



1210 QBS - Guidelines for Selection and Contract Limits
DAS • Construction Services • Process Management & Procurement Unit

General Information:

In accordance with the requirements of the Connecticut General Statutes (C.G.S.), the Connecticut Department of Administrative Services (DAS) Commissioner shall be responsible for the administrative functions of construction and planning of most Capital Project improvements undertaken by the state as follows:

1.0 “Qualification Based Selection (QBS)” Procedure:

This procedure is utilized to Contract with Consulting Firms for Consultant Services as defined in C.G.S. Section 4b-55 (6) on **Major Capital Projects (Consultant Services Contract Fees greater than \$500,000)** and **Minor Capital Projects (On-Call Consultant Services Contract Fees less than \$500,000)**.

1.1 Major Capital Projects - Consultant Services Selections & Contracts Limitations:

1.1.1 Design Firms:

Can hold a maximum of **two (2) Active Design Contracts** at any one time including the following:

- .1 When a design firm successfully teams with a similar discipline (as sub-consultant) the contract shall count for both firms as an Active Design Contract.
- .2 When a design firm successfully teams with a different discipline (sub-consulting firm) and DAS / Construction Services has determined the majority of the project work falls under the responsibility of the sub-consulting firm the contract shall count as an Active Design Contract for both firms.
- .3 When design firms establishes a unique business entity (e.g. Joint Venture) which is successfully awarded a contract, all firms who are part of the unique business entity shall have the contract count as an Active Design Contract.

1.1.2 Construction Administration (CA) Firms:

Can hold a maximum of **three (3) Active CA Contracts** at any one time.

1.1.3 A Firm can hold a maximum of three (3) Active Contracts consisting of a combination of **Design Contracts** and **CA Contracts** under the above criteria.

1.1.4 Design-Build Criteria Architect (DBCA) Contracts:

DBCA Contracts are considered the same as **Design Contracts**.

1.1.5 Active Design Contract:

A **Design Contract** shall be considered **active** upon the DAS Commissioner’s selection of the Firm (date of Conditional Selection letter) and shall be considered **complete** upon issuance of a Certificate of Substantial Completion.

1.1.6 Active CA Contract:

A **CA Contract** shall be considered **active** upon the DAS Commissioner’s selection of the Firm (date of Conditional Selection letter) and shall be considered **complete** upon issuance of a Certificate of Substantial Completion.

1.1.7 Inactive Selections and Inactive Contract Definitions:

Inactive Selections are those selections that have been on hold for funding for **one (1) year or more**. **Inactive Design or Contracts** are those contracts where the State has suspended the Firm’s services for period of **over one (1) year**. A Firm can request, in writing, the DAS Commissioner consider its Firm for additional **Major Capital Project Contract(s)** if they have a project currently meeting the definition of **Inactive Selections** or **Inactive Contract**. Should the **Inactive Selection** or **Contract** subsequently become **active** it shall then be counted as an **Active Contract**.

- .1 The DAS Commissioner may allow a Design Firm to have a maximum of one (1) **Inactive Selection** or **Contract** while still having two (2) **Active Design Contracts** meeting the definition in 1.1.5 above. Should an **Inactive Selection** or **Contract** become **active** while the Design Firm holds two (2) **Active Design Contracts** they will not be considered for another **Active Design Contract** until they fall below the threshold for **Active Design Contracts** in 1.1.1 above.
- .2 The DAS Commissioner may allow a CA Firm to have a maximum of one (1) **Inactive Selection** or **Contract** while still having three (3) **Active CA Contracts** meeting the definition in 1.1.6 above. Should an **Inactive Selection** or **Contract** become **active** while the CA Firm holds three (3) **Active CA Contracts** they will not be considered for another **CA Contract** until they fall below the threshold for **Active CA Contracts** in 1.1.2 above.



QBS - Guidelines for Selection and Contract Limits (continued)

1.2	Minor Capital Projects - On-Call Consultant Services Selections & Contract Limitations:
1.2.1	On-Call Consultant Services Contracts: On-Call Consultant Services Contracts shall not be counted against the maximum number of Active Design or CA Contracts except as noted below:
.1	The ARC (Architect & Interior Design), MDE (Multi-Disciplined Engineer) and MEP (Mechanical, Electrical & Plumbing Engineer) series shall count as Active Design Contracts throughout their duration.
.2	The CA series shall count as an Active CA Contract throughout its duration.
1.2.2	Simultaneous Contract Limitations: The following are limitations on simultaneous On-Call Contract Awards:
.1	A holder of the ARC on-call contract may not simultaneously hold an MBE-ARC (Minority Business Enterprise Architect) on-call contract.
.2	A holder of the CA on-call contract may not simultaneously hold a CAM (Construction Administrator Minor Projects) on-call contract.
.3	A holder of the CIV-SUR (Civil Engineer & Survey and Landscape Architect) on-call contract may not simultaneously hold an MBE-CIV (Minority Business Enterprise Civil Engineer) on-call contract.
.4	A holder of an MDE on-call contract may not simultaneously hold a CIV-SUR, MBE-CIV, MEP or STR (Structural & Threshold Engineer) on-call contract.
1.2.3	Consecutive Contract Limitations: The following On-Call contract series are limited to two consecutive awards – ARC, MBE-ARC, CA, CAM, CIV-SUR-LA, MBE-CIV, MDE, MEP, and STR.

2.0	Low Bid or “Lowest Responsible Qualified Bidder” Procedure:
This procedure is utilized to Contract with Contractors to Build Capital Projects [C.G.S. 4b-91 through 4b-100].	
2.1	Construction Contract Limitations: There are no limitations on the number of active or inactive “Lowest Responsible Qualified Bidder” Construction Contracts that a Contractor can hold at any one time.

3.0	“Design-Build Total Cost • Best Value Based Selection”:
This procedure is utilized to Contract with Design-Builders to Design and Build Capital Projects [C.G.S. 4b-24(4) and C.G.S. 4b-100a].	
3.1	Contract Limitations: There are no limitations on the number of active or inactive “Design-Build Total Cost • Best Value Based Selection” Contracts that a Design-Builder can hold at any one time.

4.0	“Construction Manager at Risk (CMR) Best Value Based Selection”:
This procedure is utilized to Contract with “Construction Managers at Risk” to Bid and Build Capital Projects for a “Guaranteed Maximum Price (GMP)” [C.G.S. 4b-103].	
4.1	Contract Limitations: A maximum of two (2) contracts , consisting of a combination of active and inactive contracts , are allowed to be held by a CMR Firm starting from the date of “Conditional Selection” of the CMR until issuance of a Certificate of Acceptance by DAS/CS.

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