|  |  |
| --- | --- |
| **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:** | **CMR Best Value Based Selection RFQ** |

|  |  |
| --- | --- |
| **1.0** | **CMR Screening Shortlist Rating Point System:** |
| **1.1** | **Standard Rating Points:** The CMR Screening Shortlist Rating Criteria Categories have Standard Rating Points as indicated in the table below. |
| **1.2** | **Adjusted Rating Points:** The Standard Rating Points for CMR Screening Shortlist Rating Criteria Categories are allowed to be adjusted only if the following conditions are met: |
|  |  | 1.2.1 | The Contract is for services of an unusual nature. |
|  |  | 1.2.2 | The DAS/CS Project Manager (PM) for the project must complete the Adjusted Rating Points. |
|  |  | 1.2.3 | The Adjusted Rating Points must be approved (in writing) by the DAS/CS Assistant Director of Project Management (ADPM) for the project and the DAS/CS Legal Director (see page 3). |
|  |  | 1.2.4 | The Approved Adjusted Rating Points must be within the Allowable Point Range (as indicated in the table below) and must total 100 points exactly. |
|  |
| **Criteria Number** | **CMR Screening** **Shortlist** Rating **Criteria Categories** | Standard Rating Points | Allowable Point Range  | Adjusted Rating Points |
| **1** | Experience with Work of Similar Size and Scope as Required by this Contract | **35** | **35-45** | **PM: Insert Points** |
| **2** | Organizational / Team Structure for this Contract | **30** | **25-35** | **PM: Insert Points** |
| **3** | Past Performance Data | **20** | **20** *(Not Adjustable)* | **20** *(Not Adjustable)* |
| **4** | Partnering Experience | **15** | **10-20** | **PM: Insert Points** |
| **Maximum Total Points Per Screening Shortlist Panel Member:** | **100** | **100** | **100** |

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| **2.0** | **CMR Selection Interview Rating Point System:** |
| **2.1** | **Standard Rating Points:** The CMR Selection Interview - Qualitative Rating Criteria Categories have Standard Rating Points as indicated in the table below. |
|  |
| **Criteria Number** | **CMR Selection Interview - Qualitative Rating Criteria Categories** | **Standard Rating Points** |
| **1** | Experience | **10** |
| **2** | Project Organization, Personnel Experience, and Qualifications | **30** |
| **3** | Project Approach, Preliminary Project Plan, and BIM Utilization Plan | **20** |
| **4** | Past Performance on CMR projects, GC Projects, or Other Relevant Performance Data | **15** |
| **5** | Schedule Performance | **15** |
| **6** | Safety Record | **10** |
| **Maximum Total Points Available Per CMR Selection Interview Panel Member:** | **100** |

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| **3.0** | **Agency Representative Designation:** For this CMR 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: |

|  |  |
| --- | --- |
| **Selection Panel** | **User Agency Selection Panel Member(s):***(appointed by Department Head of State User Agency)* |
| 1. Selection Panel Member Name: | PM: Insert Panel Member Name |
|  Email Address: | PM: Insert Email Address |
|  |  |
| ***(Use Below For CSCU CHEFA Projects Only)*** |
| 2. Selection Panel Member Name:  | PM: Insert Panel Member Name |
|  Email Address: | PM: Insert Email Address |

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

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| **4.0** | **Pre-Selection Site Visit Conference *(For Major Capital Projects Only)*:** |

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| **YES** | [ ]  | ***Note:*** *If a Site Visit Conference is required for this project then the PM must notify the Policy & Procurement Unit of the Site Visit date and location prior to notification of the Shortlisted Firms.* |
| **NO** | [ ]  |  |

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| **5.0** | **Selection Contract Reference Documents *(For Major Capital Projects Only):*** (studies, master plans, etc): The following Contract Reference Documents will be available for Shortlisted Firms for inspection by appointment with the DAS/CS Project Manager (or noted documents will be distributed at the site visit). |

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

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| **SIGNATURES REQUIRED FOR ALL CMR RFQ WEB ADVERTISEMENT APPROVALS****(INCLUDING ADJUSTED RATING POINTS):** |
|  |  |  |  |  |
| Insert PM Name |  |  |  |  |
| *(Print PM Name)* |  | *(PM Signature)* |  | *(Date)* |
|  |  |  |  |  |
|  |  |  |  |  |
| Insert ADPM Name |  |  |  |  |
| *(Print Project’s ADPM Name)* |  | *(Project’s ADPM Signature)* |  | *(Date)* |
|  |  |  |  |  |
|  |  |  |  |  |
| J. Padula |  |  |  |  |
| *(Print DAS/CS Agency Legal Director’s Name)* |  | *(DAS/CS Agency Legal Director Signature)* |  | *(Date)* |
|  |  |  |  |  |

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| ***NEW*: Note to DAS/CS Project Manager: Email the following FOUR documents to** **DAS.CS.RFQ@ct.gov****:** |
| **1.** | **1105 Capital Project Initiation Request:** PDF document (completed, approved, and signed). |
| **2.** | **1700 RFQ Web Advertisement for CMR Services:** Word document (completed). |
| **3.** | **1701 RFQ Web Advertisement Transmittal for CMR Services** (this document)**:** Word document (completed). |
| **4.** | **1701 RFQ Web Advertisement Transmittal for CMR Services** (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 Director of Project Management: | P. Simmons | Agency Contact: | Name |
|  | DAS/CS Policy & Procurement Unit: | C. Russell | File:  | Insert Project Number |
|  | DAS/CS Policy & Procurement Unit: | R. Cutler |  |  |