|  |  |  |
| --- | --- | --- |
| **Date:** | Insert Date | |
| **To:** | Randy Daigle, DAS/CS Policy & Procurement Unit | |
| **From:** | Insert Your Name | |
| **Contract Number:** | Insert Contract Number | |
| **Project Title:** | Insert Project Title | |
| **Project Location:** | Insert Project Location | |
| **Selection Type**  **(select one):** |  | Minor Capital Project [**less** than $5,000,000 - CGS §4b-56(a-d)] Consultant Services Selection |
|  | Major Capital Project [**greater** than $5,000,000 - CGS §4b-56(a)-(d)] Consultant Services Selection |
|  | CSCU CHEFA Project Consultant Services Selection |
| **Type of Consultant Services**  **(select one):** |  | Architectural / Engineering Consultant Services |
|  | Design-Build Criteria Architect (DBCA) Consultant Services |
|  | Construction Administrator (CA) and Commissioning Agent (CxA) Consultant Services |
| **Project Delivery Method**  **(select one):** |  | Design-Bid-Build (DBB) Project |
|  | Construction Manager At Risk (CMR) Project |
|  | Design-Build (D-B) Project |

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| **1.0** | The **Screening Shortlist Rating Criteria Categories** have Standard Rating Points as indicated in the table below. |

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| **Criteria Number** | Screening Shortlist Rating Criteria Categories | Standard Rating Points |
| **1** | Proposed Key Personnel’s **Specialized Experience** and **Technical Competence** For The Type of Services Required For This Project | **50** |
| **2** | Proposed Team’s **Capacity** and **Capability** To Perform The Work, Including Any “Specialized Services” Required For This Project, Within The Time Limitations | **30** |
| **3** | Prime firm’s **Past Performance Record** With The State And Other Clients | **20** |
| **Available Rating Points For Each Panel Member Per Consultant:** | | **100** |
| **Maximum Available Rating Points For 5 Panelists Per Consultant:** | | **500** |

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| **2.0** | The **Selection Interview Rating Criteria Categories** have **Responsiveness Rating Categories** as indicated in the table below. At the conclusion of ***all*** **Interviews**, each Panelist will INDEPENDENTLY “rank” each Consultant 1st (the most qualified Consultant Team for this Contract), 2nd 3rd, 4th, or 5th (the least qualified Consultant Team for this Contract). |

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| **Criteria Number** | Selection Interview Rating Criteria Categories | Responsiveness Rating Categories |
| **1** | Proposed Team’s Experience with Projects of Similar Size & Scope as this Project | Highly Responsive,  Responsive,  Minimally Responsive,  or  Unacceptable |
| **2** | Proposed Team’s Approach to the Work Required for this Project |
| **3** | Proposed Team’s Organizational Structure & Availability for this Project |
| **4** | Prime firm’s Geographic Proximity To &  Familiarity With The Area In Which The Project Is Located |
| **5** | Proposed Team’s Relevant Knowledge Of Connecticut Building & Fire Codes |
| **Selection Interview Consultant Ranking:** 1st, 2nd, 3rd, 4th, or 5th | | |

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| **3.0** | **Agency Representative Designation:** For this **Consultant Services** Selection, the User Agency has designated the following Selection Panel Member(s) (to attend **both** the Screening Shortlisting and Selection Interviews) and the Agency Observer(s) as indicated in the tables below: |

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| **Selection Panel** | **User Agency Selection Panel Member(s):**  *(for Consultant Services Selection)* |
| 1. Selection Panel Member Name: | Insert Panel Member Name |
| Email Address: | Insert Email Address |
|  |  |
| ***(Use Below For CSCU CHEFA Projects Only)*** | |
| 2. Selection Panel Member Name: | Insert Panel Member Name |
| Email Address: | Insert Email Address |

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| Selection Observer | User Agency Selection Observer(s):*(Non-Voting Members)* |
| 1. Selection Observer Name: | Insert Observer Name |
| Email Address: | Insert Email Address |
|  |  |
| 2. Selection Observer Name: | Insert Observer Name |
| Email Address: | Insert Email Address |

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| **4.0** | ***NEW:* MANDATORY Pre-Selection Site Visit and Scope Meeting:** |

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| **Date/Time:** |  |
| **Location:** |  |

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| **5.0** | **Selection Contract Reference Documents:** (examples of the Consultant Services Contract, Consultant Services Terms and Conditions, Consultants Procedure Manual, Consultant Services Fee Proposal Template, studies, master plans, etc.)  The following Selection Contract Reference Documents will be available for download or emailed to shortlisted firms: |

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| **5.1 *NEW:* Examples of Contract Documents:** |
| * 0201 Example DAS-CS Consultant Services Contract; * 0202 Example DAS-CS Consultant Services Contract - Terms and Conditions; * 0400 Consultants Procedure Manual (download from the on-line DAS Construction Services Library [<https://portal.ct.gov/DASCSLibrary>] under “0000 Series - Project Manuals and Guidelines”; * 1264 Consultant Services Fee Proposal Template or 1264-1 CA Services Fee Proposal Template. |

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| **5.2 Selection Contract Referenced Document(s):** |
| Insert List of Contract Reference Documents |

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| **Signatures Required FOr All RFQ Web Advertisement Approvals:** | | | | |
|  |  |  |  |  |
| Insert PM Name |  |  |  |  |
| *(Print PM Name)* |  | *(PM Signature)* |  | *(Date)* |
|  |  |  |  |  |
|  |  |  |  |  |
| Insert ADPM Name |  |  |  |  |
| *(Print Project’s ADPM Name)* |  | *(Project’s ADPM Signature)* |  | *(Date)* |
|  |  |  |  |  |
|  |  |  |  |  |
| D. Barkin |  |  |  |  |
| *(Print DAS/CS Chief Architect Name)* |  | *(DAS/CS Chief Architect Signature)* |  | *(Date)* |
|  |  |  |  |  |
|  |  |  |  |  |
| J. Padula |  |  |  |  |
| *(Print DAS/CS Legal Director’s Name)* |  | *(DAS/CS Legal Director Signature)* |  | *(Date)* |
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| ***NEW*: Note to DAS/CS Project Manager: Email the following FOUR documents to [Randy.Daigle@ct.gov](mailto:Randy.Daigle@ct.gov) and** [**DAS.CS.RFQ@ct.gov**](mailto:DAS.CS.RFQ@ct.gov)**:** | |
| **1.** | **1105 Capital Project Initiation Request:** PDF document (completed, approved, and signed). |
| **2.** | **1200 RFQ Web Advertisement:** Word document (completed). |
| **3.** | **1201 RFQ Web Advertisement Transmittal** (this document)**:** Word document (completed). |
| **4.** | **1201 RFQ Web Advertisement Transmittal** (this document)**:** PDF document (completed and signed). |

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| **cc:** | DAS Deputy Commissioner: | D. Hobbs | DAS/CS Project Manager: | Name |
|  | DAS/CS Legal Director: | J. Padula | DAS/CS ADPM for Project: | Name |
|  | DAS/CS DPM: | P. Simmons | Agency Contact: | Name |
|  | DAS/CS Chief Architect: | D. Barkin | File: | Insert Project Number |
|  | DAS/CS Policy & Procurement Unit: | C. Russell |  |  |
|  | DAS/CS Policy & Procurement Unit: | R. Cutler |  |  |