Connecticut Department of Administrative Services
Office of Legal Affairs, Policy & Procurement
450 Columbus Boulevard, Suite 1302
Hartford, Connecticut 06103

QBS Supplemental Submittal Booklet Requirements For Design-Build (D-B) Services

General Requirements

IMPORTANT NOTE: This "1512 QBS Supplemental Submittal Booklet Requirements For Design-Build (D-B) Services" contains **new** QBS Submittal Requirements (in red text). **Please read** the new requirements **carefully**.

1. Complete the **1212 QBS Submittal Booklet** *and* **1512 QBS Supplemental Submittal Booklet for D-B Services.**
2. Insert the completed **1512 QBS Supplemental Submittal Booklet for D-B Services** (Divisions 9 through 15) behind the last division of the completed **1212 QBS Submittal Booklet** (Division 8). The completed document shall be known as the **"QBS Submittal Booklet".**
3. Submit **two (2) paper QBS Submittal Booklets** and **one (1) electronic QBS Submittal Booklet** per contract as described in the General Requirements of the **"1212 QBS Submittal Booklet Requirements".**
4. Insert all required information as specified. A firm that does not submit any required information must insert a 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 may be deemed "Non-Responsive" for this "Project" for this Contract.**
6. **Consultant Responses to RFQ Web Advertisements:** All Consultant Responses to RFQ Web Advertisements are due within a **maximum of thirty-five (35) *Calendar Days** from the date of the RFQ Web Advertisement. The Consultant Response Due Date and Time are stated in the "QBS Submittal Deadline" section of the RFQ Web Advertisement for the specific "Project".

   ***Calendar Day** means all days in a month, including weekends and holidays.

End of Instructions for General Requirements

Cover Page

1. Insert one Cover Page at the beginning of each **QBS Supplemental Submittal Booklet for D-B Services** with the following information: (Exactly as per the Web Advertisement for this contract – see Page 2 for an example.)

Firm Name

Firm Street Address

Firm Town, State, Zip

Type of Legal Entity

QBS Supplemental Submittal Booklet
For Design-Build Services

Selection Type:
Major Capital Project
Design Build (D-B) Total Cost ● Best Value Selection

Type of Consultant Services:
Design-Build Team

DCS Contract Number

Project Title
Project Location

QBS Submittal Deadline Due Date:
Month Day, Year

End of Instructions for Cover Page

Example of Cover Page Format and Division Tab Sequence

Binder Comb or 3-Ring Binder

Insert Precise Firm's Legal Name

Division Tab Numbers → 9

Firm Name

Examples:
Insert Limited Liability Partnership, Corporation, Limited Partnership, Sole Proprietor and etc, as applicable)

Firm Street Address — 10

Firm Town, State Zip

Type of Legal Entity — 11

QBS Supplemental Submittal Booklet
For Design-Build Services — 12

Selection Type:
Major Capital Project
Design Build (D-B) Total Cost • Best Value Selection — 13

Type of Consultant Services:
Design-Build Team

Insert **"Contract Number"** (See DAS/CS RFQ Web Advertisement For this Selection) → **BI-RS-123 - DB** — 14

New Science Building
Southern Connecticut State University
New Haven, CT — 15

QBS Submittal Deadline Due Date:
July 01, 2015

Insert **"QBS Submittal Deadline"** (See DAS/CS RFQ Web Advertisement

Insert **"Project Title" & "Project Location"** (See DAS/CS RFQ Web Advertisement For this Selection)

Division 9
Table of Contents

Tab	Division	Title
-	-	Cover Page
9	Division 9	Table of Contents (INSERT AFTER COVER PAGE)
10	Division 10	QBS Email Registration for D-B Services
11	Division 11	CT DAS Prequalification Certificate & Update Certificate
12	Division 12	QBS D-B Questionnaire Instructions
13	Division 13	QBS D-B Team Questionnaire Instructions
14	Division 14	QBS D-B Designer Questionnaire Instructions
15	Division 15	QBS D-B Builder Questionnaire Instructions

End of Instructions for Division 9- Table of Contents

Division 10
QBS Email Registration for D-B Services

10.1 **For Design-Build Teams responding to the *RFQ Web Advertisement for Design-Build Services (1505)*,** follow the steps described below:

10.1.1 **Download and save** (to your computer) a blank copy of the **"1511 QBS Email Registration for D-B Services".** A blank copy can be found here:

- Go to the DCS Website: www.ct.gov/dcs and click on **DCS Library** at the top of the page.
- Click on "1000 Project Initiation & Consultant Selection".
- Scroll down and click on the **"1511 QBS Email Registration for D-B Services"** link.
- Save to your computer then close the document.
- Open up the saved document and edit.

10.1.2 As fully described in the **"1511 QBS Email Registration for D-B Services":**

- **Edit** the saved version.
- **Email** the edited version to Rose Mitchell at: rose.mitchell@ct.gov
- **Insert** the edited version behind the **Division 10 Tab** in *each* **1512 QBS Supplemental Submittal Booklet for D-B Services**.

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

Division 11
CT DAS Prequalification Certificate and Update Certificate

11.1. Insert one (1) copy of the **CT DAS Prequalification Certificate** and one (1) copy of the **CT DAS Update Certificate** for the CT DAS Contractor Prequalification Classification for General Building Construction **(Group C)** behind the **Division 11 Tab** in *each* **QBS Supplemental Submittal Booklets for D-B Services**.

For more information on the CT DAS Construction Contractor Prequalification click on this link: **das.ct.gov**

End of Instructions for Division 11 – CT DAS Prequalification Certificate and Update Certificate

Division 12
QBS D-B Questionnaires Instructions

12.1 There are three (3) QBS D-B Questionnaires that must be completed by the D-B Team Firm:

- QBS D-B "Team" Questionnaire (1513).
- QBS D-B "Designer" Questionnaire (1514).
- QBS D-B "Builder" Questionnaire (1515).

12.2 The QBS D-B Questionnaires are *not* project-specific but are intended to provide DAS/CS with information about the entire D-B Team's qualifications. **Do not** submit more than one (1) copy of each Questionnaire per D-B Team Firm.

12.3 Download the three (3) QBS D-B Questionnaires from the DAS/CS Website as follows:

- Go to the DCS Website: www.ct.gov/dcs and click on **DCS Library** at the top of the page.
- Click on "1000 Project Initiation & Consultant Selection".
- Scroll down and click on each Questionnaire.
- Save each Questionnaire to your computer, then close the Questionnaire.
- Open up the saved Questionnaire and edit.

12.4 The three (3) QBS D-B Questionnaires must be answered as completely and concisely as possible and inserted behind their designated Division Tab:

- Division 13 - QBS D-B "Team" Questionnaire (1513).
- Division 14 - QBS D-B "Designer" Questionnaire (1514).
- Division 15 - QBS D-B "Builder" Questionnaire (1515).

12.5 **Print** two (2) copies of this page and **sign** both copies in the space provided (see 12.6 below). Insert a signed copy behind the **Division 12 Tab** in *each* **QBS Supplemental Submittal Booklet for D-B Services**.

12.6 ***Acknowledgement of Division 12 QBS D-B Questionnaires Instructions:***

_____
(Required Signature)

End of Instructions for Division 12 – QBS D-B Questionnaires Instructions

Division 13
QBS D-B "Team" Questionnaire Instructions

13.1 Download a blank copy of the **QBS D-B "Team" Questionnaire (1513)** from the DAS/CS Website as follows:

- Go to the DCS Website: www.ct.gov/dcs and click on **DCS Library** at the top of the page.
- Click on "1000 Project Initiation & Consultant Selection".
- Scroll down and click on the Questionnaire.
- Save the Questionnaire to your computer, then close the Questionnaire.
- Open up the saved Questionnaire and edit.

13.2 Complete the Questionnaire as fully described in the Questionnaire.

13.3 Insert one (1) copy of a completed the **QBS D-B "Team" Questionnaire (1513)** for the proposed teams behind the **Division 13 Tab** in *each* of the **QBS Supplemental Submittal Booklets for D-B Services**.

End of Instructions for Division 13 – QBS D-B "Team" Questionnaire Instructions

Division 14
QBS D-B "Designer" Questionnaire Instructions

14.1 Download a blank copy of the **QBS D-B "Designer" Questionnaire (1514)** from the DAS/CS Website as follows:

- Go to the DCS Website: www.ct.gov/dcs and click on **DCS Library** at the top of the page.
- Click on "1000 Project Initiation & Consultant Selection".
- Scroll down and click on the Questionnaire.
- Save the Questionnaire to your computer, then close the Questionnaire.
- Open up the saved Questionnaire and edit.

14.2 Complete the Questionnaire as fully described in the Questionnaire.

14.3 Insert one (1) copy of a completed the **QBS D-B "Designer" Questionnaire (1514)** for the proposed teams behind the **Division 14 Tab** in *each* of the **QBS Supplemental Submittal Booklets for D-B Services**.

End of Instructions for Division 14 – QBS D-B "Designer" Questionnaire Instructions

Division 15
QBS D-B "Builder" Questionnaire Instructions

15.1 Download a blank copy of the **QBS D-B "Builder" Questionnaire (1515)** from the DAS/CS Website as follows:

- Go to the DCS Website: www.ct.gov/dcs and click on **DCS Library** at the top of the page.
- Click on "1000 Project Initiation & Consultant Selection".
- Scroll down and click on the Questionnaire.
- Save the Questionnaire to your computer, then close the Questionnaire.
- Open up the saved Questionnaire and edit.

15.2 Complete the Questionnaire as fully described in the Questionnaire.

15.3 Insert one (1) copy of a completed the **QBS D-B "Builder" Questionnaire (1515)** for the proposed teams behind the **Division 15 Tab** in *each* of the **QBS Supplemental Submittal Booklets for D-B Services**.

End of Instructions for Division 15 – QBS D-B "Builder" Questionnaire Instructions

End Of
1512 QBS Supplemental Submittal Booklet Requirements for Design-Build (DB) Services