**Connecticut Department of Administrative Services, Construction Services**

**Office of Legal Affairs, Policy, & Procurement**

**450 Columbus Boulevard, Suite 1302, Hartford, Connecticut 06103**

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| **Request for Qualifications (RFQ) Web Advertisement****For Consultant Services** |
| **Important Notes for Responding to this RFQ (recent updates are shown in yellow highlighted text)** |
| **Ensure you download and use the most recent QBS Submittal Booklet documents from the DAS/CS Library! Revision dates are shown in the footer of every document** (<http://portal.ct.gov/DASCSLibrary>).DAS Construction Services requires Portable Document Format (PDF) Quality Based Selection (QBS) Submittal Booklets to be **uploaded** **online** through the **“**[**CTsource**](https://portal.ct.gov/DAS/CTSource/CTSource)**” e-Procurement System**. *Please read this RFQ Web Advertisement and all referenced documents carefully for updated instructions.*To register on CTsource and respond to this RFQ, follow the instructions in **6001 Construction Online Bidding Instructions**, available for download from the online DAS/CS Library (<http://portal.ct.gov/DASCSLibrary>) > 6000 Series.**IMPORTANT:** DAS Construction Services will ***always*** use the following United Nations Standard Products and Services Codes (UNSPSC codes) in their RFQs for Consultant Services; it is **highly recommended** that businesses include these codes in their **CTsource company profiles** in order to receive email notifications regarding DAS/CS Solicitations and Addenda:* Engineering and Research and Technology Based Services (81000000)
* Work Related Organizations (94100000)
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| **1. Project Information** |
| **1.1** | **QBS Submittal Deadline:** | Deadline for the receipt of the QBS Submittal Booklets is: |
| **3:00 p.m.** | **Insert Day of Week, Month, Day, Year** |
| **1.2** | **Contract Number:** | Insert Contract Number |
| **1.3** | **Project Title:** | Insert Project’s Official Title |
| **1.4** | **Project Location:** | Insert Project’s Location |
| **1.5** | **Total Construction Cost:** | Insert Total Construction Cost  |
| **1.6** | **User Agency:** | Insert User Agency Name |
| **1.7** | **Project Planning Dates:** | Project Planning Start Date: | Insert Month, Day, Year |
| Scheduled Shortlisting/Screening Date: | Insert Month, Day, Year |
| Shortlisted Firms Walk-Thru Date: | Insert Month, Day, Year |
| Scheduled Selection/Interview Date: | Insert Month, Day, Year |
| Scope Review Meeting Date: | Insert Month, Day, Year |
| **1.8** | **General Statement:** | In accordance with the requirements of the Connecticut General Statutes §4b-55 through §4b-59, the State of Connecticut Department of Administrative Services/Construction Services (DAS/CS) Office of Legal Affairs, Policy, & Procurement (OLAPP) advertises for Requests for Qualifications (RFQs) for the Consultant Services specified below. |
| **1.9** | **Selection Type:** | This RFQ is for the following selection type: **PICK ONE; DELETE THE REST:** |
| Minor Capital Project Consultant Services SelectionMajor Capital Project Consultant Services SelectionConnecticut State Colleges & Universities (CSCU) “Connecticut Health and Education Facilities Authority (CHEFA)” Project Consultant Services Selection |
| **1.10** | **DAS Contractor Classification:** | This RFQ is for the following DAS Contractor Classification ([Contractor-Classification-List](https://authoring.ct.gov/DAS/Procurement/PreQual/DAS-Contractor-Classification-List)): **PICK ONE; DELETE THE REST:** |
| General Building Construction (Group A)General Building Construction (Group B)General Building Construction (Group C)Construction Manager At Risk (CMR) Project (Group A)Construction Manager At Risk (CMR) Project (Group B)Construction Manager At Risk (CMR) Project (Group C) |

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| **1. Project Information** (continued) |

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| **1.11** | **Project Delivery Method and** **Consultant Services:** | This RFQ is for the following project delivery method and consultant services: **PICK ONE; DELETE THE REST:** |
| **Design-Bid-Build (D-B-B) Project:** **Architect/Engineer (A/E) consultants** are selected to develop design and construction documents for the State to publicly bid the Major Capital Project. The general contractor that is the "lowest responsible and qualified bidder" is then awarded a contract by the State to build the Project.**Construction Administrator (CA) and Commissioning Agent (CxA) consultants** are selected to assist the Architect/Engineer Team consultants with developing design and construction documents for the State to publicly bid the Major Capital Project. The general contractor that is the "lowest responsible and qualified bidder" is then awarded a contract by the State to build the Project.**Construction Manager At Risk (CMR) Project:****Architect/Engineer (A/E) consultants** are selected to develop design and construction documents in cooperation with a CMR for a Major Capital Project. The CMR shall publicly bid the project elements to subcontractors and enter into a Guaranteed Maximum Price (GMP) amendment to the CMR contract that was signed with the State to build the Project. After consultation with and approval by the Commissioner, the CMR shall award subcontracts to responsible, qualified subcontractors submitting the lowest bids to build the Project.**Construction Administrator (CA) and Commissioning Agent (CxA) consultants** are selected to assist the Architect/Engineer Team consultants with developing design and construction documents in cooperation with a CMR for a Major Capital Project. The CMR shall publicly bid the project elements to subcontractors and enter into a Guaranteed Maximum Price (GMP) amendment to the CMR contract that was signed with the State to build the Project. After consultation with and approval by the Commissioner, the CMR shall award subcontracts to responsible, qualified subcontractors submitting the lowest bids to build the Project.**Design-Build (D-B) Project:** A **Design-Build Criteria Architect (DBCA)** isselected to produce D-B Request for Proposals (RFP) documents for a Major Capital Project. The Design-Builder with the “Best Value Total Cost Proposal” is awarded a contract by the State to design and build the Project. |

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| **1.12** | **Project Description:** |
|  | THIS BOX WILL EXPAND AUTOMATICALLY AS YOU TYPE. Insert a **brief** yet **concise** narrative that includes, but is not limited to, the following types of project information: (These are examples; select specific services for your project): It should match the Project Description used in the A/E or CA RFQ, as applicable:DAS/CS is seeking the services of a highly talented and experienced [insert type of consultant services] team. The team will provide [insert type of services] to the DAS/CS in support of the [insert Project Title] located at [insert Project Location].IF THE PROJECT INCLUDES FEDERAL FUNDING, INCLUDE THE FOLLOWING PARAGRAPH:The project includes Federal Financial Assistance and therefore must adhere to the “Buy America Preference” provisions of the Federal Government’s “Build America, Buy America Act” (BABA), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021. The Consultant is responsible for ensuring that, absent a waiver by the Federal agency providing Federal Financial Assistance for this project, the Consultant shall not approve for use in this project, any iron, steel, manufactured products, or construction materials unless such materials have been produced in the United States. The Consultant shall obtain all necessary compliance certificates for work that is within their scope of work. Guidance on complying with BABA is provided in Title 2 of the Code of Federal Regulations (2 CFR), Part 184 and Part 200.322 and the United States Office of Management and Budget’s “Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure” (M-24-02), October 25, 2023. |

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| **1. Project Information** (continued) |

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| **1.13** | **Designated Services:** |
| Insert a **brief** yet **concise** description of designated services that shall be required for this project that includes, **but is not limited to**, the following **examples** of types of services for your specific project.The following designated tasks shall be required for this project and conducted from within the Consultant Team, including but not limited to the following types of services:Edit the following designated services for **Architect/Engineering (A/E) Design Team Consultant Services** required for this Project. Delete the designated services that are not applicable to this Project.**Architect/Engineering (A/E) Design Team Consultant – Designated Services:**The Architect/Engineering (A/E) Design Team shall work closely with the Construction Administrator (CA) and Construction Manager at Risk (CMR) (as applicable) to provide the following **designated services** for this Project. New construction and renovations or additions with construction values exceeding $2 million must adhere to the DAS Sustainability Policy. Projects that include Federal Financial Assistance must adhere to the “Buy America Preference” provisions of the Federal Government’s “Build America, Buy America Act” (BABA), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021. The A/E scope of servicesresponsibilities shall include, but not be limited to, the following tasks:* Pre-Design Phase, Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, Construction Phase
* Programming
* Interior Design / Space Planning
* Architectural Design
* Landscape Architecture Design
* Mechanical / Electrical / Plumbing Engineering
* Fire Protection Engineering
* Structural Engineering
* Civil Engineering
* Coastal Engineering
* Surveys, Geotechnical Borings and Reports, etc.
* Environmental Assessments
* Environmental Engineering
* DAS Sustainability Policy – Design and construction compliance with the International Green Construction Code (IgCC)
* Connecticut High Performance Building
* LEED Certification Process by LEED Accredited Professionals
* Telecommunications / Information Technologies
* Furnishings, Fixtures and Equipment
* Cost Estimator
* Building Information Modeling (BIM) Use and Process
* Budget reconciliation and value engineering
* Commercial Kitchen Design
* Projects with Federal Funding are subject to “Build America, Buy America Act” (BABA) Requirements: absent a waiver, the consultant must ensure compliance with the “Buy America Preference” provisions of BABA and must obtain all necessary compliance certificates from the construction contractor for work that is within their scope of work.

Edit the following designated services for **CA Consultant Services** required for this Project. Delete the services and/or tasks that are not applicable to this Project.**Construction Administrator (CA) Consultant – Designated Services:**The Construction Administrator (CA) shall work closely with the Owner’s Architect/Engineering (A/E) Design Team and Construction Manager (as applicable) to provide the following **designated services** for this Project. New construction and renovations or additions with construction values exceeding $2 million must adhere to the DAS Sustainability Policy. Projects that include Federal Financial Assistance must adhere to the “Buy America Preference” provisions of the Federal Government’s “Build America, Buy America Act” (BABA), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021. The CA scope of servicesresponsibilities shall include, but not be limited to, the following tasks:**(1) CA Preconstruction Phase Oversight Services:**The CA scope of services for each portion of each design phase of preconstruction shall include, but not be limited to, some or all of the following tasks:* Analysis & Review of Master Schedules.
* Participation in all Design Phase Meetings.
* Review & Reporting of Design Documents.
* Review & Reporting of Constructability.
* Preliminary Field Operation Analysis.
* Review & Reporting of Construction Cost Estimate.
* Construction Budget Cost Reconciliation with Owner, Agency, CMR (if applicable) and A/E.
* Commissioning (Cx) Coordination Services.
* Pre-Bid meeting(s) participation.
* Review of Bid Packages.
* Participation in trade contractor Scope Meetings.
* Bid Analysis.
* Review & Reporting of Applications for Payment.
* Review & Reporting for all Project construction records (RFIs, ASIs, RFPs).
* **High Performance Building Experience:** The CA shall demonstrate experience with managing projects designed as High Performance Buildings and designed and constructed in accordance with the LEED Rating System standards. The CA Team shall have an Accredited Professional for LEED. The CA shall participate in all Integrated Design Meetings for High Performance Buildings.
* **Net Zero Energy Experience:** This Project will pursue Net Zero Energy and the CA shall demonstrate how previous project experience will support achieving the goal of this Certification. The CA shall participate in all Integrated Design Meetings for Net Zero Energy.

**(2) CA Construction Phase Oversight Services:** The CA scope of servicesresponsibilities for the construction phase shall include, but not be limited to, the following tasks:* Review and comment on and monitor construction schedules;
* Provide expert Primavera “review services” to review and comment on the General Contractor’s (or CMR’s, as applicable) Primavera CPM Schedule;
* Run & keep record of Construction Phase Meetings;
* Review, comment on and monitor Safety Plan;
* Review, comment on and monitor schedule of values;
* Review and recommend periodic requisitions for partial payments;
* Review and Maintain Project Records and Status via PM Web;
* Monitor and comment on all special inspections and reports;
* Management and coordination of all Commissioning (Cx) tests and reports, including envelope commissioning;
* Review & Reporting for Project documentation records management and associated reporting;
* Monitor and coordinate Requests For Information (RFIs), Construction Change Directives (CCDs), Change Orders (COs);
* Document LEED Silver certification (as applicable);
* Building Commissioning (Cx);
* Move Management;
* Monitor and comment on the construction budget;
* Participate in project closeout procedures;
* Manage all claims and disputes.
* Projects with Federal Funding are subject to “Build America, Buy America Act” (BABA) Requirements: absent a waiver, the CA must assist the design consultant with ensuring that the “Buy America Preference” provisions of BABA are complied with and all necessary compliance certificates for work that is within their scope of work are obtained from the construction contractor.

**(3) CA Construction Scheduler Services:**  The CA is required to employ or retain the services of a professional Construction Scheduler during the Construction Phase of the Project. The **Construction Scheduler** services shall include but not be limited to reviewing, analyzing, and reporting on CPM schedules produced by the General Contractor or Construction Manager (as applicable) and submitted to the CA. The Construction Scheduler shall possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of Primavera Project Planner software. The Construction Scheduler shall have at least five (5) years of verifiable experience as the person primarily responsible for preparing and maintaining detailed project schedules on projects of the same or similar size and nature as this project. The Construction Scheduler shall attend meetings pertaining to scheduling and progress of the work including all progress meetings. **IMPORTANT NOTE:** The resume of the Construction Scheduler ***shall*** be included in Division 4 (CT330 Part I) of your firm’s QBS Submittal Booklet for this Project.**(4) CA Commissioning Agent (CxA) Services (including Envelope Commissioning):** The CA is required to employ or retain the services of a Commissioning Agent (CxA) during the Preconstruction and Construction Phases of the Project. Commissioning (Cx) shall be performed by an independent third-party CxA who shall not be an employee of the Construction Manager, architectural, or engineering firm (as applicable) that implements the Project, and shall be hired directly by the Owner through the CA. The CxA shall lead, plan, schedule, and coordinate the commissioning team to implement the Commissioning (Cx) Process. The CxA shall be certified as a commissioning agent by the Building Commissioning Association or the Association of Energy Engineers and shall be a Professional Engineer registered in the State of Connecticut. **IMPORTANT NOTE:** The evaluation of the CxAqualifications is **NOT** **APPLICABLE** to the Screening or Selection of a Construction Administrator (CA). Please **DO NOT** submit any Commissioning Agent’s resume or qualifications as part of your firm’s QBS Submittal Booklet for this Project. |

| **2. QBS Consultant Procedures** |
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| **2.1** | Download the following documents from the **DAS/CS Library** website (<https://portal.ct.gov/DASCSLibrary>):  |
|  | **⚫** | 1210 QBS Guidelines for Selection and Contract Limits (under “1000 Series” > “1200 Series”). |
|  | **⚫** | 1212 QBS Submittal Booklet Instructions (under “1000 Series” > “1200 Series”). |
|  | **⚫** | 1212.0, 1212.1, 1212.2, 1212.3, 1212.4, 1212.5, and 1212.6 (under “1000 Series” > “1200 Series”). |
|  | **⚫** | 6001 Construction Online Bidding Instructions (under “6000 Series”). |
|  | **⚫** | 0400 Consultant’s Procedure Manual (under “0000 Series”). |
| **2.2** | In accordance with ***1210 QBS Guidelines for Selection and Contract Limits*:** |
|  | **⚫** | Determine if your firm meets or exceeds Contracts Limitations for this specific Contract.  |
|  | **⚫** | **IMPORTANT NOTE:** If your firm *exceeds* Contracts Limitations for this specific Contract *and still submits* a QBS Submittal Booklet,your firmshall not be considered any further for this specific Project.  |
| **2.3** | In accordance with ***1212 QBS Submittal Booklet Instructions*:** |
|  | **⚫** | Prepare a Portable Document Format (PDF) QBS Submittal Booklet using forms 1212.0, 1212.1, 1212.2, 1212.3, 1212.4, 1212.5, and 1212.6 |
|  | **⚫** | **IMPORTANT NOTES:** * **1212.2 Division 2:** All Firms must select the applicable **Selection Type** and submit Attachment 2.1 Campaign Contribution Certification and Attachment 2.2 Nondiscrimination Certification.
* Failure to submit the qualifications and/or resume(s) material noted in Division 4 (CT330 Part I) and Division 5 (CT330 Part II) ***may*** result in your submission being deemed **deficient.** If deemed deficient,your firm ***will not*** be allowed to pursue this specific Contract.
* As described in detail in the *1212 QBS Submittal Booklet Instructions,* the **final QBS Submittal Booklet** *shall* be created with **bookmarks**; and the **final file size** for the **QBS Submittal Booklet** *shall not* exceed **10mb.**
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| **2.4** | In accordance with ***1212.4 Division 4 - CT330 Part I*:** |
|  | **⚫** | Demonstrate that your Team has successfully completed similar projects (D-B-B, CMR, or Design-Build, as applicable) on schedule, on budget, and to a level of quality commensurate with the Owner’s requirements. |
|  | **⚫** | Define your Team’s role with similar projects (D-B-B, CMR, or Design-Build, as applicable) to this Project, and the services the Team provided to the project. Include a brief summary of each prior project showing adherence to original completion schedule, and, if off schedule, an explanation; and adherence to the original budget including summary information on the value of the Change Orders that occurred, by type. This summary material must include five (5) current or recent projects. |
|  | **⚫** | Provide a Team organization chart showing the Team’s organization and staffing located in the northeast (i.e., New England, New York, and New Jersey). This chart should identify the major business areas and indicate how the architectural, engineering, or CA staff (as applicable) report to senior management.  |
|  | **⚫** | Provide resumes for the assigned Key Personnel member(s) that have the experience with the scope of work, complexity, and dollar value of similar projects to this Project. The resumes of the key personnel shall show the staff’s primary involvement in architectural, engineering, or CA services (as applicable) for the past 3 to 5 years.  |
|  | **⚫** | If applicable to this Project, provide the resume of the **CA Construction Scheduler** in your firm’s QBS Submittal Booklet. **DO NOT** provide any CA Commissioning Agent (CxA) resumes or qualifications. |
| **2.5** | In accordance with the ***1212.5 Division 5 - CT330 Part II*:** |
|  | **⚫** | Demonstrate that each firm that has a key role on the Team has enough diversity of skills and a sufficient number of staff with required disciplines and skill sets to meet Contract needs.  |
| **2.6** | In accordance with ***6001 Construction Online Bidding Instructions***: |
|  | **⚫** | **Register** on **CTsource** (if you have not already done so) (<https://portal.ct.gov/DAS/CTSource/CTSource>).  |
|  | **⚫** | **Upload** one (1) complete **PDF QBS Submittal Booklet** to the correct solicitation on CTsource ***prior*** to the QBS Submittal Deadline. |
|  | **⚫** | **IMPORTANT NOTE:** Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline ***may*** result in the firm’s submittal being deemed deficient. If deemed deficient,the firm ***will not*** be allowed to pursue this specific Contract. |
| **2.7** | **0400 Consultant’s Procedure Manual:** |
|  |  | The Consultant’s Procedure Manual is an informational resource and is an extension of the standard contract requirements. The manual applies to Consultants that conduct business with the State of Connecticut through DAS/CS. |

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| **3. QBS Longlist, Shortlist, Interview, and Fee Proposal Procedures** |
| **3.1** | **Longlist Procedure (Pre-Screening):** |
|  | **⚫** | After the QBS Submittal Deadline has closed, the DAS/CS Policy & Procurement Unit will (1) determine if any prospective consultant firm exceeds contract limitations as specified in ***1210 QBS Guidelines for Selection and Contract Limits*,** and (2)review all QBS Submittal Booklets for compliance with ***1212 QBS Submittal Booklet Instructions*.**  |
|  | **⚫** | If a firm does *not* exceed the contract limitations *and* their QBS Submittal Booklet is acceptable, the firm *shall be* placed on the **“Longlist”** of consultant firms to be evaluated by the QBS Selection Panel. |
|  | **⚫** | If a firm *exceeds* the contract limitations, the firm ***shall not be*** considered any further for the specific Contract. |
|  | **⚫** | If a firm’s QBS Submittal Booklet is deficient, the firm ***may not be*** considered any further for the specific Contract. |
| **3.2** | **Shortlist Procedure (Screening):** |
|  | **⚫** | The QBS process is based on comparing and evaluating weighted criteria of qualifications and performance of all firms in relation to work of similar scope and complexity that is required for this specific contract in order to create a “Shortlist” of the most highly qualified firms. Each QBS Submittal Booklet will be evaluated by a QBS Selection Panel in accordance with the following “Screening Shortlist Rating Criteria Categories” and rating points:  |
|  |  | **Max. Rating Points:** | **Screening Shortlist Rating Criteria Categories:** |
|  |  | 50 | Proposed Key Personnel’s Specialized Experience And Technical Competence For The Type Of Services Required For This Project |
|  |  | 30 | Proposed Team’s Capacity And Capability To Perform The Work, Including Any “Specialized Services” Required For This Project |
|  |  | 20 | Prime Firm’s Past Performance Record With The State And Other Clients |
|  | **⚫** | After each booklet has been evaluated, the DAS/CS Policy & Procurement Unit will use the ratings to compute and create a list of the “most highly qualified firms” and, along with the total volume of work awarded to each firm in the previous five years (including number of contracts and dollar amounts), will furnish a “Screening Approval Memorandum” to DAS/CS Senior Management. DAS/CS Senior Management will review the memorandum and, using the ratings and total volume of work\*, will select the firms to be Shortlisted and invited to present their qualifications at an Interview. (\*NOTE: In order to achieve an equitable distribution of contracts, DAS/CS Senior Management may utilize the total volume of workto select the firms to be Shortlisted, provided, however, that the principle of selection of the most highly qualified firms is not violated.) |
| **3.3** | **Site Visit, Scope Meeting, and Interview Procedure (Selection):** |
|  | **⚫** | Shortlisted firms will be invited to attend a ***mandatory*** **site visit**, **scope meeting**, and **interview**. Site visits, scope meetings, and interviews *may* be held virtually; see the solicitation for specific details. If interviews are held virtually, shortlisted firms will be required to host a video conference for all interview panel members and guests. The video conference will need to include a call-in number as well as computer login capabilities. |
|  | **⚫** | Each firm’s Interview presentation will be evaluated by the QBS Selection Panel in accordance with the following “Selection Interview Rating Criteria Categories”: |
|  |  | **Selection Interview Rating Criteria Categories** |
|  |  | ⮚ | Proposed Team’s Experience With Projects Of Similar Size & Scope As This Project |
|  |  | ⮚ | Proposed Team’s Approach To The Work Required For This Project |
|  |  | ⮚ | Proposed Team’s Organizational Structure and Availability For This Project  |
|  |  | ⮚ | Prime Firm’s Geographic Proximity To & Familiarity With The Area In Which The Project Is Located |
|  |  | ⮚ | Proposed Team’s Relevant Knowledge Of Connecticut Building & Fire Codes |
|  | **⚫** | ***RANKING OF FIRMS:*** No “Rating Points” will be assigned per category. In the place of Rating Points, the QBS Selection Panel will independently “rank” each of the Consultant Teams on a scale of 1st (most qualified for this Contract) to 5th (least qualified for this Contract) at the conclusion of all Interviews.  |
| **3.4** | **Consultant Services Fee Proposal:** |
|  | **⚫** | The top three most qualified firms will be notified and required to submit a **“Consultant Services Fee Proposal”** within ten (10) calendar days of the notification. Details will be included in the notification. |

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| **3. QBS Longlist, Shortlist, Interview, and Fee Proposal Procedures** (continued) |
| **3.5** | **Conditional Selection Procedure:** |
|  | **⚫** | Using the ratings of the QBS Selection Panel Selection Ratings Calculation Sheet, the DAS/CS Policy & Procurement Unit will create a certified list of the three (3) most highly qualified Consultants. |
|  |  | Each of the three (3) most highly qualified Consultants will be required to complete and submit to the DAS/CS Policy and Procurement Unit an initial cost proposal, cost proposal template spreadsheet, a list of all proposed subconsultants and their respective scopes of work, and clarifications and/or exclusions to the Consultant’s fee proposal. The DAS/CS Policy & Procurement Unit will then forward each proposal to the DAS/CS Negotiation Committee for evaluation. The Negotiation Committee will hold a meeting with each Consultant to review the scope and determine if the Consultant wants or needs to adjust any aspect of its proposal. The Negotiation Committee will determine which of the top three Consultants they deem most likely to provide the best value to the State considering qualitative ratings, fee proposal, past volume of work with DAS, and other statutory and regulatory requirements. The Negotiation Committee will then meet with best value firm to discuss and negotiate the final fee. If the firm is unwilling to adjust their fee if requested, the Negotiation Committee may review the next highest best value firm and negotiate their fee accordingly. The same process will be applied to the remaining firm if warranted. After negotiations have concluded, the Negotiation Committee will then present to the Deputy Commissioner a *Letter of Recommendation*. |
|  |  | Based on the *Letter of Recommendation* from the Negotiation Committee, the Consultant and its proposed fee will be recommended for contract award as representing the best value for the State. |
|  | **⚫** | The DAS/CS Policy & Procurement Unit will email the selected firm a “Conditional Selection Notification Letter” which will provide instructions regarding additional information that must be submitted for the processing of its contract. For submittal requirements, see **Form 1269.1 DAS/CS Contract Submittal Requirements**, available for download from the DAS/CS Library: <https://portal.ct.gov/DASCSLibrary> > 1000 Series > 1200 Series. |

| **4. QBS Contact** |
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| **NOTE:** Responses to requests for more specific Project information than is contained in this Advertisement shall be limited to information that is available to all firms and that is necessary to complete this QBS process. **All requests for more specific Project information must be sent in writing (email acceptable).** |
| **4.1 For All Questions:** |
| **Randy Daigle, DAS/CS Policy & Procurement Unit**DAS Construction ServicesOffice of Legal Affairs, Policy & Procurement450 Columbus Blvd. Suite 1302Hartford, Connecticut 06103 |
| **Email:** randy.daigle@ct.gov **and** DAS.CS.RFQ@ct.gov  |

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| **cc:** | DAS Deputy Commissioner: | D. Hobbs | DAS/CS ADPM for Project: | Name |
|  | DAS/CS Agency Legal Director: | J. Padula | DAS/CS Project Manager: | Name |
|  | DAS/CS Chief Architect: | D. Barkin | DAS/CS Panel Member: | Name |
|  | DAS/CS Director of Project Management: | P. Simmons | DAS/CS Panel Member: | Name |
|  | DAS/CS Director of Support Services: | C. Russell | Agency Panel Member: | Name |
|  | DAS/CS Manager of Policy & Procurement: | R. Cutler | Other: | Name |
|  | DAS/CS Legal Affairs Unit: | Name | File:  | Insert Project Number |