning Meeting with the User Agency to review project scope, cost, schedule, etc. to obtain critical project specific information for the preparation of the RFQ Legal Notice 116 and RFQ Web Advertisement 117.</p>
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2.2 QBS Project Initiation, PM Assignment, And Planning(Continued)

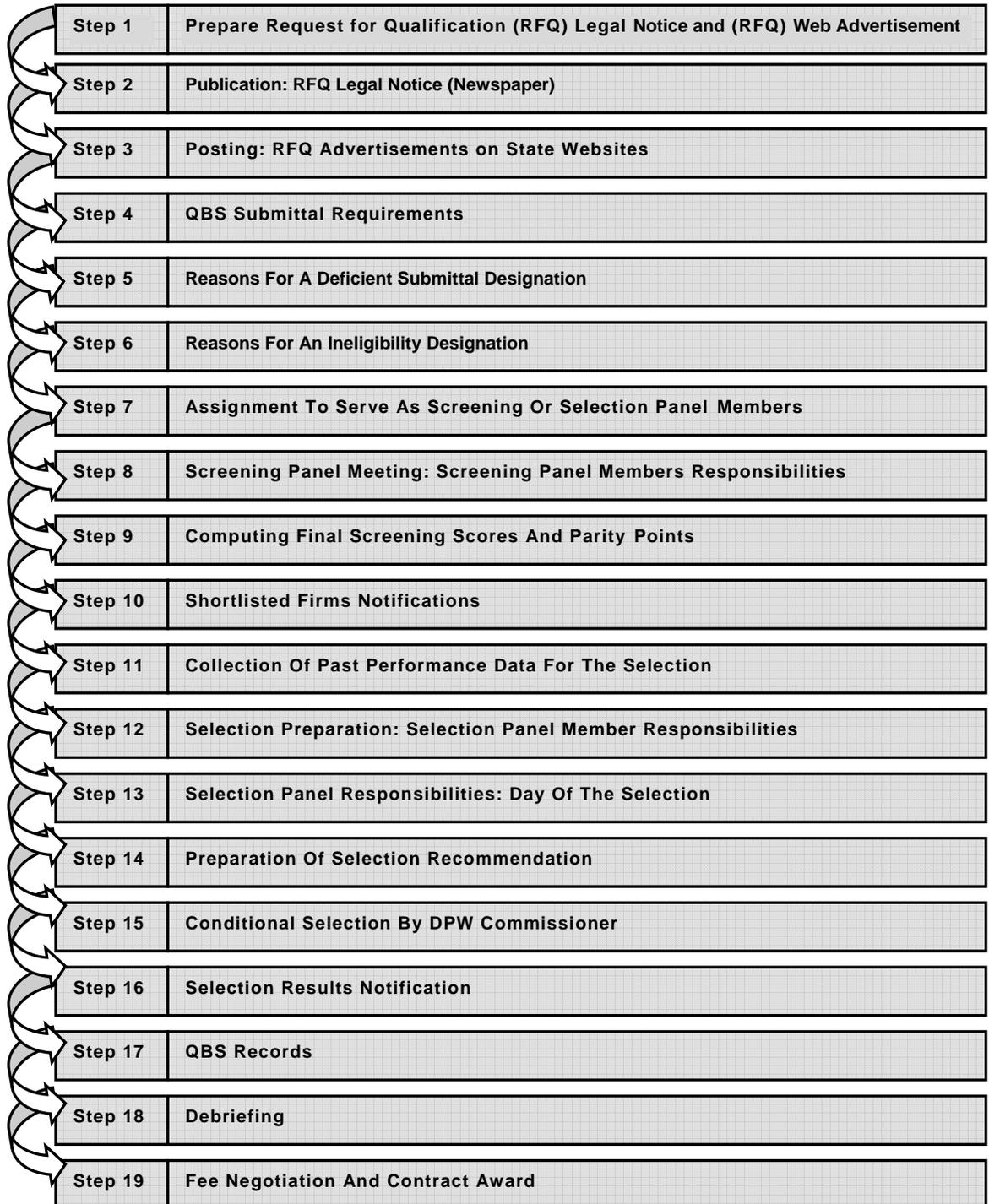
QBS Project Initiation, PM Assignment, And Planning Steps (Continued)	
Step	Task
3.0	QBS Planning Meeting Agenda:
3.1	Obtain critical project specific information applicable to the Request For Qualifications Advertisement for this Contract.
3.2	Make any adjustments to standard rating points for the screening criteria and/or the Selection Criteria within the allowable point range (see the screening and selection point tables below).
3.3	According to what is allowed by statute, the head of User Agency shall designate representative(s) to serve on the Screening and Selection Panels. The Agency may also designate up to two (2) observers for the Selection and Interview if it is determined that an Interview is required for the Selection of a Firm for this Contract. Such observers cannot vote and must be present for the entirety of all Selections and Interviews if it is determined that Interviews are required for the Selection of a Firm for this Contract. However if Selections Interviews are required for the Selection of Firm for this Contract the observers(s) cannot participate in the Q & A following the presentations or any discussion by the Selection panel concerning the selection process and must fill out a <i>Selection Observer Certification 118.</i>



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2.3 QBS For Major Project Consultant Contracts (Formal) - Procedure Flow Chart





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2.4 Preparing the Request For Qualifications (RFQ) Advertisement

The DPW PM assigned to the project shall process the RFQ Advertisement by utilizing the following steps:

PM Preparation Steps For The RFQ Advertisement And Legal Notice	
Step	Task
1.0	Complete RFQ Web Advertisement 117 .
2.0	Submit the completed RFQ Web Advertisement 117 to their DPW SPM for review and approval.
3.0	Complete RFQ Transmittal RFQ Transmittal To QBS Unit 120 and submit to their DPW SPM for review and approval.
4.0	Upon approval by the DPW SPM and the DPW PM shall transmit RFQ Web Advertisement 117 and RFQ Transmittal To QBS Unit 120 to the DPW QBS Unit by both hard copy (with signatures) and electronic copy- for each contract.
5.0	The DPW QBS Unit shall insert the information from the approved RFQ Web Advertisement 117 into a RFQ Legal Notice 116 .
6.	Upon inserting the above information the DPW QBS Unit shall then transmit these documents via RFQ Transmittal To Commissioner 121 to the Commissioner for his signature on the RFQ Legal Notice 116 .
7.0	The RFQ Legal Notice and the RFQ Web Advertisement(s) shall be transferred to Procurement via the RFQ Transmittal To Procurement 122 (multiple projects may be transmitted in one RFQ Legal Notice).

Note:

The DPW QBS Unit will verify that the content of the **RFQ Web Advertisement 117** conform to the minimum content requirements. The DPW QBS Unit will (dependant upon schedule) insert the advertisement date and due date. An RFQ Legal Notice transmitted to the Commissioner for his signature may be a composite summary of multiple projects.

2.4.1 Rating Point System: The DPW (PM) must indicate on the **RFQ Transmittal to QBS Unit 120** one of the following Rating Point systems to be utilized for the specific contract.

2.4.1.1 Standard Rating Points: The Screening and/or Selection Criteria Categories have standard rating points (as indicated in the tables below).

2.4.1.2 Approved Adjusted Rating Points: The Standard Rating Points are allowed to be adjusted only for if the Contract meets the following conditions:

2.4.1.2.1 Contract is for Consultant services of an unusual nature;

2.4.1.2.2 Written permission from all of the following: DPW Deputy Commissioner, DPW Chief Architect, DPW Chief Engineer, and DPW Director of Project Management:

2.4.1.2.3 The Approved Adjusted Rating Points within the Allowable Point Range as indicated in the tables below.



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2.5 Screening Criteria Category Point Table

Example 2.5.1 Screening Criteria Category Table

Criteria Number	Screening Criteria Categories	Standard Rating Points	Allowable Point Range	Approved Adjusted Rating Points
1	Experience with Work of Similar Size and Scope as Required for this Contract	35	35-45	35-45
2	Organizational / Team Structure	30	25-35	25-35
3	Past Performance Data	20	20 <i>(Not Adjustable)</i>	20 <i>(Not Adjustable)</i>
4	Partnering Experience	15	10-20	10-20
Maximum Total Points per Screening Panel Member		100	100	100

Example 2.5.2 Screening Criteria Standard Point Value Calculations Table

Criteria Number	Screening Criteria Categories (Standard Rating Points)	Standard Grade Point Values			
		A = 100%	B = 80%	C = 60%	F = 0%
1	Experience with Work of Similar Size and Scope as Required for this Contract	35	28	21	0
2	Organizational / Team Structure for this Contract	30	24	18	0
3	Past Performance Data	20	16	12	0
4	Partnering Experience	15	12	9	0

2.6 Selection Criteria Category Point Table

Example 2.6.1 Selection Criteria Category Table

Criteria Number	Selection Criteria Categories	Standard Rating Points	Allowable Point Range	Approved Adjusted Rating Points
1	Problem Solving Capabilities	30	25-35	25-35
2	Organizational / Team Structure for this Contract	25	20-30	20-30
3	Past Performance	20	20 <i>(Not Adjustable)</i>	20 <i>(Not Adjustable)</i>
4	Approach to the Work Required for this Contract	15	10-20	10-20
5	Contract Oversight Capabilities	10	5-15	5-15
Maximum Total Points Per Selection Panel Member		100	100	100



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Example 2.6.2 Selection Criteria Standard Point Value Calculations Table:

Criteria Number	Selection Criteria Categories	Standard Grade Point Values			
		A = 100%	B = 80%	C = 60%	D = 40%
1	Problem Solving Capabilities	30	24	18	12
2	Organizational / Team Structure for this Contract	25	20	15	10
3	Past Performance	20	16	12	8
4	Approach to the Work Required for this Contract	15	12	9	6
5	Contract Oversight Capabilities	10	8	6	4

NOTE:

A DPW PM shall utilize the **RFQ Transmittal To QBS Unit 120** to seek approval for the adjustment of the Standard Rating Points in the Screening Criteria Point Table and the Selection Criteria Point Table for a specific Contract. The Standard Rating Points are adjustable within the Allowable Point Range, but the adjustment of the Standard Rating Point weight for Past Performance Data is **not adjustable** for either the Screening or Selection Criteria Categories.

2.7 Publication: RFQ Legal Notice (Newspaper)

The **RFQ Legal Notice 116** contains a statement that all **QBS Submittal Booklets Requirements 124** and all required supplements, attachments, etc. must be submitted at the designated location and the deadline for submitting an offer. Any Firm's QBS Submittal Booklet and QBS submittal material such as required supplements, attachments, etc. received after the scheduled deadline shall result in the Firm's submittal being deemed deficient for this contract and their QBS submittal material shall be not be considered for this contract and shall be returned to the Firm. The Firm shall receive a **Deficient Submittal Letter 128**.

Legal Notice (Newspaper) Statutory Requirements

In accordance with CSG § 4b-57: "Whenever consultant services are required by the commissioner in fulfilling his responsibilities under section 4b-1, and in the case of each project, the commissioner shall invite responses from such firms by advertisements inserted at least once in one or more newspapers having a circulation in each county in the state. The commissioner shall prescribe, by regulations adopted in accordance with chapter 54, the advance notice required for, the manner of submission, and conditions and requirements of, such responses."

2.8 Posting: Advertisements On State Websites

In accordance with the Governor Rell's Executive Order No. 3 (12-15-04), and the DPW **Advertising Publication Standards 123**, the **RFQ Web Advertisement 117** shall be posted on the Connecticut Department of Administrative Services (CT DAS) "State Contracting Portal" Website. The CT DAS Website shall act as the single electronic portal for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions. The **RFQ Web Advertisement 117** also shall be posted on the CT DPW Website and shall be sent to various trade and professional associations, which may post it on their respective Websites. The **RFQ Web Advertisement 117** shall contain more detailed project information than the **RFQ Legal Notice 116** and shall provide interested parties with a link to the legal submittal requirements and instructions to obtain the requisite forms, including the affidavit forms.

State Advertisement Websites	
CT DAS Website: (State Contracting Portal)	http://www.das.state.ct.us/busopp.asp
CT DPW Website:	http://www.ct.gov/dpw



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2.9 QBS Submittal Booklet Requirements

Interested Firms shall send their QBS Submittal Booklets to the DPW QBS Unit as specified in the **RFQ Web Advertisement 117** and **QBS Submittal Booklet Requirements 124**. All QBS Submittal Booklets shall include, but not be limited to, the following:

Types Of QBS Submittal Booklet Requirements		
Division	Division Title	Document Name
1	Table of Contents	-
2	Letter of Interest	-
3	QBS Email Registration	QBS Email Registration 125
4	Credentials and Insurance	-
5	Affidavits	-
6	CT Code Expertise & Site Proximity	-
7	CT DPW 330 Part I	CT330 Part I 126
8	CT DPW 330 Part II	CT330 Part II 127

Each Firm must comply with all submittal requirements, as described in the **RFQ Legal Notice 116**, **RFQ Web Advertisement 117** and the **QBS Submittal Booklet Requirements 124**.

2.10 Review Of The QBS Submittal Booklets For Compliance: Reasons For A Deficient Submittal Designation

All QBS Submittal Booklets shall be reviewed by the DPW QBS Unit staff for compliance with the **RFQ Web Advertisement 117** and **QBS Submittal Booklet Requirements 124**. All QBS Submittal Booklets must be submitted at the designated location by the deadline. Any QBS Submittal Booklet received after the scheduled closing time will be returned to the Firm and will **not** be reviewed. There will be **no exceptions**.

Firms who fail to submit the QBS Submittal Booklets with all of required information or do not submit this information in the specified format at the designated location by the deadline will be deemed a "Deficient Submittal" for this contract and receive a **Deficient Submittal Letter 128**. The reasons include but are not limited to the following:

Reasons For A Deficient Submittal Designation
QBS Submittal Booklet Late Submission.
QBS Submittal Booklet Format Deficiency.

Note

QBS Submittal Booklets and submittal material can be deemed a "Deficient Submittal" at any point during the QBS process.

2.11 Review Reasons For An Ineligibility Designation

The reasons A Firm may be deemed "Ineligible" for a specific project include, but are not limited to, the following.



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2.11 Review Reasons For An Ineligibility Designation (Continued)

Reasons For An Ineligibility Designation
Firms are currently allowed the Maximum Number of Selections and Contracts (2.12.1).
Affidavits not submitted or correctly completed as per website page instructions.
Firm is not properly licensed in the State.
Firm is not properly insured.
Firm has been disqualified.

Firms deemed "Ineligible" shall receive a **Not Eligible Letter 129**.

Note:

A firm can be found not eligible at any point during the QBS process.

2.11.1 Maximum Number Of Selections And Contracts:

Maximum Number Major Project Contracts And Selections	
Contract Parameter	Type Of Contract
Contract Selection Consultant Contract Not Executed for One (1) Year or More	Major Project – Consultant Contracts Four (4) Contracts In Any Combination
Contract Executed Consultant Received No Notice to Proceed for One (1) Year or More	
Contract Executed Notice to Proceed Suspended for One (1) Year or More in any Project Phase	
Contract Executed In Any Project Phase Through Substantial Completion	

2.12 Assignment To Serve As Screening Or Selection Panel Members

2.12.1 All submittals shall be evaluated according to the DPW QBS process and procedures. A Screening Panel will review properly submitted QBS Submittal Booklets and establish a list of firms to be Selected by a separate Selection Panel. For each contract, there shall be a separate Screening Panel and a separate Selection Panel of five (5) voting members each. Each Screening and Selection Panel member shall receive a **QBS Panel Member Email Notification 130**. The DPW Screening Panel Chair shall be the first DPW PM assigned to the screening panel via the random Selection procedure by the DPW QBS Unit (or his/her substitute).

2.12.2 Each Panel will consist of five (5) persons as follows:

There shall be established within the Department of Public Works State Construction Services Selection Panels which shall consist of five (5) members. Four (4) of such members shall be appointed by the commissioner, shall serve only for deliberations involving the project for which such members are appointed, and shall be current or retired employees of the Department of Public Works. The remaining member shall be appointed by the head or acting head of the user agency and shall serve only for deliberations involving the project for which such member is appointed.



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2.12.3 Connecticut Health and Education Facilities Authority (CHEFA) Projects shall consist of five (5) persons as follows:

There shall be established within the Department of Public Connecticut Health and Education Facilities Authority Construction Services Panels which shall consist of five (5) members. Three (3) of such members shall be appointed by the Commissioner of Public Works, shall serve only for deliberations involving the project for which such members are appointed and shall be current employees of the Department of Public Works. The remaining members shall be appointed by the head or acting head of the user agency and shall serve only for deliberations involving the project for which such members are appointed.

2.13 QBS D/B Screening Panel Meeting: Screening Panel Members Responsibilities

2.13.1 Mandatory Screening Panel Meeting: There will be a mandatory screening panel meeting for all screening panel members that will be coordinated and facilitated by the DPW PM.

NOTES:

- The DPW PM will only serve as a facilitator for **Task #1** of the screening panel meeting, but is not a voting member.
- The DPW PM must leave the Screening Panel Meeting at the conclusion of **Task # 1**.
- The DPW QBS Unit shall designate the Screening Panel Chair.
- If any member of the Screening is absent from the Screening Panel Meeting they must complete their score sheet and submit it to the QBS Unit as soon as possible.

2.13.2 QBS D/B Screening Panel Tasks: At this mandatory meeting the screening panel members shall have the responsibility to accomplish the following tasks:

Task No. 1	
Screening Panel Members Receive Overview Of The Following:	
1.0	Project Specific Information (Overview by the DPW PM and User Agency Representative).
2.0	Any Unique Or Technical Issues (Overview by the DPW PM and/or Applicable Expert).
3.0	Screening Panel Member Rating Sheet Guidelines 131 (Overview by a DPW Process Management Unit Staff).
Task No. 2	
Screening Panel Members Shall Review All Of The Following Screening Documents:	
1.0	RFQ – Web Advertisement;
2.0	QBS Submittal Booklets;
3.0	Past Performance Data shall Include a review of all of the following information: <ul style="list-style-type: none"> 3.1 QBS Submittal Booklet, CT330 Part I, Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications, Items 20 through 24 - Projects relevant to this Contract in Scope, Size, Cost, and etc. 3.2 QBS Submittal Booklet, CT330 Part II. 3.3 Firm's Letter of Interest. 3.4 Reference Letters (as available). 3.5 Consultant Performance Evaluations (as available).
4.0	Screening Panel Member Rating Sheet 131

NOTES:

- The DPW QBS Unit Staff Member must leave the screening panel meeting after delivering the screening documents and must not be present during **Task # 2**.
- None of the above screening documents shall be allowed to be removed from DPW for review at any time prior to or during the screening stage.



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2.13.3 QBS D/B Screening Panel Tasks:

Task No. 3 – Evaluate/Rate All Submittals:	
1.0	Screening Panel Members shall utilize the Screening Panel Member Rating Sheet 131 and the Screening Panel Member Rating Sheet Guidelines 131 to rate the following Screening Criteria for all submittals:
Screening Criteria Categories	
Experience With Work Of Similar Size And Scope as Required for this Contract	
Organizational / Team Structure for this Contract	
Past Performance-Data	
Partnering Experience	

NOTES:

1. Panel members must rate the submittal qualifications of each individual firm against the screening guideline rating criteria (point values modified as applicable).
2. Panel members must not rate individual submittal qualifications in comparison to each other.

2.13.4 The DPW Screening Panel chair shall collect each **Screening Panel Member Rating Sheet 131** from each panel member for computation by the DPW QBS Unit.

2.14 Computing Final Screening Scores And Parity Points

2.14.1 Computations:

Task 1: Compute The Final Scores:
A member of the DPW QBS Unit staff shall compute the final scores of each Firm.
Task 2: Computation Verification:
Another member of the DPW QBS Unit staff, not involved in the original screening computation, shall independently check the original screening computation for accuracy. The completed Screening Ratings Calculation Spreadsheet 132 shall be signed by both DPW QBS Unit staff members.

2.14.2 Parity Points:

In an effort to open the process and increase competition, "Parity Points" shall be automatically awarded to any Firm who has not been selected for services with DPW in the last five (5) years unless such firm has not done business with DPW because of debarment, federal indictment, etc. The Firm shall receive a maximum of five (25) parity points added to the sum total of their final calculated Screening Rating Point score. This is a 5% increase in the total available sum of the screening points.

Note:

Consultants do not get any parity points if they have past Consultant Performance Evaluations over 5 years old that indicate a poor performance.



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2.15 Shortlisted Firms Notifications

2.15.1 Summary of Results and Approval: Prior to notification to all Firms, the DPW QBS Unit will prepare a list for the DPW Commissioner of firms the Screening Panel recommends for Selection shortlist. The shortlist must be reviewed by the DPW Deputy Commissioner of the DPW Bureau of Design & Construction and then a **Commissioner Screening Shortlist Approval Memorandum 133** must be submitted to DPW Commissioner for approval. No fewer than four (4) firms will be recommended for selection unless the recommendation is accompanied by a written justification from the DPW Supervisor of the QBS Unit, and approved by the DPW Commissioner.

2.15.2 Selection Interview Invitation: The DPW QBS Process Unit shall send a **Selection Interview Invitation Letter 134** for Selections that have an Interview:

Selection Interview Invitation Information
Selection Interview Invitation Confirmation
Selection Interview Schedule Location, Date, & Time
Selection Interview Format
Site Visit - Location, Date, & Time (if applicable)
Review Location and List of other Relevant Project Reference Documents (if applicable)

NOTES:

- For Selections that require an Interview the DPW PM will have a set of the "relevant project reference documents" available at DPW for the short-listed Firms to review at DPW anytime prior to the Selection Interview.
- Questions and answers shall be handled pursuant to the direction provided in Section 1.4.5 Questions and Answers or Addenda.

2.15.3 Deficient Submittal: The DPW QBS Process Unit shall send a **Deficient Submittal Letter 128** (mail, fax or email) to Firms containing the reason(s) why their submittal was deemed deficient.

2.15.4 Not Shortlisted: The DPW QBS Process Unit shall send **Not Shortlisted Letter 135** (mail, fax or email) to Firms notifying them that they have not been shortlisted for a Selection and an Interview if it is determined that an Interview is required for the Selection of a Firm for this Contract. The letter shall offer the firm an opportunity for a debriefing once the final contract is negotiated and signed.

2.16 Collection Of Past Performance Data For The Selection

2.16.1 Collection of Past Performance Data:

The DPW PM is responsible for collecting all short-listed firm's Past Performance Data for consideration at the Selection Meeting and an Interview if it is determined that an Interview is required for the Selection of a firm for this Contract as follows:



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2.16.1 Collection of Past Performance Data: (Continued)

Step	PM Past Performance Data Collection Tasks
1.0	Facilitate the obtainment of two (2) phone references at least one (1) week prior to the selection in accordance with the Phone Reference Check Questionnaire Guidelines 136 , for each Shortlisted Firm that does not have any existing DPW Phone Reference Check Questionnaires on file in the DPW Performance Evaluation Files in Room 265 The focus of the phone reference checking will be on obtaining feedback on a limited list of critical indicator questions of a firm's performance using a structured telephone interview process.
2.0	PM shall collect all existing DPW Consultant Performance Evaluations of all Shortlisted Firms from the DPW Consultant Performance Evaluation Files in Room 265.
3.0	PM shall collect all existing DPW Phone Reference Check Questionnaires 136 for all Shortlisted Firms from the DPW Performance Evaluation Files in Room 265 that are less than two years old.
4.0	PM shall collect four (4) copies of each Firm's CT330 Part I and II or five (5) copies of each Firm's CT330 Part I and II for CHEFA Selection [i.e. one (1) copy of each Firm's CT330 Part I and II for each Selection Panel Member] from the QBS Unit in Room 261.

Notes:

- Do not check new phone references for any Firm that has existing DPW Phone Reference Check Questionnaires on file in the DPW Performance Evaluation Files in Room 265 for a project of similar size and scope unless the reference is than more than two years old.
- All new **Phone Reference Check Questionnaires 136** shall be placed in the Firm's DPW Performance Evaluation File Folder in Room 265 after the selection.
- The DPW QBS Unit staff Member shall deliver the Firm's Performance Evaluations to the DPW PM/Chair for the Selection prior to the mandatory pre-selection panel meeting for review by the Selection Panel.

2.17 Selection Preparation: Selection Panel Member Responsibilities

2.17.1 Site Conference/Site Tour (When applicable to specific project):

Attendance For Site Conference/Site Tour
Attendance is Mandatory for PM & User Agency Representative
Attendance is Optional for Selection Interview Panel Members
Attendance is Optional for All Shortlisted Firms.

2.17.1.1 Site Conference/Site Tour – State Ethics and Statutes: In accordance with the requirements of ethics statutes and regulations of the State of Connecticut this will be the **ONLY** opportunity for Shortlisted Firms to visit the site and discuss the Project with DPW and the User agency.



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2.17.2 Document Review: All Selection Panel Members shall review the following materials for each Shortlisted Firm, at DPW, prior to the Selection and an Interview if it is determined that an Interview is required for the Selection of a Firm for this Contract:

Selection Panel Member Document Review
RFQ Web Advertisement
Shortlisted Firms' QBS Submittal Booklets
Shortlisted Firms' DPW Past Performance Evaluations
Shortlisted Firms' Existing Phone Reference Check Questionnaires
Shortlisted Firms' New Phone Reference Check Questionnaires

2.18 Selection Panel Members Responsibilities: Day Of The Selection

2.18.1 Mandatory Pre-Selection Panel Meeting: On the morning of the day of the scheduled Selection or there will be a mandatory meeting of the Selection Panel. The DPW PM for the specific contract shall facilitate the Pre- Selection Panel Meeting with assistance from the DPW Process Management Unit to review the following meeting agenda items. The DPW PM shall chair the Selection and Interviews if it is determined that an Interview is required for the Selection of a Consultant for this Contract and leads all deliberations in accordance with the **Selection Chair Guidelines 138**.

Pre-Selection Panel Meeting Agenda
<p>Selection Protocols: The DPW Process Management Unit shall provide brief training on how to conduct the Selection and Interview if required for the Selection of a Firm for this Contract, clarifying the format and the roles of attendees, as well as how to apply the Selection Rating Sheet Guidelines 138 to objectively evaluate each firm.</p> <p>The Chair shall also receive the Selection Sequence Schedule 139, Selection Rating Sheet 138, Selection Rating Sheet Guidelines 138, and the Selection Sign-in Sheet 140.</p>
<p>Project Overview: The DPW PM/Chair and User Agency Representative shall present any unique project specific issues to the Selection Interview Panel members.</p>



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2.18.1 Mandatory Pre-Selection Panel Meeting: (Continued)

Pre-Selection Panel Meeting Agenda (Continued)	
1.0 Review Past Performance Data:	The Selection Panel Members must consider all available Past Performance Data to determine a Rating Score for each Firm's Performance Criteria No. 3 Past Performance Data:
2.0 QBS Submittal Booklet - CT330 Part1:	
2.1	Review CT330 Part 1 in general.
2.2	Specifically Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications, Items 20 through 24 - Projects relevant to this Contract in Scope, Size, Cost, etc.
2.3	Specifically Section H, Item 31 - Probity Questions.
2.4	Specifically Section H, Item 33. Chronological List of the Ten Most Recent Completed Contracts.
3.0 QBS Submittal Booklet - CT330 Part 2:	Review CT330 Part 2 in general.
4.0 Consultant Performance Evaluations:	Shortlisted Firm's Existing Consultant Performance Evaluations from the DPW Performance Evaluation Files in Room 265.
5.0 Existing Phone Reference Check Questionnaires:	Shortlisted Firm's Existing Phone Reference Check Questionnaires from the DPW Performance Evaluation Files in Room 265.
6.0 New Phone Reference Check Questionnaires:	Shortlisted Firm's New Phone Reference Check Questionnaires from the DPW PM/Chair in Room 265.
7.0 Selection Interview:	If a selection interview is required for the Selection of a Firm for this Contract then the Interview Panel Members must evaluate Firm's Interview Presentation in response to the Selection Performance Criteria.

Note:
 If Interviews are required for the Selection of a Firm for this Contract then Firms that substitute a proposed Key Personnel subconsultant(s) named in **CT330 Part I 126** or **CT330 Part II 127** prior to their interview must notify the Selection Interview Panel members prior to the start of their interview and provide resume(s) for the Key Personnel subconsultant(s) of the firm or they shall receive a **Deficient Submittal Letter 128**.

2.19 Selection Interview Presentations (For Selections That Require An Interview)

For those Selections that require an Interview Presentation each Firm will be given thirty (30) minutes to demonstrate that they possess the highest qualifications in relation to the scope and needs of this specific contract and project based on the following Selection Criteria Categories:

Selection Criteria Categories
Problem Solving Capabilities
Organizational / Team Structure for this Contract
Past Performance Data
Approach to the Work Required by This Contract
Contract Oversight Capabilities

2.19.1 During Each Selection Interview: Each Selection Interview Panel Member shall take notes on the presentation on the **Selection Rating Sheet 138** for the purposes of evaluating the presentation in relationship to the five Selection Interview Criteria Categories.



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- 2.19.2 Questions & Answer Period:** Immediately following the Presentation, there will be fifteen (15) minutes of Questions and Answers (Q&A) allotted for follow up questions by the Selection Panel Members. The Firm's presentation and responses to the follow-up questions shall be evaluated and rated by the Selection Panel Members in accordance with the **Selection Rating Sheet Guidelines 138**.
- 2.19.3 End Of The Interview:** At the conclusion of the Q&A period, the Firm shall exit the interview room. After the Firm has exited the Selection Interview, a brief discussion of the Selection Panel Members shall take place solely to discuss any question or answer that was confusing or not understood. Each panel member shall then individually note their rating of the firm on each of the five criteria on the **Selection Rating Sheet 138**, sign it and give it to the DPW Chair at the end of that interview discussion.

NOTE:

- Selection Panel members must rate the Interview presentation, qualifications, and follow-up Q & A's of each individual Firm against the screening guideline rating criteria (point values modified as applicable) rather than comparing the presentations to each other

2.20 Connecticut Code Expertise Points

- 2.20.1 Connecticut Building Official License:** If a shortlisted firm has submitted a resume of "Key Personnel", with a Connecticut Building Official License, in Division 6 – (CT Code Expertise and Site Proximity) of their Selection Submittal Booklet, then the firm shall receive a additional maximum of five (5) "CT Code Expertise" points that shall be applied the firm's Total Selection Grade Points at the conclusion of their interview.
- 2.20.2 Substantial Working Knowledge of the Connecticut State Codes:** If an Interview is required for the Selection of a Firm for the Contract and the shortlisted firm demonstrates, during the interview, that the Key Personnel with the Connecticut Building Official license has a substantial working knowledge of the Connecticut State Codes in relationship to the scope of this contract, then each such the firm shall receive an additional maximum of five (5) "CT Code Expertise" points that shall be applied the firm's "Total Selection Grade Points" at the conclusion of their interview. For those Selections that do not require an interview and the Key Personnel with the Connecticut Building Official license has a substantial working knowledge of the Connecticut State Codes in relationship to the scope of this contract, then each such the firm shall receive an additional maximum of five (5) "CT Code Expertise" points that shall be applied the firm's "Total Selection Grade Points" at the conclusion of their Selection.
- 2.20.3 Site Proximity" Points:** After each Selection, each panel member shall individually verify the location map submitted by the Firm (See Division 6 – CT Code Expertise and Site Proximity of Firm's QBS Submittal Booklet) indicates that the travel distance from the Firm's headquarter office location to the town or city location(s) of the project(s) is 60 miles or less. If the travel distance of a shortlisted Firm's headquarter office location to the project site location(s) is 60 miles or less then each such shortlisted Firm shall receive ten (10) "Site Proximity" points" that are applied to their "Total Selection Grade Points" at the conclusion of their Selection.

2.21 Conclusion Of Each Individual Selection Rating Score Meeting

The DPW Chair will scan the grades to determine whether any panel members' grades are within two (2) grades (example: A and C grades) of each other for a Selection criteria category or if there were any responses deemed "Unacceptable/non-responsive" for any of the Selection criteria category. The purpose of this scan is to look for any significant inconsistency in the ratings by the various panel members.

- 2.21.1 Chair Ratings Scan:** If panel members are within one grade of each other, and there are no ratings of "F", or "Unacceptable," and there are no further questions concerning the selection, then this selection evaluation is concluded and the next Selection Rating Score shall begin or Interview presentation shall begin if it is determined that an Interview is required for the Selection of a Firm for this Contract.



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2.21.2 Rating Discrepancy: If there is a discrepancy (if panelists are not within one grade of each other or there is a rating of “F” or “Unacceptable”), the Chair will open a panel discussion. The purpose of this discussion is to enable the Selection Panel members to discuss all aspects of the Firm’s and qualifications and to share information and justification for opinions. It is also to ensure there is a common understanding of questions and responses. The Selection Panel members may discuss any part of the Selection that was confusing or not understood.

2.21.2.1 Discrepancy Resolutions: As a result of this discussion, three things can occur:

Discrepancy Resolutions
It is possible a panel member may see justification for revising a grade based on the discussion. If so, the grade can be revised on the panel member’s Selection Rating Sheet 138 and initialed. The Selection Panel member must document the reason for the change on their Selection Rating Sheet 138 .
or
A Selection panel member may still choose not to change his or her grade. Then their original grade shall remain. <i>(If a Selection Panel member has had a prior experience with the firm and as a result does not change his or her opinion regardless of the present information, this should be so noted in his or her comments).</i>
and/or
Based on this discussion, other Selection Panel members may also chose to revise their scores, supplying a written justification for the change and initialing this grade change on Selection Rating Sheet 138 .

Note:
 An authorized observer approved by the DPW Commissioner may monitor the Selection process.

2.22 Conclusion Of All Selections Rating Periods

The Selection Panel is dismissed and the chair delivers all of the following documents, including but not limited to, the **Selection Rating Sheet 138** from each panel member and the **Selection Observer Certification 119** (if applicable), the **Selection Sign-in Sheets 140**, and one (1) copy of each Firm’s Presentation Handout(s) to the DPW QBS Unit.

2.23 Preparation Of Selection Recommendation

Steps	Selection Recommendation Tasks
1.0	<ul style="list-style-type: none"> • At the conclusion of the Selection Meeting the QBS Unit shall receive the entire completed all of the Selection Rating Sheet s and if an Interview is required for the Selection of a firm for this Contract then one (1) copy of each Firm’s Selection Interview Presentation Handout(s) from the Chair. • The DPW PM / Chair shall also deliver copies of all documents associated with the Selection Interview Process to the DPW QBS Unit for their Records, including, but not limited to the following: <ul style="list-style-type: none"> ○ Phone Reference Check Questionnaire 136; ○ Selection Interview Sign-in Sheets 140; Any other documentation relevant to the Selection process.



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2.23 Preparation of Selection Recommendation (Continued)

Steps	Selection Recommendation Tasks (Continued)										
2.0	<ul style="list-style-type: none"> The DPW QBS Unit shall enter each Grade (A or B or C or F) for each Selection Criteria Category, for each Firm, from each panel member's Selection Rating Sheet 138, into the Selection Rating Calculation Spreadsheet 142. Compute the Selection Interview Grade Point Values for each Firm. Compute 90% of each Firm's Grade Points = Total Selection Grade Points. Compute 10% of each Firm's Screening Grade Points = % Total Screening Grade Points <table style="margin-left: 40px;"> <tr> <td>Compute:</td> <td>Each Firm's Total Selection Grade Points</td> </tr> <tr> <td>+</td> <td>Each Firm's % Total Screening Grade Points</td> </tr> <tr> <td>+</td> <td>Each Firm's CT Code Expertise (as applicable)</td> </tr> <tr> <td>+</td> <td>Each Firm's Site Proximity Points (as applicable)</td> </tr> <tr> <td>=</td> <td>Each Firm's Final Total Selection Grade Points</td> </tr> </table>	Compute:	Each Firm's Total Selection Grade Points	+	Each Firm's % Total Screening Grade Points	+	Each Firm's CT Code Expertise (as applicable)	+	Each Firm's Site Proximity Points (as applicable)	=	Each Firm's Final Total Selection Grade Points
Compute:	Each Firm's Total Selection Grade Points										
+	Each Firm's % Total Screening Grade Points										
+	Each Firm's CT Code Expertise (as applicable)										
+	Each Firm's Site Proximity Points (as applicable)										
=	Each Firm's Final Total Selection Grade Points										
3.0	<ul style="list-style-type: none"> A member of the DPW QBS Unit shall compute the final scores of each Firm. Another member of the DPW QBS Unit, not involved in the original screening computation, shall independently check the original screening computation for accuracy. The completed work sheet shall be signed by both DPW QBS Unit staff members. 										
	3.1 For Final Ratings Tie Only: <ul style="list-style-type: none"> In case of a tie in the Final Rating the tied Firm that is more highly rated by the User Agency will be recommended for Selection in accordance with the Selection Recommendation Protocol 143. The Selection process goes to Step 4. 										
4.0	The three (3) firms with the highest final scores will be recommended in rank order to the DPW Commissioner for Conditional Selection.										

2.24 Conditional Selection By The DPW Commissioner

Per Section 4b-57 "The Selection Panel shall submit a list of the most qualified firms to the commissioner for his consideration unless fewer than three responses for a particular project have been received, in which case, the panel shall submit the names of all firms who have submitted responses." The DPW QBS Unit shall submit a **Commissioner Selection Approval Memorandum 144** to the DPW Commissioner who shall make the final Selection from the list of most qualified firms submitted by DPW QBS Unit. If the DPW Commissioner does not select the highest rated Firm listed by the Selection Interview Panel, he or she shall prepare a written explanation of such decision.

All Screening and Selection documents shall be available for public inspection after execution of the negotiated contract with the selected Firm.

2.25 Selection Results Notifications

After the DPW Commissioner has made the Selection, the DPW QBS Unit shall send a **Conditional QBS Letter 145** to the successful Firm. That Unit shall also send a **Not Selected Letter 146** to all other Firms who shortlisted but were not selected, and will advise the Selection Panel Members of the results.



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2.26 QBS Records

Securely bound copies of QBS Submittal Booklets reviewed by either the DPW Screening Panel or the Selection Panel shall be returned to DPW QBS Unit. All documents and the **QBS Records Checklist 147** will be filed with the DPW QBS Unit. Three (3) ring binder copies of RFQ Submittals shall be forwarded to the assigned DPW PM of the contract and filed with the Team file.

Completed firm **Phone Reference Check Questionnaires 136** will be filed in the QBS Unit in the firm's evaluation folder (in DPW QBS Unit).

All rating information shall be treated as confidential and is not releasable until final contract signing and approval by the Office of the Attorney General. Upon execution of the contract, other firms may request a copy of the screening and selection rating sheets (DPW QBS Unit).

2.27 Debriefing

All firms wishing to obtain feedback on their initial QBS Submittal Booklet, or their interview presentation, if an Interview was required for Selection of a firm for this Contract, then the Firm's may do so by contacting the DPW QBS Unit. The DPW Process Unit Manager or another designee is exclusively responsible for conducting a debriefing with firms who were not chosen.

2.28 Fee Negotiation And Contract Award

A scope meeting shall be conducted by the DPW PM and the User Agency Representative with the selected firm to discuss the contract scope and details of required services of the architect/engineer and their sub consultants. The selected Firm shall submit a detailed fee proposal and the fee shall be negotiated. A contract shall then be written and processed for approval. Prior to the start of work, all contracts must be approved by the DPW Commissioner and the Office of the Attorney General.

End

QBS For Major Project Consultant Contracts (Formal)



3.0

Qualification Based Selection (QBS) For Design/Build (D/B) Screening

(For Competitive Sealed Proposal Selection)



Selection and Bidding Manual



3.0 Qualifications Based Selection (QBS) For Design/Build Screening

3.1 Overview

3.1.1 Purpose

In accordance with the requirements of CGS § 4b 24 (4) the DPW Commissioner may designate projects to be accomplished on a “**Total Cost Basis**” for the following:

- 3.1.1.1 New facilities to provide for the substantial space needs of a requesting user agency;
- 3.1.1.2 The installation of mechanical or electrical equipment systems in existing state facilities;
- 3.1.1.3 The demolition of any state facility that the commissioner is authorized to demolish under the general statutes.

If the commissioner designates a project as a designated total cost basis project, the commissioner may enter into a single contract with a private developer which may include such project elements as site acquisition, architectural design, and construction.

3.2 D/B Project Initiation, Designation, PM Assignment, And QBS Screening

D/B Project Initiation, PM Assignment, And Planning Steps	
Steps	
1.0	Project Initiation: 1.1 A User Agency shall submit a <i>User Agency Project Initiation Request/B100S 115</i> , with all of the required supporting project/contract initiation documentation, to the DPW Chief Architect.
2.0	Designation of a Total Cost Basis Project: 2.1 A project may utilize the competitive sealed proposal selection process only when the Commissioner has determined in writing, pursuant to regulations, that the use of competitive sealed proposal selection process is practicable or advantageous to the State. 2.2 If the Commissioner designates a project as a designated “Total Cost Basis” project, then the Commissioner may enter into a single contract with a private developer which may include such project elements as site acquisition, architectural design, and construction.
3.0	Assignment of the Project to a PM: 3.1 If the project has been designated a “Total Cost Basis” by the Commissioner and <i>User Agency Project Initiation Request/B100S 115</i> has been correctly completed by the User Agency then the Chief Architect shall meet with the Director of Project Management and Supervising Project Managers to determine assignment of the project / contract to a PM. 3.2 The DPW Chief Architect and Chief Engineer, in conjunction with the SPM, PM, and, Agency Representative shall meet to discuss the D/B Best Value Based Selection/Competitive Sealed Proposal Procedure for the specific project.



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D/B Project Initiation, PM Assignment, And Planning Steps (Continued)	
4.0 D/B QBS Planning Meeting Agenda:	The PM shall conduct a QBS Planning Meeting with the User Agency to review project scope, cost, schedule, etc. to obtain critical project specific information for the preparation of the RFQ Legal Notice 116 and RFQ Web Advertisement 117 .
4.1 D/B QBS Screening Planning Meeting Agenda:	
4.1.1	Obtain critical project specific information applicable to the Request For Qualifications Advertisement for this Project.
4.1.2	Make any adjustments to standard rating points for the screening criteria within the allowable point range (see the screening point tables below).
4.1.3	DPW shall establish a Screening Panel which shall consist of six members: Three of whom shall be appointed by the DPW Commissioner and shall be current employees of the DPW; two of whom shall be appointed by the department head of the user agency; and one of whom who shall be a neutral party appointed by the DPW Commissioner.
	The QBS D/B Screening Panel shall review and rate all QBS Submittals Booklets in accordance with the requirements of this Section. The D/B Teams with highest qualifications shall be invited to participate in the Competitive Sealed Proposal Selection Procedure and respond to a Request for Proposal (RFP).

3.3 QBS D/B Screening And Competitive Sealed Proposal Selection Procedures

The selection of a Design/Builder is a two (2) step D/B Selection Procedure is as follows:

3.3.1 Step 1 - QBS D/B Screening Shortlist Procedure:

Step 1 utilizes the QBS D/B Screening Shortlist procedure for the Competitive Sealed Proposal Selection Procedures (Best Value) for the selection of a D/B Proposer as stated below:

QBS D/B Screening Shortlist Procedure:	
1.0	DPW shall advertise an RFQ for prospective D/B Proposers to submit their teams Qualifications based upon a project's specific needs and requirements.
2.0	No later than six (6) weeks after the deadline for proposal submission, unless extended in writing by the commissioner, each QBS D/B Screening Panel Member of the six (6) member QBS D/B Screening Panel shall evaluate all QBS Submittal Booklet Requirements 124 and the QBS Submittal Booklet - D/B Supplement 124.1 for completeness and shall Shortlist the no more than the four (4) highest rated D/B Proposers to submit a Request for Proposal (RFP) for a specific project and attend an Selection Interview.
Note: Potential D/B Proposers are specifically directed NOT to submit technical and/or price proposals during this first phase of the selection procedure.	

3.3.2 Step 2 - Competitive Sealed Proposal Selection Procedure(Best Value Based Selection):

Step 2 is Competitive Sealed Proposal Selection (Best Value Based Selection) and utilizes a Competitive Sealed Proposal Selection Procedure for the selection of a D/B Proposer.



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3.3.2.1 D/B Best Value Based Selection:

The D/B Selection Procedure is utilized where the project's "Qualitative Criteria Components" and "Total Cost Components" are both selection requisites for selection.

D/B Best Value Based Selection Procedure:	
1.0	Shortlisted D/B Proposer Review: The D/B Interview/Award Panel shall review all shortlisted D/B Proposals for conformance with the requirements of the RFP and create a list of no more than four (4) final shortlisted D/B Proposers.
2.0	Qualitative Criteria Components Evaluation: The D/B Interview/Award Panel shall evaluate each Proposal Submission and interview each of the final shortlisted D/B Proposers and determine rating scores for the "Qualitative Criteria Components" of their Proposal based upon on the established best value criteria for the project.
3.0	Total Cost Proposal Components: At the conclusion of the interviews and rating the "Qualitative Criteria Components" of each of the shortlisted D/B Proposers the D/B Interview/Award Panel shall then open the "Sealed Total Cost Proposal Components" of all of the final shortlisted D/B Proposers.
4.0	Total Cost Components Evaluation: The "Total Cost Components" of each Proposal shall receive a rating score based upon the established "Total Cost Criteria Components" for the project.
5.0	Evaluation Calculation: The rating scores for the "Qualitative Criteria Components" for each Proposal shall be added to "Total Cost Components" of the Proposal to determine the "Best Value" proposal.
6.0	Best Value Proposal: The "Best Value" proposal shall be the Proposal with the highest rated combined score for the "Qualitative Criteria Components" plus the "Total Cost Components". The Design/Builder with the "Best Value" proposal shall be selected to design and build the building.
7.0	Tie Breaker Protocol: In the event of a tie score, the D/B Proposers with the highest adjusted Total Best Value Score by the User Agency shall be ranked higher than the other D/B Proposers.

Note:

Prior or simultaneous to the D/B QBS Screening, the DPW Project Manager should utilize either the Major Project - Consultant Contract (Formal) QBS procedure or Task Order - Contract (On-Call) QBS Procedure to select a Design/Build Criteria Architect (D/BCA).

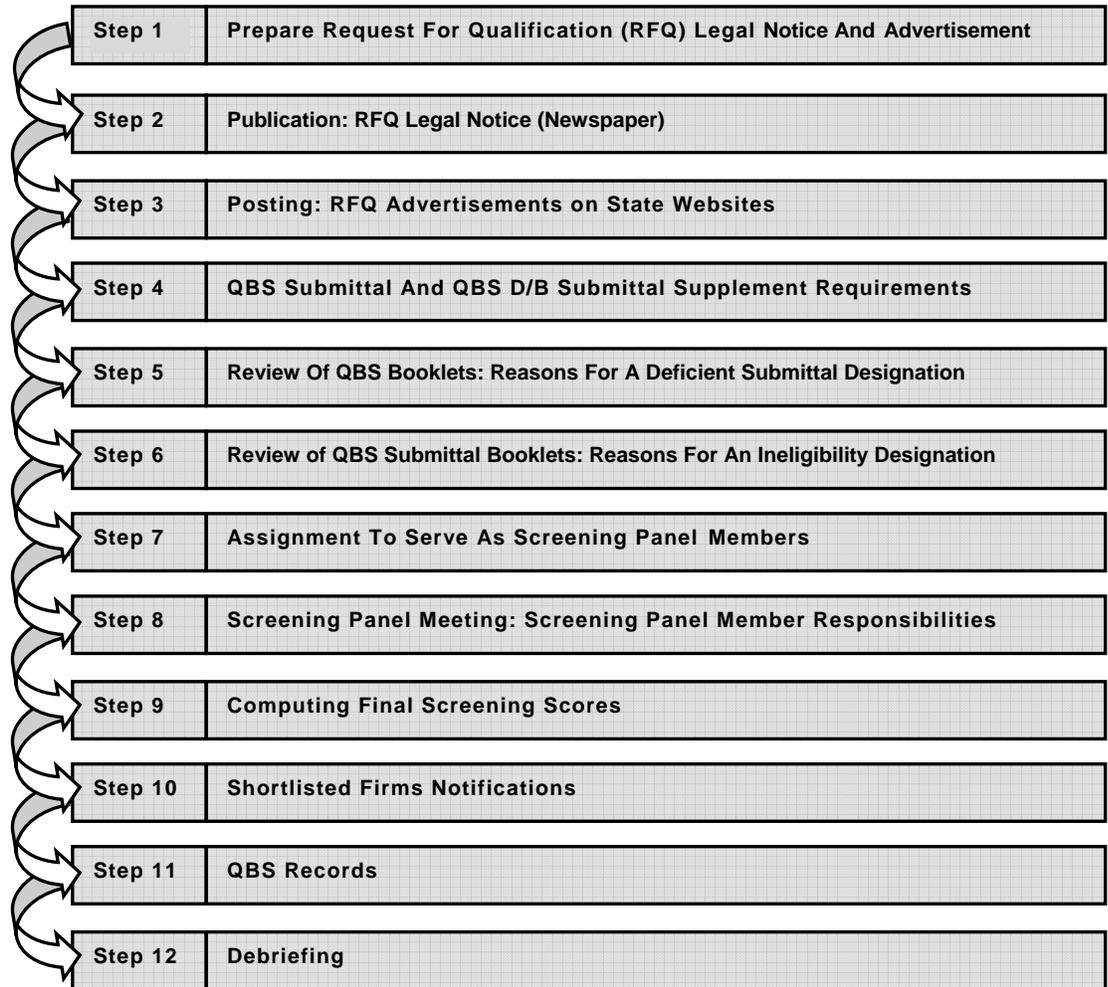
The D/BCA is selected to provide the services that include, but are not limited to, the review of design alternatives for the project; refinement and updating of the project requirements; development of a Request for Proposals (RFP) to be used by DPW to solicit Competitive Sealed Proposals from Design/Build Teams; and to assist DPW throughout the project's Design/Build design and construction procedure.



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3.4 QBS For Design/Build Screening - Procedure Flow Chart (QBS Screening for Competitive Sealed Proposal)





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3.5 Preparing The Request For Qualifications (RFQ) Legal Notice And (RFQ) Web Advertisement

3.5.1 RFQ Meeting Agenda For QBS D/B Screening

The PM shall conduct a RFQ Meeting with the User Agency to review project scope, cost, schedule, etc. to obtain critical project specific information for the preparation of the **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** as follows:

RFQ Meeting Agenda For QBS D/B Screening	
3.5.1.1	Strategic Facility Planning: The PM and User Agency Representative identifies the prospective project in broad scope needs such as:
3.5.1.1.1	Program Size;
3.5.1.1.2	Schedule;
3.5.1.1.3	Budget;
3.5.1.1.4	Site Issues: (vehicular access, parking, utilities, adjacencies, existing structures/uses, rights of way, environmental, etc.)
3.5.1.1.5	Existing Documentation: (site surveys, building plans, master plans, utility plans, geotechnical reports, hazardous material reports, environmental reports, etc.)
3.5.1.1.6	Technology (telecommunications, security, energy, etc.)
3.5.1.2	Make any adjustments to standard rating points for the QBS D/B Screening Criteria within the allowable point range (see the QBS D/B Screening Point Tables below).
3.5.1.3	To identify all potential QBS D/B requirements.

Note:

No Interviews are required in the D/B QBS Screening procedure.

3.6 Preparation Steps For The RFQ Advertisement And Legal Notice

PM	
Step	Task
1.0	Complete RFQ Web Advertisement 117 .
2.0	Submit the completed RFQ Web Advertisement 117 to their SPM for review and approval.
3.0	Complete RFQ Transmittal To QBS Unit 120 and submit to their SPM for review and approval.
4.0	Upon approval by the SPM, the PM shall transmit RFQ Web Advertisement 117 and RFQ Transmittal To QBS Unit 120 to the QBS Unit by both hard copy (with signatures) and electronic copy- for each contract.
5.0	The QBS Unit shall insert the information from the approved RFQ Web Advertisement 117 into a RFQ Legal Notice 116 .
6.0	Upon inserting the above information the QBS Unit shall then transmit these documents via RFQ Transmittal To Commissioner 121 to the Commissioner for his signature on the RFQ Legal Notice 116 .
7.0	The RFQ Legal Notice and the RFQ Web Advertisement(s) shall be transferred to Procurement via the RFQ Transmittal To Procurement 122 (multiple projects may be transmitted in one RFQ Legal Notice).

Note:

The QBS Unit will verify that the content of the **RFQ Web Advertisement 117** conforms to the minimum content requirements. The QBS Unit will insert the advertisement date and due date. A RFQ Legal Notice transmitted to the Commissioner for his signature may be a composite summary of multiple projects.

3.6.1 The PM must indicate on the **RFQ Transmittal to QBS Unit 120** one of the following Rating Point systems to be utilized for the specific contract.



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3.6.2 Standard Rating Points: The QBS D/B Screening Criteria Categories have standard rating points (as indicated in the tables below) for all QBS D/B Screening Criteria Evaluations.

3.6.2.1 Approved Adjusted Rating Points: The Standard Rating Points are allowed to be adjusted **only** if the Contract meets the following conditions:

3.6.2.1.1 Contract is for Consultant services of an unusual nature;

3.6.2.1.2 Written permission from all of the following: DPW Deputy Commissioner, Chief Architect, Chief Engineer, and Director of Project Management;

3.6.2.1.3 The Approved Adjusted Rating Points are within the Allowable Point Range (as indicated in the tables below).

3.7 QBS D/B Screening Criteria Category Point Table

Example 3.7.1 QBS D/B Screening Criteria Category Table

Criteria Number	QBS D/B Screening Criteria Categories	Standard Rating Points	Allowable Point Range	Approved Adjusted Rating Points
1	Experience with Work of Similar Size and Scope as Required for this Contract	35	35-45	
2	Organizational / Team Structure	30	25-35	
3	Past Performance Data	20	20 (Not Adjustable)	20 (Not Adjustable)
4	Partnering Experience	15	10-20	
Maximum Total Points per QBS Screening Panel Member		100	100	100

Example 3.4.7.2 QBS D/B Screening Criteria Standard Point Value Calculations Table

Criteria Number	QBS D/B Screening Criteria Categories (Standard Rating Points)	Standard Grade Point Values			
		A = 100%	B = 80%	C = 60%	F = 0%
1	Experience with Work of Similar Size and Scope as Required for this Contract	35	28	21	0
2	Organizational / Team Structure for this Contract	30	24	18	0
3	Past Performance Data	20	16	12	0
4	Partnering Experience	15	12	9	0

NOTE:

A PM shall utilize the **RFQ Transmittal To QBS Unit 120** to seek approval for the adjustment of the Standard Rating Points in the QBS D/B Screening Criteria Point Table for a specific Contract. The Standard Rating Points are adjustable within the Allowable Point Range, but the adjustment of the Standard Rating Point weight for the Firm's Past Performance Data is **not adjustable**.



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3.8 Publication: RFQ Legal Notice (Newspaper)

The **RFQ Legal Notice 116** contains a statement that all **QBS Submittal Booklets Requirements 117**, and all required supplements, attachments, etc. must be submitted at the designated location by the deadline for submitting an offer and Shall be reviewed by the QBS Unit for compliance. Any Firm's QBS Submittal Booklet and QBS submittal material such as required supplements, attachments, etc. received after the scheduled deadline shall result in the Firm's submittal being deemed deficient for this contract and their QBS submittal material shall be not be considered for this contract and shall be returned to the Firm. The Firm shall receive a **Deficient Submittal Letter 128**.

Legal Notice (Newspaper) Statutory Requirements

In accordance with CSG § 4b-24 (4): "The commissioner may designate projects to be accomplished on a total cost basis for (A) new facilities to provide for the substantial space needs of a requesting agency, (B) the installation of mechanical or electrical equipment systems in existing state facilities, or (C) the demolition of any state facility that the commissioner is authorized to demolish under the general statutes. If the commissioner designates a project as a designated total cost basis project, the commissioner may enter into a single contract with a private developer which may include such project elements as site acquisition, architectural design and construction. The commissioner shall select a private developer from among the developers who are selected and recommended by the award panels established in this subdivision. All contracts for such designated projects shall be based on competitive proposals received by the commissioner, who shall give notice of such project, and specifications for the project, by advertising, at least once, in a newspaper having a substantial circulation in the area in which such project is to be located."

3.9 Posting: RFQ Advertisements On State Websites

In accordance with the Governor Rell's Executive Order No. 3 (12-15-04), and the DPW **Advertising Publication Standards 123**, the **RFQ Web Advertisement 117** shall be posted on the Connecticut Department of Administrative Services (CT DAS) "State Contracting Portal" website. The CT DAS Website shall act as the single electronic portal for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions. The **RFQ Web Advertisement 117** also shall be posted on the DPW Website and shall be sent to various trade and professional associations, which may post it on their respective Websites. **The RFQ Web Advertisement 117** shall contain more detailed project information than the **RFQ Legal Notice 116** and shall provide interested parties with a link to the legal submittal requirements and instructions and to obtain the requisite forms, including the affidavit forms.

State Advertisement Websites	
CT DAS Website: (State Contracting Portal)	http://www.das.state.ct.us/busopp.asp
CT DPW Website:	http://www.ct.gov/dpw

3.10 QBS Submittal Booklet Requirements

Prospective Firms shall send their QBS Submittal Booklets to the CT DPW QBS Unit as specified in the **RFQ Web Advertisement 117**, **QBS Submittal Booklet Requirements 124**. All QBS Submittal Booklets shall include, but not be limited to, the following:



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3.10 QBS Submittal Booklet Requirements(Continued)

QBS Submittal Booklet Requirements		
Division	Division Title	Document Name
1	Table of Contents	-
2	Letter of Interest	-
3	QBS Email Registration	QBS Email Registration 125
4	Credentials and Insurance	-
5	Affidavits and Certifications	-
6	CT Code Expertise & Site Proximity	-
7	CT DPW 330 Part I	CT330 Part I 126
8	CT DPW 330 Part II	CT330 Part II 127

3.11 QBS Submittal Booklet - D/B Supplement Requirements

As specified in the *RFQ Web Advertisement 117* and the *QBS Submittal Booklet - D/B Supplement Requirements 124.1*, Firms are required to submit the following:

QBS Submittal Booklet - D/B Supplement Requirements		
Division	Division Title	Document Name
9	Table of Contents	-
10	QBS D/B Email Registration	QBS D/B- Email Registration 125.1
11	DAS Pre-qualification Certificate and Update Statement	-
12	Legal Documents Requirements	-
13	QBS D/B - General Questionnaire	QBS D/B - General Questionnaire 150
14	QBS D/B - Design Questionnaire	QBS D/B - Design Questionnaire 151
15	QBS D/B - Build Questionnaire	QBS D/B - Build Questionnaire 152

Each Firm must comply with all submittal requirements, as described in the *RFQ Legal Notice 116* and *RFQ Web Advertisement 117* and all supplements, attachments as required by the *QBS Submittal Booklet Requirements 124* and *QBS Submittal Booklet - D/B Supplement Requirements 124.1*. All submittals will be tracked and stored in a central location at DPW.

3.12 Review Of The QBS Submittal Booklets, QBS Submittal Booklet - D/B Supplement, All Supplements, And/Or Attachments For Compliance: Reasons For A Deficient Submittal Designation

All QBS Submittal Booklets, QBS Submittal Booklet - D/B Supplement and all Supplements, and Attachments shall be reviewed by the DPW QBS Unit staff for compliance. Any Firm's QBS Submittal Booklet(s) and QBS submittal material such as required supplements, attachments, etc. received after the scheduled deadline shall result in the Firm's submittal being deemed deficient for this contract and their QBS submittal material shall not be considered for this contract and shall be returned to the Firm. The Firm shall receive a **Deficient Submittal Letter 128**. There will be no exceptions.

Note

All QBS Submittal Booklets, QBS Submittal Booklet - D/B Supplement and all Supplements, and Attachments material can be found deficient at any point during the QBS procedure.



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3.13 Reasons For An Ineligibility Designation

The reasons a Firm may be deemed ineligible for a specific project include, but are not limited to, the following.

Reasons For An Ineligibility Designation
Affidavits and certifications not submitted or correctly completed as per the Website Ad instructions.
Firm is not properly licensed in the State.
Firm has been disqualified.

Firms deemed ineligible shall receive a **Not Eligible Letter 129**.

Note
 A firm can be found not eligible at any point during the QBS procedure.

3.14 Assignment To Serve As QBS D/B Screening Panel Member

3.14.1 In accordance with the requirements of the “*State of Connecticut Regulation of Department of Public Works Concerning Selection Panels For Design-Build Teams and Special Legislation Contractors*” DPW shall create a QBS D/B Screening Panel that shall be structured as required by CGS§ 4b-100a for the D/B Award Panel. The QBS D/B Panel Members shall be different panel members than the D/B Award Panel members and consist of following:

The Department of Public Works shall establish construction services award panels which shall each consist of six (6) members three (3) of such members shall be appointed by the Commissioner of Public Works, shall be current employees of the Department of Public Works and shall serve only for deliberations involving the project for which such members are appointed. Two members shall be appointed by the department head of the user agency and one member shall be a neutral party appointed by the commissioner.

3.14.2 Each QBS D/B Screening Panel Member shall receive a **QBS Panel Member Email Notification 130**. The CT DPW QBS D/B Screening Panel Chair shall be the first PM assigned to the QBS D/B Screening Panel via the random Selection Procedure by the QBS Unit (or his/her substitute).

3.15 QBS D/B Screening Panel Meeting: Screening Panel Members Responsibilities

3.15.1 Mandatory QBS D/B Screening Panel Meeting: There will be a mandatory QBS D/B Screening Panel Meeting for all QBS D/B Screening Panel Members that will be coordinated and facilitated by the QBS D/B Screening Panel Chair.

- NOTES:**
- The PM will only serve as a facilitator for **Task #1** of the QBS D/B Screening Panel Meeting, but is not a voting member.
 - The PM must leave the QBS D/B Screening Panel Meeting at the conclusion of **Task # 1**.

3.15.2 QBS D/B Screening Panel Tasks: At this mandatory meeting the QBS D/B Screening Panel members shall have the responsibility to accomplish the following tasks:

Task No. 1	
QBS D/B Screening Panel Members Receive Overview Of The following:	
1.0	Project Specific Information (Overview by the PM and User Agency Representative)
2.0	Any Unique Or Technical Issues (Overview by the PM and/or Applicable Expert)
3.0	Screening Panel Member Rating Sheet Guidelines 131 (Overview by a DPW Process Management Unit Staff)



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3.15.2 QBS D/B Screening Panel Tasks: (Continued)

Task No. 2	
D/B QBS Screening Panel Members Review The Following Screening Documents:	
1.0	RFQ – Web Advertisement;
2.0	Past Performance Data as follows:
2.1	QBS Submittal Booklet, CT330 Part 1, Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications, Items 20 through 24 - Projects relevant to this Contract in Scope, Size, Cost, etc.
2.2	QBS Submittal Booklet, CT330 Part 1, Section H, Item 31 - Probity Questions.
2.3	QBS Submittal Booklet, CT330 Part 1, Section H, Item 33. Chronological List of the Ten Most Recent Completed Contracts.
2.4	QBS Submittal Booklet - D/B Supplement, Division 13 – QBS D/B General Questionnaire
2.5	QBS Submittal Booklet - D/B Supplement, Division 14 – QBS D/B Design Questionnaire.
2.6	QBS Submittal - D/B Booklet Supplement, Division 15 - QBS D/B Build Questionnaire.
3.0	Screening Panel Member Rating Sheet 131

NOTES:

- The DPW QBS Unit Staff Member may leave the QBS Screening Panel meeting after delivering the screening documents and must not be present during **Task # 2**.
- None of the above screening documents shall be allowed to be removed from DPW for review at any time prior to or during the screening stage.

Task No. 3	
Evaluate/Rate All Submittals:	
The QBS D/B Screening Panel Members shall utilize the Screening Panel Member Rating Sheet 131 and the Screening Panel Member Rating Sheet Guidelines 131 to rate the following QBS D/B Screening Criteria for all submittals:	
QBS D/B Screening Criteria Categories	
Experience with Work of Similar Size and Scope as Required for this Contract	
Organizational / Team Structure	
Past Performance Data	
Partnering Experience	

NOTES:

- QBS D/B Screening Panel members must rate the submittal qualifications of each individual firm against the screening guideline rating criteria (point values modified as applicable).
- QBS D/B Screening Panel members must not rate individual submittal qualifications in comparison to each other.

3.15.3 The QBS D/B Screening Panel Chair shall collect each **Screening Panel Member Rating Sheet 131** from each panel member for computation by the QBS Unit.



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3.16 Computing Final QBS D/B Screening Scores

3.16.1 Computations:

Task 1
Compute The Final Scores:
A member of the DPW QBS Unit staff shall compute the final scores of each Firm.
Task 2
Computation Verification:
Another member of the DPW QBS Unit staff, not involved in the original screening computation, shall independently check the original screening computation for accuracy. The completed Screening Ratings Calculation Spreadsheet 132 shall be signed by both DPW QBS Unit staff members.

3.17 D/B Shortlisted Firms Notifications

Prior to notification to all Firms, the DPW QBS Unit will prepare a list for the DPW Commissioner of firms the D/B QBS Screening Panel recommends for interview. The shortlist must be reviewed by the DPW Deputy Commissioner of the Bureau of Design & Construction and then a **Commissioner Screening Shortlist Approval Memorandum 133** must be submitted to DPW Commissioner for approval. No more than four (4) firms will be recommended for interview unless the recommendation is accompanied by a written justification from the DPW Supervisor of the QBS Unit, and approved by the DPW Commissioner.

3.17.1 Design/Build Request For Proposals: After the shortlisted firms have been officially notified then Step 2 Competitive Sealed Proposal Selection of D/B Selection Procedure begins. The DPW QBS Process Unit shall send a Design/Build **Request For Proposals 148** notify (by mail, fax or e-mail) the Shortlisted D/B Teams of the specific Date/Time/Location that the Request for Proposals is available. Request for Proposal may include, but not be limited to the following information:

Example: Request For Proposal	
Volume 1	Conditions and Requirements of the Proposal
Part 1	Proposal Provisions
Part 2	Total Cost Proposal Provisions
Part 3	D/B General Conditions
Part 4	D/B General Requirements
Part 5	Sample - D/B Agreement Between State of Connecticut and Design/Builder
Part 6	Information Available to Proposers
Part 7	D/B Process Documents
Volume 2	Program For Design
-	Program Introduction
-	Program Criteria
-	Room Data Sheets
-	Conceptual Room Layout
Volume 3	Construction Quality Standards
-	Outline Of Technical Specifications Divisions



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- 3.17.2 Deficient Submittal:** The DPW QBS Process Unit shall send a **Deficient Submittal Letter 128** (mail, fax or email) to Firms containing the reason(s) why their submittal was deemed deficient.
- 3.17.3 Not Shortlisted:** The DPW QBS Process Unit shall send **Not Shortlisted Letter 135** (mail, fax or email) to Firms notifying them that they have not been shortlisted for a Selection Interview. The letter shall offer the firm an opportunity for a debriefing once the final contract is negotiated and signed.
- 3.17.4 Design/Build Selection Interview Invitation Letter:** The **D/B Selection Interview Invitation 149** shall be sent to all qualified Proposers after an initial QBS D/B Screening Panel Compliance review of the Proposals.

3.18 QBS Records

Securely bound copies of QBS Submittal Booklets and submittal material reviewed by the DPW D/B QBS Screening Panel shall be returned to DPW QBS Unit. All documents and the **QBS Records Checklist 147** will be filed with the QBS Unit. Three (3) ring binder copies of RFQ Submittals shall be forwarded to the assigned Project Manager of the contract and filed with the Team file.

Completed firm **Phone Reference Check Questionnaires 136** will be filed in the firm's evaluation folder (in DPW QBS Unit).

All rating information shall be treated as confidential and are not releasable until final D/B Agreement signing and approval by the CT Office of the Attorney General. Upon execution of the D/B Agreement, other firms may request a copy of the Screening rating sheets (DPW QBS Unit).

3.19 Debriefing

All firms wishing to obtain feedback on their initial submittal or their interview presentation may do so by contacting the DPW QBS Unit. The DPW Process Unit Manager or another designee is exclusively responsible for conducting a debriefing with firms which were not chosen.

NOTE:
No Debriefings shall occur prior to the execution and signing of the D/B Agreement for this Project.

3.20 Key D/B Milestone Schedule For Competitive Sealed Proposals (Best Value Based Selection)

The following is an example of the **Key D/B Milestone Schedule** for this Project as issued by the Department of Public Works, State of Connecticut that shall be issued to all QBS D/B Shortlisted Firms that includes examples of typical time per milestone up and including the Final Proposal Rating and Proposer Notification:



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3.20 Key D/B Milestone Schedule For Competitive Sealed Proposals (Best Value Based Selection) (Continued)

Item	Example: Key D/B Milestone Schedule	On Day
1	Request for Proposals (RFP) Release Date to Shortlisted Proposers:	1
2	RFP Conference:	10
3	Last Date to Submit Questions Regarding RFP:	25
4	Last Date to Issue RFP Addendum:	30
5	Proposal Due Date and Time:	45 (Minimum)
6	QBS D/B Screening Panel RFP Compliance Review of Design/Technical Proposal Documents:	47
7	D/B Selection Interview Invitation Letter:	50
8	D/B Selection Panel Members Receive Design/Technical Proposal Documents:	50
9	D/B Selection Panel, PM, and Criteria Architect Meeting to Review Design/Technical Proposal Documents:	57
10	D/B Selection Panel Interviews and Design/Technical Proposal Rating:	64
11	Opening of Sealed Total Cost Proposals:	71
12	D/B Selection Panel RFP Compliance Review of Sealed Total Cost Proposal Documents:	72
13	Final Proposal Rating and Proposer Notification:	79
14	Award of DB Agreement:	TBD
15	Notice to Proceed Design/Construction:	TBD
16	Design/Construction Start Date:	TBD
17	Substantial Completion Date:	TBD

End

QBS For Design/Build Screening



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10.0

Glossary of Terms



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10.0 Glossary Of Terms

Term	Definition
Addendum	Means an addition to a completed written document.
Advertisement	Means a procurement specification posted on an electronic public procurement website(s).
Affidavit	Means a statement of facts which is sworn to (or affirmed) before an officer who has authority to administer an oath (e.g. a notary public). The person making the signed statement takes an oath that the contents are, to the best of their knowledge, true. It is also signed by a notary or some other officer that can administer oaths, affirming that the person signing the affidavit was under oath when doing so.
Allocated	Amount approved by the Bond Commission for specific projects
Authorization	Amount approved by the Legislature for a specific purpose.
Architect/ Engineer Services	Means: (1) Professional services of an architectural or engineering nature, as defined by State law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide those services; (2) Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; <p style="text-align: center;">and</p> (3) Those other professional services of an architectural or engineering nature, or incidental services, that members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.
Architectural/ Engineering and Professional Consultant Services Selection	Means procedures for soliciting and evaluating qualifications and past performance to hire a "consultant," as defined by CGS § 4b-55, which is a person who is registered or licensed to practice such person's profession in accordance with the applicable provisions of the general statutes, including, but not limited to, any: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>architect;</p> <p>professional engineer;</p> <p>landscape architect and surveyor;</p> <p>accountant;</p> </div> <div style="text-align: center;"> <p>interior designer;</p> <p>environmental professional;</p> <p>construction administrator or;</p> <p>planner or financial specialist;</p> </div> </div> <p style="text-align: center;">or</p> Soliciting "consultant services" as defined by CGS § 4b-55 to include those professional services rendered by: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>architects;</p> <p>professional engineers;</p> <p>landscape architects;</p> <p>land surveyors;</p> <p>accountants;</p> </div> <div style="text-align: center;"> <p>interior designers;</p> <p>environmental professionals;</p> <p>construction administrators;</p> <p>planners;</p> <p>financial specialists.</p> </div> </div> <p>As well as incidental services that members of these professions and those in their employ are authorized to perform.</p>
Best Value Based Selection	Means a Selection evaluation procedure based on comparing and evaluating weighted qualitative criteria and total cost of the proposals in relation to the scope and needs of a specific project;
Bid	Means a competitively priced offer made by a bidder in response to an Invitation for Bids;
Bidder Or Proposer	Means a sole proprietor, partnership, firm, corporation or other business organization submitting a bid in response to an Invitation to Bid or a Request for Proposal;
Certification	Means a formal assertion in writing to facts.



Selection and Bidding Manual



Competitive Sealed Bidding	Means the procedures for soliciting and evaluating a bid that is submitted in response to a Invitation to Bid in a sealed envelope, to prevent disclosure of its contents before the deadline set for the receipt of all bids and the Public Bid Opening
Competitive Sealed Proposal	Means the procedures for soliciting and evaluating a proposal that is submitted, in response to a Request for Proposals, in a sealed envelope to prevent disclosure of its contents before the deadline set for the receipt of all proposals
Construction Administrator	Means an individual, partnership, firm, corporation or other business organization under contract or employed by DPW commissioned and/or authorized to oversee the fulfillment of all requirements of the Work.
Contract	Means all types of legally binding DPW procurement agreements, regardless of what they may be called.
Contractor	Means any person, firm or corporation having a contract with DPW such as general contractors, design/builders, or consultants.
Construction	Means the process of building, altering, repairing, improving, or demolishing any public infrastructure facility, including any public structure, public building, or other public improvements of any kind to real property. It does not include the routine operation, routine repair, or routine maintenance of any existing public infrastructure facility, including structures, buildings, or real property.
Construction Manager at Risk	Means a project delivery system where a construction manager provides both construction management and general contractor services for the project. These services are provided to DPW based on a guaranteed maximum price, fixed price, or other means defined in a contract.
Design/Bid/Build (D/B/B)	Means a project delivery system in which DPW sequentially awards separate contracts, the first for architectural and engineering services to design the project and the second for construction of the project in accordance with the design
Design/Build (D/B)	Means a project delivery system in which DPW enters into a single D/B Contract with a Proposer for the design and construction of an infrastructure facility on a total cost basis in accordance with CSG § 4b-24 (4).
Design/Builder	A person, partnership, corporation, or other legal entity that is able to provide appropriately licensed contracting, architectural, engineering services, or any other services necessary for the design and construction of this project.
Emergency Procurement	Means an expedited procedure for awarding a contract made necessary by a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
Firm	In conjunction with architect-engineer services, means any individual, partnership, corporation, association, or other legal entity permitted by Title 20 of the CGS and the CT Department of Consumer Protection to practice the professions of architecture or engineering.
General Contractor	Means any person, firm or corporation, under direct contract with the Department of Public Works, responsible for performing the Work.
Gift	Means anything of value, which is directly and personally received, unless consideration of equal or greater value is given in return. Gift shall not include those items exempted by CGS § 1-79, except subdivision (e) (12) of that section.
Infrastructure Facility	Means a building, structure, or networks of buildings, structures, pipes, controls and equipment that provide for public services, including, but not limited to government office buildings, public schools and universities, courthouses, prisons, public parking facilities and equipment
Interview Panel For Competitive Sealed Proposals	Means a panel of six (6) designated persons, consisting of four (4) current or retired DPW employees and two (2) user agency representative appointed by the user agency that evaluates Design/Build Proposals and submits a list of recommended consultants in rank order for Selection to the DPW Commissioner.
Interview Panel For Design/Builders Or Special Legislation Contractors	The panel of six (6) designated persons, consisting of two (2) user agency representatives, three (3) current DPW employees, and one (1) neutral that evaluates and submits a list of recommended design build teams or special legislation contractors in rank order for Selection to the DPW Commissioner



Selection and Bidding Manual



Invitation to Bid	Means all documents, whether attached or incorporated by reference, utilized for soliciting bids.
Key Personnel	Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.
Legal Notice	Means a procurement specification posted as a publication in a newspaper(s) of general circulation.
Deficient Submittal Designation	Means a person, firm or entity that has submitted a bid, proposal or offer that does not conform to the requirements of the Advertisement or the submittal requirements.
Offer	Means to submit a bid, proposal or offer to DPW.
Offeror	Means a person, firm, corporation, or other legal entity that submits qualifications, a bid or a proposal.
On-Call Contract	Means a contract for a specific type of architectural-engineering/professional consultant service with a maximum fee and supplemented by task letter to define the specific assignment scope, fee, and contract time duration.
Partnering	Means a relationship of open communication and close cooperation that involves all parties, involved in the design and construction process, working together for the purpose of establishing a mutually beneficial, proactive, cooperative environment within which to achieve contract objectives and resolve issues and implementing actions as required.
Pre-Bid Or Pre-Interview Conference	Means a meeting held with prospective Offerors prior to submission of bids, proposals, or offers to review, discuss, and clarify technical considerations, specifications, and standards relative to the proposed procurement.
Procurement	Means contracting, buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, interest in real property or construction. It also includes all functions that pertain to obtaining any supply, service, or construction, including description of requirements, solicitation for Selection, and preparation and award of contract, and all phases of contract administration.
Proposal	Means a document putting forth a description of services that could include, but is not limited to, design and construction services, and costs prepared in response to a Request for Proposal.
Public Bid Opening	Means the process of opening and reading bids at the time and place specified in the Invitation for Bids and conducted in the presence of anyone who wishes to attend.
Qualification Based Selection (QBS)	Means a Selection procedure based on comparing and evaluating weighted criteria of qualifications and performance of Offers in relation to the scope and needs of a specific project. Contract award is based first on a Selection of the highest qualifications and second on the negotiation of a fair and reasonable fee.
Real Property	Means any land, all things growing on or attached thereto, and all improvements made to buildings and structures located on the land.
Request For Proposals (RFP)	Means all documents, whether attached or incorporated by reference, utilized for soliciting proposals. This may include, but is not limited to, description of legal requirements, program requirements, technical requirements, and other Project-related documents to be made available to potential Offerors.
Request For Qualifications (RFQ)	Means all documents, whether attached or incorporated by reference, utilized for soliciting offers for qualifications. This may include, but is not limited to, all existing drawings and other project-related documents to be made available to potential Firms for the design and construction of an infrastructure facility as may be appropriate to the applicable project delivery procedure.
Responsible	Means a person, firm or other entity that has the capability in all respects to perform fully the contract or agreement requirements, and has the integrity and reliability which will assure good faith performance.
Screening Panel For QBS	Means a panel of state employees, consisting current or retired DPW employees and user agency representative(s), who are responsible for the preliminary evaluation of Requests for Qualifications for the creation of a shortlist of Firms.
Screening Panel For QBS Design/Build Screening	Means a panel of designated persons, consisting of user agency representatives appointed by the user agency head, current DPW employees, and a neutral person. The panel shall screen all QBS Submittal Documents and submit a list of recommended design/builders for interview to the DPW Commissioner.



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Shortlist	The list of Firms determined to be the most qualified by a QBS Screening Committee for Consultant Selection or the QBS Screening Panel for Design Builders or Special Legislation Contractors.
State Agency	Means any office, department, board, council, commission, institution or other agency in the executive, legislative or judicial branch of state government.
State Employee	Means any employee in the executive, legislative or judicial branch of state government, whether in the classified or unclassified service and whether full or part-time, and any employee of a quasi-public agency, but shall not include a judge of any court, either elected or appointed.
Submittal Booklet	Means documents submitted in response to the Advertisement or Legal Notice or submitted in response to the contract requirements, including but not limited to, materials, studies, samples, manufacturer's data, or other such items submitted to DPW by the Consultant, General Contractor or Design-Builder for the purpose of approval or other action, as required.
Task Order	Means a supplement to a Task Order Contract (On-Call) used to specify the specific scope of work, fee, and duration of time for a defined task.
User Agency	Means the agency, school, or academy that is the recipient of services and is not authorized by law to contract for the Construction of Infrastructure Facilities (CGS § 4b-51) or Architectural/Engineering and Professional Consultant Services (CGS § 4b-55)
Work	Means all construction and services required by a Contract, including all labor, materials, equipment and services provided, or to be provided, by the General Contractor to fulfill the General Contractor's obligations. The Work may constitute the whole or a part of the Project

END



Selection and Bidding Manual



11.0

Appendixes Of Referenced Documents



Selection and Bidding Manual

**11.0****Appendix Of Referenced Documents**

Document Number	Document Title	
116	RFQ Legal Notice	
116	RFQ Legal Notice Instructions	
117	RFQ Web Advertisement	
117	RFQ Web Advertisement Instructions	
118	Certification by Agency Official or Employee Authorized to Execute Contracts	
119	Selection Interview Observer Certification	
120	RFQ Transmittal to QBS Unit	
121	RFQ Transmittal To Commissioner	
122	RFQ Transmittal To Procurement	
123	Advertising Publication Standards	
124	QBS Submittal Booklet Requirements	<i>DPW Website Document.</i>
124.1	QBS Submittal Booklet - D/B Supplement Requirements	<i>DPW Website Document.</i>
125	QBS Email Registration	<i>DPW Website Document.</i>
125.1	QBS D/B Email Registration	<i>DPW Website Document.</i>
126	CT330 Part I	<i>DPW Website Document.</i>
127	CT330 Part II	<i>DPW Website Document.</i>
128	Deficient Submittal Letter	
129	Not Eligible Letter	
130	QBS Panel Member Email Notification	
131	Screening Panel Member Rating Sheet	
131	Screening Panel Member Rating Sheet Guidelines	
132	Screening Ratings Calculation Spreadsheet	
133	Commissioner Screening Shortlist Approval Memorandum	
134	Selection Invitation Letter	
135	Not Shortlisted Letter	
136	Phone Reference Documentation	
136	Phone Reference Documentation Guidelines	
137	Selection Chair Guidelines	
138	Selection Rating Sheet	
138	Selection Rating Sheet Guidelines	
139	Selection Sequence Schedule	
140	Selection Sign-in Sheets	
141	Not Used	
142	Selection Rating Calculation Spreadsheet	
143	Selection Recommendation Protocol	
144	Commissioner Selection Approval Memorandum	
145	Conditional Selection Letter	
146	Not Selected Letter	
147	QBS Records Checklist	
148	Design/Build Request For Proposals	
149	Design/Build Selection Interview Schedule Invitation	
150	QBS D/B - General Questionnaire	<i>DPW Website Document</i>
151	QBS D/B - Design Questionnaire	<i>DPW Website Document.</i>
152	QBS D/B - Build Questionnaire	<i>DPW Website Document.</i>

End



QBS Submittal Booklet Requirements



QBS Submittal Booklet Requirements

General Requirements

1. Submit two (2) QBS Submittal Booklets per contract as follows:
2. One (1) QBS Submittal Booklet shall have a cover and back with 8-1/2"x11 clear vinyl covered (GBC Clear Rounded Clear Heavy- Round 8^{3/4}" x 11^{1/4}", heavy weight transparent, GBC Product # 2514500 or equivalent). A 1" maximum, Plastic or Metal securely bound submission. Each section of the RFQ Submittal Booklet shall be divided by white, 8 tab labels, 9" x 11" (GBC Presentation Tabs™, Customizable Index Tabs, GBC Product # 9675045 or equivalent). (This booklet is for CT DPW's project record.)
3. One (1) QBS Submittal Booklet shall have an 8-1/2"x11", white, clear vinyl covered, 3-ring binder; 1" maximum. (1" Avery Durable Reference View Binders - Slant Ring, White, Avery Item # 9301 or equivalent). Each section of the RFQ Submittal Booklet shall be divided by 8-1/2" x 11", white three-hole punched, 8 tab style label dividers (Avery WorkSaver Big Tab Insertable Tab Dividers with White Paper, Laser/InkJet, 8 Tabs per Set, Clear, 3-Hole Punched, Avery Item # 11124 or equivalent). (This booklet is for DPW's ability to copy, if needed, extra booklet copies.)
4. Insert all required information as specified. A firm that does not submit any required information must insert brief statement in its place in the appropriate Division of the Booklet explaining why it was not used in the submittal.
5. **Each QBS Submittal Booklet shall contain all of required information; IN THE SPECIFIED FORMAT; received at the designated location; by the deadline; or the Firm shall be deemed Non-Responsive for this project for this Contract.**

End of Instructions for General Requirements

Cover Page

1. Insert one Cover page into each QBS Submittal Booklet with the following information:
(Exactly as per the web advertisement for this contract.)

Firm Name

Firm Street Address

Firm town, State, Zip

Type of Legal Entity

QBS Submittal Booklet

Type of Consultant Services

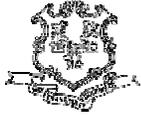
DPW Contract Number

Project Name

Project Location

QBS Submittal Due Date

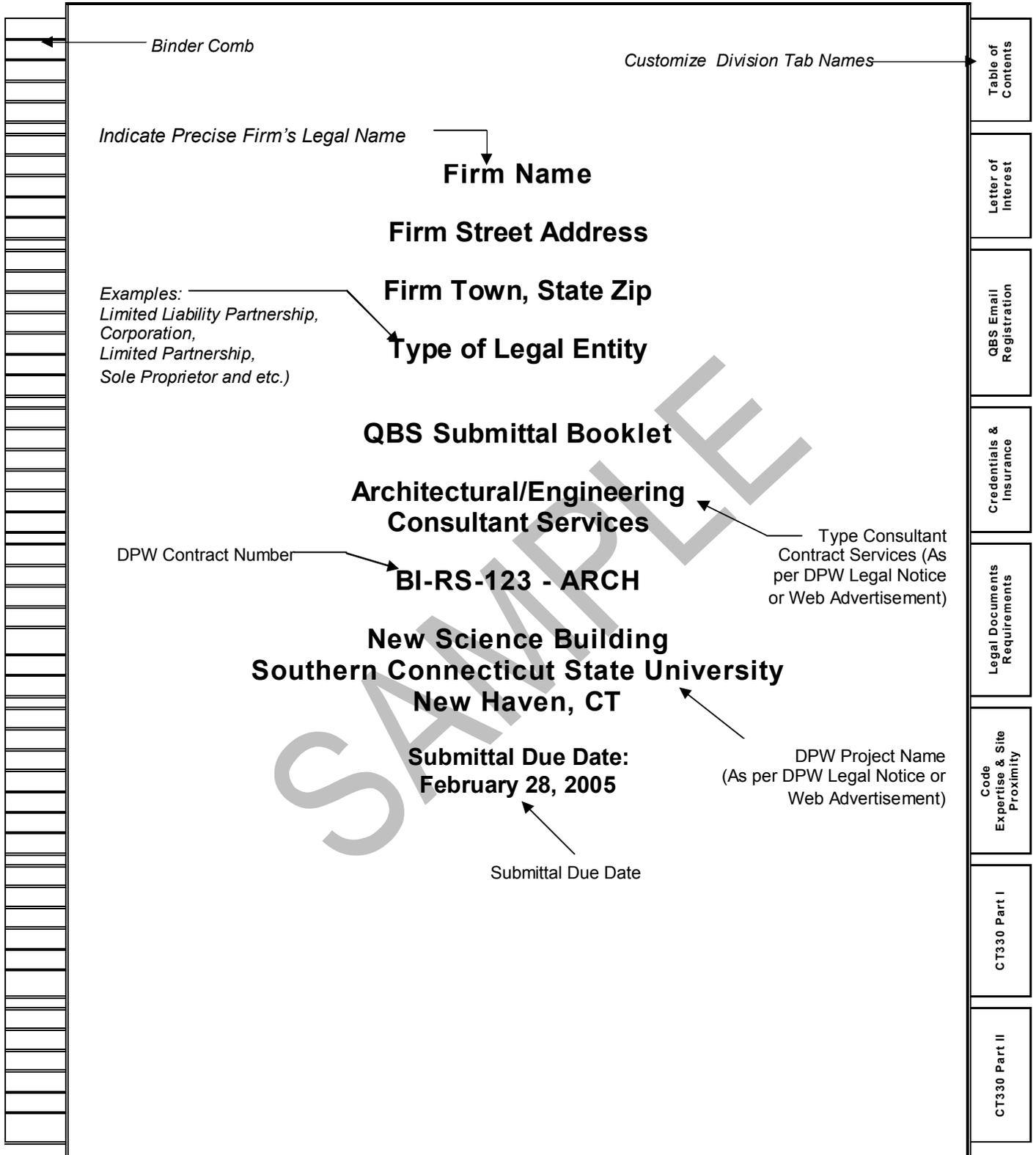
End of Instructions for Cover Sheet



QBS Submittal Booklet Requirements



Cover Page and Division Tab Sequence





QBS Submittal Booklet Requirements



Division 1 - Table of Contents

1. Table of Contents:

Insert one (1) copy of your Table of Contents containing the eight (8) divisions in the specified order behind this Division Tab for each of the two (2) QBS Submittal Booklets.

End of Instructions for Division 1- Table of Contents

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CT330 Part II



QBS Submittal Booklet Requirements



Division 2 – Letter of Interest

1. Letter of Interest:

Insert one (1) copy of a Letter of interest explaining why their Firm and proposed team have the qualifications and past performance to be selected for this specific contract.

Address the Division 2 – “Letter of Interest” to:

Connecticut Department of Public Works
State Of Connecticut, Room 261, QBS Unit
165 Capitol Avenue
Hartford, Ct 06106

RE: Contract No: Insert Contract Number
Contract Name: Insert Contract Name

End of Instructions for Division 1- Letter of Interest

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Letter of Interest

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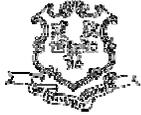
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QBS Submittal Booklet Requirements



Division 3 –QBS Email Registration

1. Contract No: Insert Contract Number
2. Contract Name: Insert Contract Name
3. Email one (1) completed **QBS Email Registration 125** to Rose Mitchell - DPW QBS Unit by the due date for this Contract at: **rose.mitchell@po.state.ct.us**
4. Insert one (1) completed hard copy of the **QBS Email Registration 125** into each QBS Submittal Booklet.
5. Provide the following information for two (2) representatives of the firm that DPW can contact for additional information.
 1. **Type of Consultant Services:** Exactly as per Web Advertisement for this Contract.
 2. **DPW Contract Number:** Exactly as per Web Advertisement for this Contract.
 3. **Project Name:** Exactly as per Web Advertisement for this Contract.
 4. **Project Location:** Exactly as per Web Advertisement for this Contract.
 5. **1st. Contact Name:** First contact name.
 - 5a. **1st. Contact Phone Number:** Self Explanatory.
 - 5b. **1st. Contact Email Address:** Self Explanatory.
 6. **2nd. Contact Name:** Second contact name.
 - 6a. **2nd. Contact Phone Number:** Self Explanatory.
 - 6b. **2nd. Contact Email Address:** Self Explanatory.
 7. **Firm Legal Name:** Enter the exact legal name of the Prime Professional Services Consultant Firm.
 8. **Firm Street:** Self Explanatory.
 9. **Firm City:** Self Explanatory.
 10. **Firm State:** Self Explanatory.
 11. **Firm Zip Code:** Self Explanatory.

Note: The 1st. Contact Name person shall submit this **QBS Email Registration 125** to CT DPW. All DPW responses and addendum to the QBS process for a specific contract shall be sent by CT DPW to 1st. Contact Name person's email address. The 1st. Contract's email address should be continuously monitored by the Contact to ensure timely receipt of all communications from DPW.

For the QBS Email Registration 125 follow the steps below:

- Go to the CT DPW Website Home Page: www.ct.gov/dpw
- At the top of the CT DPW Home Page click on the **Forms** link.
- Under the **Alphabetical Listings** title click on the **QBS Email Registration 125** link.

End of Instructions for Division 3 –QBS Email Registration

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QBS Submittal Booklet Requirements



Division 4 – Credentials and Insurance Requirements

1. Insert one (1) signed Acknowledgement of “Division 4 Conditions” into each QBS Submittal Booklet (see below).

Division 4 Conditions

Note 1: The final selection of a firm is conditional upon the firm submitting various professional credentials, business credentials and insurance requirements to CT DPW for review and approval. Therefore, within 14 calendar days of receipt of a “Conditional Selection Letter – Congratulations” a conditionally selected firm must submit all required professional credentials, business credentials, and insurance requirements to enter into contract negotiations and contract execution.

Note 2: Failure of a conditionally selected firm to submit all of the required professional documents credentials, business credentials, and insurance requirements to CT DPW for review and approval within the 14 day calendar deadline may result in the firms submittal being deemed deficient and CT DPW shall then proceed to award the contract to the next highest rated firm.

Note 3: Information about the requirements for professional credentials, business credentials and insurance requirements are located on the DPW web site follow the steps below Contact the CT DPW Legal Unit 860-713-5680, if there are questions.

Acknowledgement of Division 4 Conditions: _____
(Required Signature)

**For Credentials and Insurance Requirements Go to the CT DPW Website Home Page:
www.ct.gov/dpw**

- At the top of the CT DPW Home Page click on the **Publications** link.
- Under the **Alphabetical Listings** title click on the **Credential and Insurance Requirements** link.

End of Instructions for Division 4 – Credentials and Insurance Requirements

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Division 5 – Legal Document Requirements

1. Insert one (1) copy of each Legal Document form as directed below into this QBS Submittal Booklet.
2. The RFQ Legal Notice and RFQ Web Advertisement alert all potential consultants or design/builders for the Notice of Certification, various types of affidavits, and other supplemental legal document requirements, and provide web links to the required forms posted on the DPW web site.

More information concerning the Notice of Certification, various types of affidavits and other supplemental legal documents can be found by going directly to the DPW web page at www.ct.gov/dpw and clicking on the **Affidavits** link and then selecting the **Introduction** link and General Advice for Filling Out all supplemental legal documents. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder.

Questions concerning the certifications, affidavits, and other supplemental legal document requirements can be directed to the DPW Legal Services Division at 860-713-5680.

End of Instructions for Division 5 – Legal Documents Requirements

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QBS Submittal Booklet Requirements



Division 6 – CT Code Expertise and Site Proximity

- 1. **CT Code Expertise:** Insert one (1) copy of each resume of the firm’s “Key Personnel” that is a licensed Connecticut Building Official.

“Key Personnel” are individuals who will have major contract responsibilities and/or provide unusual or unique expertise. (Definition - CT DPW Selection and Bidding Procedure Manual).

- 1.1 **Connecticut Building Official License:** If a shortlisted firm has submitted a resume of “Key Personnel”, with a Connecticut Building Official License, then the firm shall receive a additional maximum of five (5) “CT Code Expertise” points that shall be applied to the firm’s Total QBS Grade Points at the conclusion of their interview.

- 1.2 **Substantial Working Knowledge of the Connecticut State Codes:** If a shortlisted firm demonstrates, during the interview, that the Connecticut Building Official license is “Key Personnel” and has a substantial working knowledge of the Connecticut State Codes in relationship to the scope of this contract, then each such the firm shall receive an additional maximum of five (5) “CT Code Expertise” points that shall be applied the firm’s “Total QBS Grade Points” at the conclusion of their interview.

- 2. **Site Proximity:** Insert one (1) copy of map from a location/map search engine Website that indicates the travel distance from the Firm’s headquarter office location to the town or city location(s) of the project(s), as indicated the RFQ Legal Notice or RFQ Advertisement for this contract. This requirement is not applicable to RFQ’s for Construction Administration consulting services and RFQ’s for On-Call consulting services.

- 2.1 If the travel of a shortlisted Firm’s headquarter office location to the project site location(s) is 60 miles or less then each such shortlisted firm shall receive ten (10) “Site Proximity” points that is applied to their “Total QBS Grade Points” at the conclusion of their interview.

Acceptable location/map search engine Websites include, but are not limited to, the following:

- Google: www.maps.google.com
- Mapquest: www.mapquest.com
- Rand McNally: www.randmcnally.com
- Yahoo Maps: www.maps.yahoo.com/dd

End of Instructions for Division 6 – Site Proximity and CT Code Expertise

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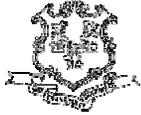
Credentials & Insurance

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QBS Submittal Booklet Requirements



CT330 Part I and Part II - General Instructions

Note: Complete and submit CT330 Part I and Part II in their entirety. A firm may utilize a third party software to complete GSA SF 330-Part I and Part II but the software must provide the required information in the same table format as the CT 330 Part I and Part II and the federal GSA SF330 Part I and Part II PDF version. Additional information, photos, continuation sheets, and etc.) may be inserted in the proper locations but do not insert additional information that will distort the continuity of the table format. Use nine (9) point Ariel, Univers, Helvetica, or a similar san serif font type when completing CT330Part I and Part II. No other CT330 or GSA SF330 format types except as described above shall be acceptable. All information specifically required by the CT330 Part I and Part II version that is not required in the federal GSA SF330 Part I and Part II PDF version (example: Part I, Section H must be inserted in the proper location).

Part I: Division 7 - CT330 Part I contains the qualification requirements of a Firm for this specific contract. **CT330 Part I 126**

Part II: Division 8 - CT330 Part II contains the general qualifications of Firm. **CT330 Part II 127**
CT330 Part II has two uses:

1. A Firm must submit Part II to CT DPW to be kept on file.
2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

Definitions

Architecture / Engineer Services: Defined in the CT DPW Selection and Bidding Procedure Manual.

Branch Office: Means geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Means primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in the CT DPW Selection and Bidding Procedure Manual.

Key Personnel: Means individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

Note: The **CT330 Part I 126** and **CT330 Part II 127** are available at the CT DPW website: www.ct.gov/dpw/site/default.asp.

1. Click on **Forms**.
2. Click on **CT330 Part I 126**.
3. Click on **CT330 Part II 127**.

End of General Instructions for CT330 Part I and Part II.



QBS Submittal Booklet Requirements



Division 7 - CT330 Part I - Instructions	
Part I: Contract Specific Qualifications Instructions	Table of Contents
Insert one (1) completed CT330 Part I - in each QBS Submittal Booklet.	
Section A: Contract Information	Letter of Interest
<p>1. Advertisement Date: [Insert the Public Notice Date (CT DPW Web Advertisement date) for this Contract]</p> <p>2. Contract Number: [Enter CT DPW Contract Number and/or project number, if applicable, exactly as shown in the CT DPW Web Advertisement for this contract]</p> <p>3. Title and Location: [Enter the title and location of the project for which this form is being contract]</p>	
Section B: Architect-Engineer Point of Contact	
<p>Provide the following information for a representative of the prime firm or joint venture that CT DPW can contact for additional information.</p> <p>4. Name and Title: [Enter the name and title of prime firm's representative.] 5. Name of Firm: [Enter the name of prime firm.] 6. Phone Number: [Enter the phone number title of prime firm's representative.] 7. Fax Number: [Enter the fax (facsimile) number of prime firm's representative.] 8. Email Address: [Enter the Email (electronic) address of prime firm's representative.]</p>	QBS Email Registration
Section C: Proposed Team	Credentials & Insurance
<p>Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. Identify all sub-consultants and outside associates that shall provide services to the prime firm for this contract. Attach Section C additional sheets, as necessary.</p> <p>Note 1: <i>Any sub-consultants and outside associates or consultants required by the prime Firm in connection covered by the contract will be limited to individuals or firms that with the services were specifically identified in the original submission brochure. The prime Firm shall obtain the CT DPW Project Manager's written consent before making any substitution for these sub- consultants, and outside associates. Additions to short listed Teams may be acceptable.</i></p> <p>9. Firm Name: [Insert the name of applicable Firm.] 9a. Prime Firm (P/F): Check ("PF") box if information is for Prime Firm. 9a. Joint Venture Partner (J/V) Type: Check the "JV" box if information is for Joint Venture Partner. 9a. Sub-Consultant (SC): Check "SC" box if information is for a sub-consultant. 9a. Branch Office (B/O): Check "PO" box if branch office of named Firm.</p> <p>10. Firm Address: [Insert the address of applicable Firm.]</p> <p>11. Role in this Contract: [Name the services provided for this contract.]</p>	
	Code Expertise & Site Proximity
	CT330 Part I
	CT330 Part II



QBS Submittal Booklet Requirements



Division 7 –CT330 Part I - Instructions (continued)

Section D: Organizational Chart of Proposed Team

At this location in the QBS Submittal Booklet insert an attachment after Section C, and present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E: Resumes for Key Personnel Proposed for the Contract

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

- 12. Name:**
[Self Explanatory.]
- 13. Contract Role:**
[Briefly describe this person's role in this Contract.]
- 14. Years of Experience:**
 - 14a. Total:** [Total years of relevant experience.]
 - 14b. With Current Firm:** [Total years employed by current firm.]
- 15. Firm Name and Location:**
[Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.]
- 16. Education:**
[Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.]
- 17. Professional Registration:**
[Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico or the District of Columbia according to applicable licensing laws.]
- 18. Other Professional Qualifications:**
[Provide information on any other professional qualifications, relating to this contract, such as education, professional registration, publications, organizational memberships certifications, training, awards, and foreign language capabilities.]
- 19. Relevant Projects:**
Provide information on up to **five (5) (do not submit more than 5)** projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).
 - 19a. (1) Title and Location:** [Insert relevant project title and location (City and State).]
 - 19a. (2) Year Completed:** [Insert year relevant project completed for Professional Services and Construction (if applicable).]
 - 19a. (3) Brief Description:** [Insert brief description of relevant project (scope, size, cost, etc.).]

Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract

Select **Ten (10)** projects **(do not submit more than 10)** where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that this contract. Complete one Section F for each project. Insert ten (10) projects, (limit one required for project per page). Complete the following blocks for each project:



QBS Submittal Booklet Requirements



Division 7 –CT330 Part I - Instructions (continued)

Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract (continued)

- 20. **Project Key Number:** [Start with "1" for the first project and number consecutively.]
- 21. **Title and Location:** [Insert project title and location (City and State).]
- 22. **Professional Services / Year Completed:** [Enter the year completed, see note below]
- 23. **Construction Services / Year Completed:**
Enter the year completed, see note below.
Note: Enter the year completed of the professional services (block 22), (such as planning, engineering study, design, or, surveying), and/or the year completed of construction (block 23), if applicable. If any of the professional services or the construction projects are not complete, leave Year completed blank and indicate the status in "Project and Relevance" (block 24).
- 23a. **Project Owner:**
[Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.]
- 23b. **Point of Contact Name:**
[Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.]
- 23c. **Point of Contact Telephone Number:**
[Self Explanatory.]
- 24. **Brief Description of Project and Relevance to This Contract:**
[Insert a brief description of project relevance to this contract, scope, size, cost, and special features of the project. Discuss the relevance of the example project to this contract.]
- 25. **Firms From Section C Involved With This Project:**
[Indicate which firms (or branch offices, if appropriate) on the project team were involved in the relevant project and their roles.]

Section G: Key Personnel Participation in Example Projects

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

Example: Entries for Section G (Matrix)											
26. Names Of Key Personnel (From Section E, Block 12)	27. Role In This Contract (From Section E, Block 13)	27. Examples Listed In Section F (Fill in "Example Projects Key" section below completing before table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Maximilian Kontrolle	Chief Architect	X		X				X			X
Gus Eiffel	Structural Engineer	X	X	X	X						
Sandy Terra	Civil Engineer			X			X				

- 26. **Name of Key Personnel:**
[List the names of the key personnel proposed in this contract in the same order as they appear in Section E.]
- 27. **Role In Contract:**
[List the proposed roles of the key personnel in this contract in the same order as they appear in Section E.]
- 28. **Examples of Projects Listed in Section F:**
In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.



QBS Submittal Booklet Requirements



Division 7 – CT330 Part I - Instructions (continued)

Section G: Key Personnel Participation in Example Projects (continued)

29. Example Projects Key:

List the key numbers and titles of the example projects in the same order as they appear in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

Example: 29. Projects Key			
No.	Title of Example Project (From Section F)	No.	Title of Example Project (From Section F)
1	S. King Mental Health Center, Bangor, ME	6	R. Baron Museum, Newport, RI
2	H. Clinton Federal Building, NY, NY	7	R. Sox World Headquarters, Boston, MA

Section H: Additional Information

Important Note: Section H is mandatory and must be completed in its entirety and be inserted at this location in all QBS Submittal Booklets.

30. CT DPW Work - Previous 5 years:

Provide the following information on all CT DPW work for the previous five (5) years. Complete block 30 and state "Not Applicable" if your firm has not completed any DPW projects in the past five (5) years.

30a. CT DPW Project Number:

[Self Explanatory.]

30b. Title and Location:

[Insert project title and location (City and State).]

30c. Project Status:

[Insert current Phase. (Schematic Design, Design Development, Construction Documents, Bid, or Construction Phase.)]

30d. Construction Cost:

[Contract construction Cost.]

31. Probity Questions:

Please answer all of the following questions:

Note: Use in Item 32 "Remarks And/Or Additional Attachment(s)", when further explanation is required.

31.a Has the firm ever failed to complete any project in the previous 10 years?

(If yes, identify the project, the party with whom your firm contracted for the work and reasons why the project was not completed in Item 33 "Remarks".)

31.b Has the firm had any projects involved in any construction claims or E&O claims in the previous ten (10) years?

(If yes, explain the nature and current status of each action in Item 33 "Remarks".)

31.c Has the firm been assessed damages or penalties for any project in the previous ten (10) years?

(If yes, identify the project, the amount and type of damages and reasons for the assessment in Item 33 "Remarks".)

31.d Has the firm or any officers, principals or partners that have been indicted or convicted in any jurisdiction for a felony?

31.e Has the firm had any applications for minority certification rejected or revoked in the previous five (5) years?

32. Remarks And/Or Additional Attachment(s):

[Self Explanatory.]



QBS Submittal Booklet Requirements



Division 7 – CT330 Part I - Instructions (continued)

Section H: Additional Information (continued)

33. Ten Most Recent Contracts:

Provide a chronological list (descending order) of the ten most recent contracts completed by your organization in the Northeast with the following Information shown in the example:

Note: Use in Item 34 "Remarks And/Or Additional Attachment(s)", when further explanation is required.

33.a. Project Name/Location (City, State):

[Self Explanatory.]

33.b. Pre-Bid Cost Budget:

[Self Explanatory.]

33c. Public Bid Cost:

[Provide the construction cost as specified in the original construction contract.]

32d. Final Construction Cost:

[Provide the final construction cost including all change orders.]

32e. Percentage of Owner Change Orders:

[Provide percentage of Owner Change Orders as represented by the cost of owner change orders divided by the final construction cost minus public bid cost.]

32f. Original Construction Schedule (Months):

[Provide the construction contract time to the Substantial Completion Date as specified in the original construction contract.]

32g. Final Construction Schedule (Months):

[Provide the construction contract time to the actual substantial completion date.]

32h. Post Completion Claims:

[Provide the Total Number of Post Completion Contractor and Claims.]

34. Remarks And/Or Additional Attachment(s):

[Self Explanatory.]

Section I: Authorized Representative

An authorized representative of the prime Firm or of a joint venture must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

35. Signature of Authorized Representative:

[Self Explanatory.]

36. Date Signed:

[Self Explanatory.]

37. Name and Title of Signer:

[Self Explanatory.]

End of Instructions for Division 7 – CT330 Part I



QBS Submittal Booklet Requirements



Division 8 – CT330 Part II - Instructions	
<p>Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key that has a key role on the team. Insert one (1) completed CT330 Part II in each QBS Submittal Booklet CT330 Part II 127.</p>	Table of Contents
Part II: General Qualifications Instructions	
<p>1. Advertisement Date [Insert the CT DPW Web Advertisement date for this Contract.]</p> <p>2. Contract Number: [Enter DPW Contract Number and/or project number, if applicable, exactly as shown in the CT DPW Web Advertisement for this contract.]</p> <p>3. Firm Name: [Self Explanatory.]</p> <p>3a. Firm Street: [Self Explanatory.]</p> <p>3b. Firm City: [Self Explanatory.]</p> <p>3c. Firm State: [Self Explanatory.]</p> <p>3d. Zip Code: [Self Explanatory.]</p> <p>4. Point of Contact:</p> <p>4a. Point of Contact Name and Title: [Provide name/title of a firm representative that DPW can contact for additional information the representative must be empowered to speak on contractual and policy matters.]</p> <p>4b. Point of Contact Phone Number: [Self Explanatory.]</p> <p>4c. Point of Contact Email Address: [Self Explanatory.]</p> <p>5. Ownership:</p> <p>5a. Ownership – Type: [Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).]</p> <p>5b. Small Contractor and/or Minority Business Status: [One (1) completed certification of for all “Small Contractor and/or “Minority Business Enterprise” eligibility for “Set-Aside” contracts in accordance with CGS § 32-9e. Certification can be obtained through the CT Department of Administrative Services.]</p> <p>6. Name of Firm: [Enter the name of the firm if Part II is prepared for a branch office.]</p> <p>7. Former Firm Names: [Indicate any other previous names for the firm (or branch office) during the last five years. Insert the year that this corporate name change was effective.]</p> <p>7.a Years Established: [Enter the year the firm (or branch office, if appropriate) was established under the current]</p>	Letter of Interest
	QBS Email Registration
	Credentials & Insurance
	Affidavits
	Code Expertise & Site Proximity
	CT330 Part I
	CT330 Part II



QBS Submittal Booklet Requirements



Division 8 – CT330 Part II - Instructions (Continued)	
Part II: General Qualifications Instructions(Continued)	
8.	<p>Employees by Discipline: Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any the additional disciplines and leave function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c (1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c (2) and for the firm in column c (1).</p> <p>8a. Function Code: [See List of Employees by Discipline (Function Codes) at the end of CT330 Part II]</p> <p>8b. Discipline: [See List of Employees by Discipline at the end of CT330 Part II]</p> <p>8c. No. of Employees: [Self Explanatory].</p> <p>8d. No. of Branch Employees: [Self Explanatory.]</p>
9.	<p>Profile of Firm's Experience and Annual Average Revenue for Last 5 Years: [Complete this block for the firm or branch office for which this Part II is prepared. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.]</p> <p>9a. Profile Code: [See List of Experience Categories (Profile Code) at the end of CT330 Part II]</p> <p>9b. Experience: [Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories shown at the end of CT330 Part II and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank.]</p> <p>9c. Revenue Index: [For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. See Professional Services Revenue Index Number at the end of CT330 Part II].</p>
10.	<p>Annual Average Professional Services Revenues of Firm for Last 3 Years: [Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the Prime Firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate State of CT Work, State of CT Local Municipality Work, Federal Work, and Private Sector Work (performed either as the prime firm or subcontractant), and the total.]</p> <p><i>Note: If the firm has been in existence for less than 3 years, then indicate the total receipts for the period that the Firm has been in business, divided by the number of weeks including fractions of a week that it has been in business, and multiplied by 52.</i></p> <p>10a State of CT Work: [Self Explanatory.]</p> <p>10b. State of CT Local Municipality Work: [Self Explanatory.]</p>



QBS Submittal Booklet Requirements



Division 8 – CT330 Part II - Instructions (Continued)	
Part II: General Qualifications Instructions (Continued)	
<p>10c. Federal Work [Self Explanatory]</p> <p>10d. Private Sector Work [Self Explanatory]</p> <p>10e. Total Work [Self Explanatory]</p> <p>11. Authorized Representative: [An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.]</p> <p>11a. Signature of Authorized Representative: [Self Explanatory]</p> <p>11b. Date Signed: [Self Explanatory.]</p> <p>11c. Name and Title of Signer: [Self Explanatory]</p> <p>12. List of Disciplines (Function Codes) [Insert a copy of the Function Codes.]</p> <p>13. List of Experience Categories (Profile Codes) [Insert a copy of the Profile Codes.]</p> <p>14. Insert one (1) copy of the instruction pages, for this Division 8, with the boxes in the left hand column checked for verification of the contents.</p>	
<i>End of Instructions for Division 8 – CT330 Part II.</i>	

End of QBS Submittal Booklet Requirements



QBS Submittal Booklet Design/Build Supplement Requirements



Department of Public Works

QBS Submittal Booklet - D/B Supplement Requirements

General Requirements

1. Submit two (2) QBS Submittal Booklet - D/B Supplement per contract as follows:
2. Submit one (1) QBS Submittal Booklet - D/B Supplement behind the last tab, Division 8 – CT330 Part II, of the QBS Submittal Booklet for this Contract. (This booklet is for CT DPW's project record.)
3. Submit one (1) QBS Submittal Booklet - D/B Supplement behind the last tab, Division 8 – CT330 Part II, for this Contract. (This booklet is for DPW's ability to copy, if needed, extra booklet copies.)
4. Insert all required information as specified. A firm that does not submit any required information must insert brief statement in its place in the appropriate place within the Booklet explaining why it was not used in the submittal.
5. **Each QBS Submittal Booklet - D/B Supplement shall contain all of required information; IN THE SPECIFIED FORMAT; received at the designated location; by the deadline; or the Firm shall be deemed Non-Responsive for this project for this Contract.**

End of Instructions for General Requirements

QBS Submittal Booklet - D/B Supplement Cover Page

1. Insert one Cover page into each QBS Submittal Booklet - D/B Supplement with the following information and as formatted for each QBS Submittal Booklet - D/B Supplement. (Exactly as per the web advertisement for this contract.)
2. See page 2 of these requirements for an example of the QBS Submittal Booklet - D/B Supplement Cover Page format.

Firm Name

Firm Street Address

Firm town, State, Zip

Type of Legal Entity

QBS Submittal Booklet D/B Supplement

Design/Build Team

DPW Contract Number

Project Name

Project Location

QBS Submittal Due Date

End of Instructions for Cover Sheet



QBS Submittal Booklet Design/Build Supplement Requirements



State of Connecticut

Department of Public Works

Sample: QBS Submittal Booklet - D/B Supplement Cover Page

Binder Comb

Indicate Precise Firm's Legal Name

Firm Name

Firm Street Address

Firm Town, State Zip

Type of Legal Entity

*Examples:
Limited Liability Partnership,
Corporation,
Limited Partnership,
Sole Proprietor and etc.*

**QBS
Submittal Booklet - Design/Build Supplement**

**Design/Build Team
Consultant Services**

DPW Contract Number → **BI-RS-123 - DB**

**New Parking Garage
Southern Connecticut State University
New Haven, CT**

**Submittal Due Date:
March 17, 2006**

Customize Division Tab Names

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QBS D/B Email Registration

DAS Prequalification Certificates

QBS D/B Questionnaire Instructions

QBS D/B - General Questionnaire Instructions

QBS D/B - Design Questionnaire Instructions

QBS D/B - Build Questionnaire Instructions

Type Consultant Contract Services (As per DPW Legal Notice or Web Advertisement)

DPW Project Name (As per DPW Legal Notice or Web Advertisement)

Submittal Due Date



QBS Submittal Booklet Design/Build Supplement Requirements



Division 9 – Table of Contents

1. Insert one (1) Table of Contents containing the six (6) divisions in the specified order behind the Division 9 Tab of each of the two (2) QBS Submittal Booklet - D/B Supplements.

End of Instructions for Division 9 - Table of Contents

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QBS D/B Email Registration

CT DAS Prequalification Certificates

QBS D/B Questionnaires Instructions

QBS D/B-General Questionnaire Instructions

QBS D/B-Design Questionnaire Instructions

QBS D/B-Build Questionnaire Instructions



QBS Submittal Booklet Design/Build Supplement Requirements



Division 10– QBS D/B Email Registration

1. Email one (1) completed **QBS D/B Email Registration 125.1** to Rose Mitchell - DPW QBS Unit by the due date for this Contract at: **rose.mitchell@po.state.ct.us**
2. Insert one (1) completed hard copy of the QBS Email D/B Registration 125.1 behind the Division 10 Tab of each of the two (2) QBS Submittal Booklet - D/B Supplements.

Note: Provide the following information for two (2) representatives of the D/B Firm representing the D/B Team that CT DPW can contact for additional information about the **entire** D/B Team. The contacts listed in **Division 10** of the Supplement can contain different the contacts listed in **Division 3** of **QBS Email Registration 125** since the contacts listed in **Division 3** pertain to contacts that can provide additional information about the Prime Professional Services Consultant's portion of the D/B Team.

1. **Type of Consultant Services:** Exactly as per Web Advertisement for this Contract.
2. **DPW Contract Number:** Exactly as per Web Advertisement for this Contract.
3. **Project Name:** Exactly as per Web Advertisement for this Contract.
4. **Project Location:** Exactly as per Web Advertisement for this Contract.
5. **1st Contact Name:** First contact name.
 - 5a. **1st Contact Phone Number:** Self Explanatory.
 - 5b. **1st Contact Email Address:** Self Explanatory.
6. **2nd Contact Name:** Second contact name.
 - 6a. **2nd Contact Phone Number:** Self Explanatory.
 - 6b. **2nd Contact Email Address:** Self Explanatory.
7. **Firm Legal Name:** Enter the exact legal name of the Prime D/B Firm.
8. **Firm Street:** Self Explanatory.
9. **Firm City:** Self Explanatory.
10. **Firm State:** Self Explanatory.
11. **Firm Zip Code:** Self Explanatory.

Note: The 1st Contact Name person shall submit this QBS DB Email Registration to CT DPW. All DPW responses and addendum to the QBS process for a specific contract shall be sent by CT DPW to 1st Contact Name person's email address. The 1st Contract's email address should be continuously monitored by the Contact to ensure timely receipt of all communications from DPW.

For the QBS D/B Email Registration 125 follow the steps below:

- Go to the CT DPW Website Home Page: www.ct.gov/dpw
- At the top of the CT DPW Home Page click on the **Forms** link.
- Under the **Alphabetical Listings** title click on the **QBS D/B Email Registration** link.

End of Instructions for Division 10 - D/B QBS Email Registration

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QBS D/B Email Registration

CT DAS Prequalification Certificates

QBS D/B Questionnaires Instructions

QBS D/B-General Questionnaire Instructions

QBS D/B-Design Questionnaire Instructions

QBS D/B-Build Questionnaire Instructions



QBS Submittal Booklet Design/Build Supplement Requirements



Division 11 – CT DAS Pre-qualification Certificate and Update Certificate

1. Insert one (1) copy of the DAS Pre-qualification Certificate and one (1) copy of the DAS Update Certificate for the DAS Contractor Prequalification Classification for General Building Construction (Group C) behind the Division 10 Tab of each of the two (2) QBS Submittal Booklet - D/B Supplements.

End of Instructions for Division 11 - CT DAS Pre-qualification Certificate and Update Certificate

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QBS D/B Email Registration

CT DAS Prequalification Certificates

QBS D/B Questionnaire Instructions

QBS D/B-General Questionnaire Instructions

QBS D/B-Design Questionnaire Instructions

QBS D/B-Build Questionnaire Instructions



QBS Submittal Booklet Design/Build Supplement Requirements



Division 12 – QBS D/B Questionnaires Instructions

1. Insert one (1) signed copy of the Acknowledgement of Division 12 Instructions (see 2 below) behind the Division 12 Tab of each of the two (2) QBS Submittal Booklet - D/B Supplements.

2. **Acknowledgement of Division 12 Instructions:** _____
(Required Signature)

3. **Division 12 - QBS D/B Questionnaires Instructions:**
The three (3) QBS D/B Questionnaires contain questions that are not project-specific but are intended to provide CT DPW with information about the entire D/B Team's qualifications. No more than one (1) Questionnaire per D/B Team firm can be submitted. The following are the three (3) Questionnaires that must be answered as completely and concisely as possible and inserted behind its designated Division Tab.

Instructions for the obtaining the following forms are contained in their individual Divisions as follows:

Division 13 QBS D/B - General Questions 150.

Division 14 QBS D/B - Design Questions 151.

Division 15 QBS D/B - Build Questions 152.

End of Division 12 - QBS D/B Questionnaire Instructions

1

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QBS D/B Email Registration

CT DAS Prequalification Certificates

QBS D/B Questionnaires Instructions

QBS D/B-General Questionnaire Instructions

QBS D/B-Design Questionnaire Instructions

QBS D/B-Build Questionnaire Instructions



QBS Submittal Booklet Design/Build Supplement Requirements



Division 13 – QBS D/B - General Questionnaire

1. Insert one (1) copy of a completed the **QBS D/B - General Questionnaire 150** for their proposed teams behind the Division 13 Tab of each of the two (2) QBS Submittal Booklet - D/B Supplements.

For the QBS D/B - General Questionnaire 150 follow the steps below:

- Go to the CT DPW Website Home Page: www.ct.gov/dpw
- At the top of the CT DPW Home Page click on the **Forms** link.
- Under the **Alphabetical Listings** title click on the **QBS D/B - General Questionnaire 150** link.

End of Division 13 - QBS D/B - General Questionnaire Instructions

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QBS D/B Email Registration

CT DAS Prequalification Certificates

QBS D/B Questionnaires Instructions

QBS D/B-General Questionnaire Instructions

QBS D/B-Design Questionnaire Instructions

QBS D/B-Build Questionnaire Instructions



QBS Submittal Booklet Design/Build Supplement Requirements



Division 14 – QBS D/B - Design Questionnaire

1. Insert one (1) copy of a completed the **QBS D/B - Design Questionnaire 151** for their proposed teams behind the Division 14 Tab of each of the two (2) QBS Submittal Booklet - D/B Supplements.

For the QBS D/B - Design Questionnaire 151 follow the steps below:

- Go to the CT DPW Website Home Page: www.ct.gov/dpw
- At the top of the CT DPW Home Page click on the **Forms** link.
- Under the **Alphabetical Listings** title click on the **QBS D/B - Design Questionnaire 151** link.

End of Division 14 - QBS D/B - Design Questionnaire Instructions

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QBS D/B Email Registration

CT DAS Prequalification Certificates

D/B Team QBS Questionnaire Instructions

QBS D/B Questionnaire Instructions

QBS D/B-Design Questionnaire Instructions

QBS D/B-Build Questionnaire Instructions



QBS Submittal Booklet Design/Build Supplement Requirements



Division 15 – QBS D/B - Build Questionnaire

1. Insert one (1) copy of a completed the **QBS D/B - Build Questionnaire 152** for their proposed teams behind the Division 15 Tab of each of the two (2) QBS Booklet Submittal - D/B Supplements.

For the QBS D/B - Build Questionnaire 152 follow the steps below:

- Go to the CT DPW Website Home Page: www.ct.gov/dpw
- At the top of the CT DPW Home Page click on the **Forms** link.
- Under the **Alphabetical Listings** title click on the **QBS D/B - Build Questionnaire 152** link.

End of Instructions for Division 15 - QBS D/B - Build Questionnaire Instructions

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QBS D/B Email Registration

CT DAS Prequalification Certificates

QBS D/B Questionnaire Instructions

QBS D/B-General Questionnaire Instructions

QBS D/B-Design Questionnaire Instructions

QBS D/B-Build Questionnaire Instructions

End of QBS Submittal Booklet - D/B Supplement Requirements



QBS Email Registration



State of Connecticut

Department of Public Works

DPW Contract No.

QBS Email Registration

The QBS Submittal Booklet Requirements, Division 3, requires the Prime Professional Services Consultant Firm to email one (1) completed **QBS Email Registration 125** to Rose Mitchell (DPW QBS Unit) by the due date for this Contract:

rose.mitchell@po.state.ct.us.

Provide the following information for two (2) representatives of the Prime Professional Services Consultant Firm that DPW can contact for additional information.

1. Type of Consultant Services:	Exactly as per Web Advertisement for this Contract.
2. DPW Contract Number:	Exactly as per Web Advertisement for this Contract.
3. Project Name:	Exactly as per Web Advertisement for this Contract.
4. Project Location:	Exactly as per Web Advertisement for this Contract.
5. 1st. Contact Name:	First Contact Name
5a. 1st. Contact Phone Number:	Self Explanatory.
5b. 1st. Contact Email Address:	Self Explanatory.
6. 2nd. Contact Name:	Second Contact Name
6a. 2nd. Contact Phone Number:	Self Explanatory.
6b. 2nd. Contact Email Address:	Self Explanatory.
7. Firm Legal Name:	Enter the legal name of the Prime Professional Consultant Services Firm.
8. Firm Street:	Self Explanatory.
9. Firm City:	Self Explanatory.
10. Firm State:	Self Explanatory.
11. Firm Zip Code:	Self Explanatory.

End of QBS Email Registration 125



QBS D/B Email Registration



State of Connecticut

Department of Public Works

DPW Contract No.

QBS D/B Email Registration

The QBS Submittal Booklet Design/Build Supplement Requirements, Division 10, requires the **Prime Design/Builder Firm** to email one (1) completed **QBS D/B Email Registration 125.1** to Rose Mitchell (DPW QBS Unit) by the due date for this Contract:

rose.mitchell@po.state.ct.us.

Provide the following information for two (2) representatives of the **Prime D/B Firm** that DPW can contact for additional information.

Note: The following information is required to be provided for two (2) representatives of the Design/Builder (see Definitions, **Selection and Bidding Manual 010M**) that CT DPW can contact for additional information.

The contacts information required to be submitted in **Division 10** of the D/B Supplement specifically pertain to the Prime Design/Builder Firm and can differ than the contact information submitted in **Division 3 - QBS Email Registration** of the **QBS Submittal Booklet Requirements – 124** since the contact information required to be submitted in **Division 3** pertains to **Prime Professional Services Consultant Firm**.

1. Type of Consultant Services:	Exactly as per Web Advertisement for this Contract.
2. DPW Contract Number:	Exactly as per Web Advertisement for this Contract.
3. Project Name:	Exactly as per Web Advertisement for this Contract.
4. Project Location:	Exactly as per Web Advertisement for this Contract.
5. 1 st . Contact Name:	First Contact Name
5a. 1 st . Contact Phone Number:	Self Explanatory.
5b. 1 st . Contact Email Address:	Self Explanatory.
6. 2 nd . Contact Name:	Second Contact Name
6a. 2 nd . Contact Phone Number:	Self Explanatory.
6b. 2 nd . Contact Email Address:	Self Explanatory.
7. Firm Legal Name:	Enter the exact legal name of the Prime D/B Firm
8. Firm Street:	Self Explanatory.
9. Firm City:	Self Explanatory.
10. Firm State:	Self Explanatory.
11. Firm Zip Code:	Self Explanatory.

End of QBS D/B Email Registration 125.1



Architect – Engineer Qualifications	1. Advertisement Date:	2. Contract Number:
Part I: Contract Specific Qualifications Instructions		

Section A: Contract Information
3 Title and Location (<i>City and State</i>):

Section B: Architect-Engineer Point of Contact		
4. Name and Title:	5. Name of Firm:	
6. Phone Number:	7. Fax Number:	8. Email Address:

Section C: Proposed Team						
9 (a). Check				9. Firm Name	10. Firm Address	11. Role in this Contract
PF	JV	SC	B/O			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



Section D: Organizational Chart of Proposed Team

At this location in the QBS Submittal Booklet insert an attachment of the organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.



Section E: Resumes for Key Personnel Proposed for the Contract

12. Name	13. Role In This Contract	14. Years Of Experience	
		a. Total	b. With Current Firm

15. Firm Name and Location: *(City And State)*

16. Education:	17. Professional Registration:	18. Other Professional Qualifications:

19. Relevant Projects

a.	(1) Title and Location <i>(City and State)</i>	(2) Year Completed		
		Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm <input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role			
b.	(1) Title and Location <i>(City and State)</i>	(2) Year Completed		
		Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm <input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role			
c.	(1) Title and Location <i>(City and State)</i>	(2) Year Completed		
		Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm <input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role			
d.	(1) Title and Location <i>(City and State)</i>	(2) Year Completed		
		Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm <input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role			
e.	(1) Title and Location <i>(City and State)</i>	(2) Year Completed		
		Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm <input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role			



Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications

Present Select **Ten (10)** projects **(do not submit more than 10)**. Complete one (1) Section F for each project. Insert ten projects (limit one project per page). Complete the following blocks for each project:

20. Example Project Key No.	21. Title and Location (<i>City and State</i>)	22. Years Completed	
		Professional Services	Construction (<i>If Applicable</i>)

23. Project Owner's Information

a. Project Owner:	b. Point of Contact Name:	c. Point of Contact Phone Number:
-------------------	---------------------------	-----------------------------------

24. Brief Project Description and relevance to this Contract (*Scope, Size, Cost, etc.*)

(This area is intentionally left blank for project description.)

25. Firms From Section C (Proposed Team) Involved With This Project

	(1) Firm Name	(2) Firm Location (<i>City and State</i>)	(3) Role
a.			
b.			
c.			
d.			
e.			
f.			



Section H: Additional Information (Continued)

33. Chronological List of the Ten Most Recent Completed Contracts

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Project Title/ Location (City, State)	Pre-Bid Cost Budget	Public Bid Cost	Final Construction Cost	Percentage Owner Changes	Original Construction Schedule (Months)	Final Construction Schedule (Months)	Total Number of Post Completion Claims

34. Remarks And/Or Additional Attachment(s):

Section I: Authorized Representative

(The foregoing is a statement of facts.)

35. Signature of Authorized Representative:	36. Date Signed:
37. Name and Title of Signer:	

End of CT 330 Part I



12. List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer



13. List of Experience Categories (Profile Codes)

Code	Description
A01	Acoustics, Noise Abatement
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis
A03	Agricultural Development; Grain Storage; Farm Mechanization
A04	Air Pollution Control
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling
A06	Airports; Terminals and Hangars; Freight Handling
A07	Arctic Facilities
A08	Animal Facilities
A09	Anti-Terrorism/Force Protection
A10	Asbestos Abatement
A11	Auditoriums and Theaters
A12	Automation; Controls; Instrumentation
B01	Barracks; Dormitories
B02	Bridges
C01	Cartography
C02	Cemeteries (Planning and Relocation)
C03	Charting; Nautical and Aeronautical
C04	Chemical Processing and Storage
C05	Child Care/Development Facilities
C06	Churches; Chapels
C07	Coastal Engineering
C08	Codes; Standards; Ordinances
C09	Cold Storage; Refrigeration and Fast Freeze
C10	Commercial Building (Low Rise); Shopping Centers
C11	Community Facilities
C12	Communications Systems; TV; Microwave
C13	Computer Facilities; Computer Service
C14	Conservation and Resource Management
C15	Construction Management
C16	Construction Surveying
C17	Corrosion Control; Cathodic Protection Electrolysis
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
C19	Cryogenic Facilities
D01	Dams (Concrete; Arch)
D02	Dams (Earth; Rock); Dikes; Levees
D03	Desalinization (Process and Facilities)
D04	Design-Build - Preparation of Requests for Proposals
D05	Digital Elevation and Terrain Model Development
D06	Digital Orthophotography
D07	Dining Halls; Clubs; Restaurants
D08	Dredging Studies and Design
E01	Ecological and Archeological Investigations
E02	Educational Facilities; Classrooms
E03	Electrical Studies and Design

Code	Description
E04	Electronics
E05	Elevators; Escalators; People-Movers
E06	Embassies and Chanceries
E07	Energy Conservation; New Energy Sources
E08	Engineering Economics
E09	Environmental Impact Studies, Assessments or Statements
E10	Environmental and natural Resource Mapping
E11	Environmental Planning
E12	Environmental Remediation
E13	Environmental Testing and Analysis
F01	Fallout Shelters; Blast-Resistant Design
F02	Field Houses; Gyms; Stadiums Shopping Centers
F03	Fire Protection
F04	Fisheries; Fish Ladders
F05	Forensic Engineering
F06	Forestry and Forest Products
G01	Garages; Vehicles Maintenance Facilities; Parking Decks
G02	Gas Systems (Propane; Natural, Etc.)
G03	Geodetic Surveying: Ground and Air-borne
G04	Geographic Information System Services: Development, Analysis, and Data Collection
G05	Geospatial Data Conversion: Scanning Digitizing, Compilation, Attributing, Scribing, Drafting
G06	Graphic Design
M08	Modular systems Design; Pre-Fabricated Structures or Components
H01	Harbors; Jetties; Piers, Ship Terminal Facilities
H02	Hazardous Materials Handling and Storage
H03	Hazardous, Toxic, Radioactive Waste Remediation
H04	Heating; Ventilating; Air Conditioning
H05	Health Systems Planning
H06	High-rise; Air-Rights-Type Buildings
H07	Highways; Streets; Airfield Paving; Parking Lots
H08	Historical Preservation
H09	Hospital and Medical Facilities
H10	Hotels; Motels
H11	Housing (Residential, Multi-Family; Apartments; Condominiums)
H12	Hydraulics and Pneumatics
H13	Hydrographic Surveying
I01	Industrial Buildings; Manufacturing Plants
I02	Industrial Processes; Quality Control
I03	Industrial Waste Treatment
I04	Intelligent Transportation Systems
I05	Interior Design; Space Planning
I06	Irrigation; Drainage
J01	Judicial and Courtroom Facilities



13. List of Experience Categories (Profile Codes) Continued

Code	Description
L01	Laboratories; Medical Research Facilities
L02	Land Surveying
L03	Landscape Architecture
L04	Libraries; Museums; Galleries
L05	Lighting (<i>Interior; Display; Theater, Etc.</i>)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc)
M01	Mapping Location/Addressing Systems
M02	Materials Handling Systems Conveyors; Sorters
M03	Metallurgy
M04	Microclimatology; Tropical Engineering
M05	Military Design Standards
M06	Mining and Mineralogy
M07	Missile Facilities (<i>Silos; Fuels; Transport</i>)
N01	Naval Architecture; Off-Shore Platforms
N02	Navigation Structures; Locks
N03	Nuclear Facilities; Nuclear Shielding
O01	Office Buildings; Industrial Parks
O02	Oceanographic Engineering
O03	Ordnance; Munitions; Special Weapons
P01	Petroleum Exploration; Refining
P02	Petroleum and Fuel (Storage and Distribution)
P03	Photogrammetry
P04	Pipelines (Cross-Country - Liquid and Gas)
P05	Planning (Community, Regional, Areawide and State)
P06	Planning (Site, Installation and Project)
P07	Plumbing and Piping Design
P08	Prisons and Correctional Facilities
P09	Product, Machine Equipment Design
P10	Pneumatic Structures, Air-Support Buildings
P11	Postal Facilities
P12	Power Generation, Transmission, Distribution
P13	Public Safety Facilities
R01	Radar; Sonar; Radio and Radar Telescopes
R02	Radio Frequency Systems and Shieldings
R03	Railroad; Rapid Transit
R04	Recreation Facilities (Parks, Marinas, Etc.)
R05	Refrigeration Plants/Systems
R06	Rehabilitation (Buildings; Structures, Facilities)
R07	Remote Sensing

Code	Description
R08	Research Facilities
R09	Resources Recovery; Recycling
R10	Risk Analysis
R11	Rivers; Canals; Waterways; Flood Control
R12	Roofing
S01	Safety Engineering; Accident Studies; OSHA Studies
S02	Security Systems; Intruder and Smoke Detection
S03	Seismic Designs and Studies
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems (Rural; Mobile; Intercom, Etc.)
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers (Self-Supporting and Guyed Systems)
T06	Tunnels and Subways
U01	Unexploded Ordnance Remediation
U02	Urban renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

End of CT F330 - Part II



QBS D/B - General Questionnaire



Firm Name:

Firm Address:

Project Name:

Instructions: The QBS D/B - General Questionnaire contains questions that are not project-specific but are intended to provide CT DPW with information about the qualifications of the Design/Builder's team.

The Questionnaire must be answered as completely and concisely as possible.

No more than one QBS D/B - General Questionnaire per Design/Builder can be submitted. If necessary use an attachment to answer any question and reference the question number.

Insert one (1) completed copy of a **QBS D/B - General Questionnaire 150** behind the QBS D/B - General Questionnaire, Division 13 Tab of each of the two (2) QBS Submittal Booklets - D/B Supplements.

1. Describe the nature of the Design-Build Team. Response shall include the following:
 - 1.1 Will your firm be providing sole services or be part of a team?
 - 1.2 Name the principal who will be representing the team.
- 2.0 What past experiences does this D/B firm have in working with public agencies?
- 3.0 Has your firm ever been involved in litigation with a governmental agency over a project you worked on or were not chosen for? If yes, explain.
- 4.0 Briefly describe your firm's current workload and the status of each project. Submit a completed Project Information Form (last page of this questionnaire) with this D/B QBS General Questionnaire for each project.
- 5.0 List any recognition awards your firm has received.
- 6.0 List all OSHA violations/penalties in the past 10 years.
 - 6.1 Describe your firm's safety program/policy.



QBS D/B - General Questionnaire



DPW Contract No.:

- 7.0 Describe innovative approaches in design and construction that your firm has used relating to speed of completion, quality of construction, security, and/or cost containment and how it may apply to projects of similar size and scope to this contract.**
- 8.0 Describe your firm's experience and capabilities in the following areas:**
- 8.1 Energy conservation:**

 - 8.2 Indoor air quality:**

 - 8.3 Technology integration:**

 - 8.4 DPW Construction Quality Standards:**
- 9.0 Which services will you perform in-house and which services will you sub-contract?**
- 10.0 Will your firm and your subcontractors provide the owner access to requested information regarding financial transactions, methods of operation and all other records, reports or information about this project? If no, which items will you exclude?**
- 11.0 Describe how you envision the partnership between State of Connecticut and your firm during the design/build process. Detail your expectations of interaction between the owner and the successful design/build firm.**
- 12.0 Explain why the State of Connecticut should select your team to provide Design/Build services for this Project.**
- 13.0 Submit any other relevant information that will assist the reviewers in evaluating the team's qualifications to design and build the facility.**



State of Connecticut

QBS D/B - General Questionnaire



Department of Public Works

DPW Contract No.:

Project Information Form

Required Attachment

Use one Attachment for each project as required by the QBS DB - General Question.

Submitting Firm's Name

QBS DB - General Question Number

Project Name:

Start/Completion Date:

Architect's Name:

General Contractor:

Delivery Method:

Architect's Estimated Cost:

Original Construction Cost:

Final Construction Cost:

Total Square Footage:

Owner Contact Info:

Name:

Title:

Entity Name:

Address:

Phone:

Email:

End of QBS DB - General Questionnaire



QBS D/B - Design Questionnaire



Firm Name:
Firm Address:

Project Name:

Instructions: The QBS D/B - Design Questionnaire contains questions that are not project-specific but are intended to provide CT DPW with information about the qualifications of the Design/Builder's team.

The Questionnaire must be answered as completely and concisely as possible.

No more than one QBS D/B - Design Questionnaire per Design/Builder can be submitted. If necessary use an attachment to answer any question and reference the question number.

Insert one (1) completed copy of a **QBS D/B - Design Questionnaire 151** behind the QBS D/B - Design Questionnaire, Division 14 Tab of each of the two (2) QBS Submittal Booklet - D/B Supplements.

1. Provide information about the firm's size and financial capability to perform the project in a timely manner.
- 2.0 Who will be the Project Manager? Provide this person's experience in designing with projects of similar size and scope to this contract and previous design-build experience.
- 3.0 Provide the following information about the other registered professionals employed by your organization. Indicate first those professionals that will be assigned to this project. Submit an Attachment with this D/B QBS Design Questionnaire for each professional employed by your firm.
 - 3.1 Educational background
 - 3.2 Current registrations
 - 3.3 Professional experience, previous firms, and previous projects
 - 3.4 Responsibilities on this project
- 4.0 Provide a responsibility chart with written descriptions showing how the design professionals will interact with the Owner to deliver design services. Submit an Attachment with this D/B QBS Design Questionnaire for the responsibility chart for your firm.
- 5.0 How does your firm document quality assurance and quality control in the design process and in the issuance of bidding documents?
- 6.0 Please provide, in order of relevance, projects of similar size and scope as required for this contract, that were designed by your firm. Use the Project Information Form (last page of this questionnaire) we have provided. Use a separate form for each facility.
- 7.0 Please provide the most recent Design/Build projects designed by your firm. Use the Project Information Form we have provided. Use a separate form for each facility.



State of Connecticut

QBS D/B - Design Questionnaire



Department of Public Works

DPW Contract No.

Project Information Form

Required Attachment

Use one Project for each project as required by the QBS D/B - Design Question.

Submitting Firm's Name

QBS DB - Design Question Number

Project Name:

Start/Completion Date:

Architect's Name:

General Contractor:

Delivery Method:

Architect's Estimated Cost:

Original Construction Cost:

Final Construction Cost:

Total Square Footage:

Owner Contact Info:

Name:

Title:

Entity Name:

Address:

Phone:

Email:

End of QBS DB - Design Questionnaire



QBS D/B - Build Questionnaire



Firm Name:

Firm Address:

Project Name:

Instructions: The QBS D/B -Build Questionnaire contains questions that are not project-specific but are intended to provide CT DPW with information about the qualifications of the Design/Builder's Team.

The Questionnaire must be answered as completely and concisely as possible.

No more than one QBS D/B -Build Questionnaire per Design/Builder can be submitted.

Insert one (1) completed copy of a **QBS D/B -Build Questionnaire 152** behind the QBS D/B -Build Questionnaire, Division 15 Tab of each of the two (2) QBS Submittal Booklet D/B Supplements.

- 1.0 Provide information about the firm's size and its staffing capability to perform this project in a timely manner.
- 2.0 Who will be the Project Manager? Provide this person's experience in designing with projects of similar size and scope to this contract and previous design-build experience.
- 3.0 Provide the following information about the other registered professionals employed by your organization. Indicate first those professionals that will be assigned to this project. Submit an attachment with this D/B QBS Design Questionnaire for each professional employed by your firm.
 - 3.1 Educational background
 - 3.2 Current registrations
 - 3.3 Professional experience, previous firms, and previous projects
 - 3.4 Responsibilities on this project
- 4.0 Provide a responsibility chart with written descriptions showing how your team will interface with the Owner to deliver construction services. Submit an attachment with this D/B QBS Build Questionnaire for the responsibility chart for your firm.
- 5.0 How does your firm document quality assurance and quality control in the construction process and in performance of sub-contractors?



State of Connecticut

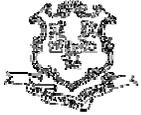
QBS D/B - Build Questionnaire



Department of Public
Works

DPW Contract No.

- 6.0** Please provide, in order of relevance, projects of similar size and scope as required for this contract, that were constructed by your firm. Use the Project Information Form provided. Use a separate form for each facility.
- 7.0** Please provide the most recent Design/Build projects constructed by your firm. Use the Project Information Form provided (last page of this questionnaire). Use a separate form for each facility.
- 8.0** Has your firm ever failed to complete a construction project? If yes, please explain.
- 9.0** List all legal or administrative proceedings currently pending or concluded adversely within the last five years which relate to procurement and/or performance of any public or private construction contract.



State of Connecticut

QBS D/B - Build Questionnaire



Department of Public Works

DPW Contract No. _____

Project Information Form

Required Attachment
Use one Attachment for each project as required by the QBS DB - Build Question.

Submitting Firm's Name

QBS DB - Build Question Number

Project Name:

Start/Completion Date:

Architect's Name:

General Contractor:

Delivery Method:

Architect's Estimated Cost:

Original Construction Cost:

Final Construction Cost:

Total Square Footage:

Owner Contact Info:

Name:

Title:

Entity Name:

Address:

Phone:

Email:

End of QBS DB - Build Questionnaire