



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

**QBS Submittal Booklet Requirements**

**General Requirements**

**IMPORTANT NOTE:** This "1212 QBS Submittal Booklet Requirements" contains **new** QBS Submittal Requirements. **Please read** the "1212 QBS Submittal Booklet Requirements" **carefully**.

1. Submit **two (2) paper QBS Submittal Booklets and one (1) electronic QBS Submittal Booklet** per contract as follows:
  - 1.1 **GBC Binder: One (1)** QBS Submittal Booklet shall be on 8-1/2"x11" paper, GBC-bound, with a 1" maximum spine size, 8 white Tabs, and an 8-1/2"x11" clear vinyl cover and back. (This booklet is for the DAS Construction Services project record.)
  - 1.2 **3-Ring Binder: One (1)** QBS Submittal Booklet shall be on 8-1/2"x11" paper in a white 3-ring binder, 1" maximum size, with a slant ring, 8 white Tabs and a clear pocket on the outside for the cover sheet. (This booklet is for DAS Construction Services for reproduction purposes, if needed, to produce extra booklets.)
  - 1.3 **PDF Format: One (1)** QBS Submittal Booklet shall be in Portable Document Format (PDF) format on a CD-ROM. The PDF shall be an accurate reproduction of the 3-ring binder version of the QBS Submittal Booklet. The PDF shall be searchable, with bookmarks corresponding to the Divisions and Titles in the Submittal Booklet (see the Table of Contents in Division 0). The CD-ROM shall be labeled with the DAS Construction Services Contract Number, the QBS Submittal Deadline Due Date, and the submitting Firm's name. The CD-ROM shall be inserted into a 3-ring CD Binder Sleeve and secured into the front of the 3-ring binder submission.
2. Insert all required information as specified. A firm that does not submit any required information must insert brief statement in its place in the appropriate Division of the Booklet explaining why it was not used in the submittal.
3. **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.**
4. **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 into **each QBS Submittal Booklet** with the following information:  
 (Exactly as per the Web Advertisement for this contract – see Page 2 for an example of the Cover Page format)

**Firm Name**  
**Firm Street Address**  
**Firm Town, State, Zip**  
**Type of Legal Entity**  
**QBS Submittal Booklet**  
**Selection Type**  
**Type of Consultant Services**  
**DAS Construction Services Contract Number**  
**Project Title**  
**Project Location**  
**QBS Submittal Deadline Due Date**

*End of Instructions for Cover Page*



**Example of Cover Page Format and Division Tab Sequence**

	<p style="font-size: small;">← Binder Comb</p> <p style="font-size: x-small;">Insert Precise Firm's Legal Name</p> <p style="font-size: x-small;">Division Tab Numbers →</p> <p style="font-size: large; color: blue;"><b>Firm Name</b></p>	<b>1</b>
	<p style="font-size: large; color: blue;"><b>Firm Street Address</b></p> <p style="font-size: large; color: blue;"><b>Firm Town, State Zip</b></p> <p style="font-size: large; color: blue;"><b>Type of Legal Entity</b></p>	<b>2</b>
	<p style="font-size: large; color: blue;"><b>QBS Submittal Booklet</b></p> <p style="font-size: large; color: blue;"><b>Selection Type:</b></p>	<b>3</b>
	<p style="font-size: large; color: blue;"><b>Major Capital Project Consultant Selection</b></p> <p style="font-size: large; color: blue;"><b>Type of Consultant Services:</b></p>	<b>4</b>
	<p style="font-size: large; color: blue;"><b>Architectural and Consultant Design Team</b></p> <p style="font-size: large; color: blue;"><b>BI-RS-123 - ARC</b></p>	<b>5</b>
	<p style="font-size: large; color: blue;"><b>New Science Building</b></p> <p style="font-size: large; color: blue;"><b>Southern Connecticut State University</b></p> <p style="font-size: large; color: blue;"><b>New Haven, CT</b></p>	<b>6</b>
	<p style="font-size: large; color: blue;"><b>QBS Submittal Deadline Due Date:</b></p> <p style="font-size: large; color: blue;"><b>July 01, 2014</b></p>	<b>7</b>
	<p style="font-size: large; color: blue;"><b>QBS Submittal Deadline</b></p> <p style="font-size: large; color: blue;"><b>&amp; "Project Location"</b></p>	<b>8</b>



**Table of Contents**

<b>Tab</b>	<b>Division</b>	<b>Title</b>
-	-	Cover Page
-	-	Table of Contents <b>(INSERT AFTER COVER PAGE)</b>
1	Division 1	Letter of Interest & Narrative of Firm's Approach to the Work for this "Project"
2	Division 2	QBS Email Registration
3	Division 3	Selection Document Requirements (Prior to the QBS Submittal Deadline)
4	Division 4	Conditional Selection Document Requirements (Within fourteen [14] days of being Conditionally Selected)
5	Division 5	Additional Criteria Considerations
6	Division 6	SBE / MBE Certifications
7	Division 7	CT 330 Part I - Instructions
8	Division 8	CT 330 Part II - Instructions

*End of Instructions for Table of Contents*





<b>Division 2</b> <b>QBS Email Registration</b>	
<p><b>2.1 For A/E Consultants, Construction Administrators (CA), On-Call Consultants, Construction Manager at Risk (CMR) and Design-Build Criteria Architects (DBCA), follow the steps described below:</b></p>	<b>1</b>
<p><b>.1 Download and save</b> (to your computer) a blank copy of the “<b>1211 QBS Email Registration</b>”.</p> <p>A blank copy can be found here:</p> <ul style="list-style-type: none"> <li>• Go to the DAS Construction Services Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• Click on <b>Construction Services Library</b> at the top of the DAS Construction Services Home Page.</li> <li>• Scroll down and click on the “<b>1211 QBS Email Registration</b>” link.</li> <li>• Save to your computer.</li> </ul>	<b>2</b>
<p><b>.2 As fully described in the “1211 QBS Email Registration”:</b></p> <ul style="list-style-type: none"> <li>• <b>Edit</b> the saved version.</li> <li>• <b>Email</b> the edited version to <b>Rose Mitchell</b> at: <a href="mailto:rose.mitchell@ct.gov">rose.mitchell@ct.gov</a></li> <li>• <b>Insert</b> the edited version behind the <b>Division 2 Tab</b> of each of the <b>two (2) QBS Submittal Booklets</b>.</li> </ul>	<b>3</b>
<p><b>2.2 For Design-Build Teams Responding to “1505 RFQ Web Advertisement for Design-Build Services”, follow the instructions in Division 10 of the “1512 QBS Supplemental Submittal Booklet for D-B Services”.</b></p>	
<p><b>.1 <u>DO NOT</u> email or insert “1211 QBS Email Registration” behind the Division 2 Tab.</b></p>	<b>4</b>
<p><b>.2 Insert a page behind the Division 2 Tab that states: “See Division 10 in the QBS Supplemental Submittal Booklet for D-B Services”.</b></p>	<b>5</b>
	<b>6</b>
	<b>7</b>
<p style="text-align: center;"><i>End of Instructions for Division 2 –QBS Email Registration</i></p>	<b>8</b>



<b>Division 3 - Selection Document Requirements</b> <b>(Prior To The QBS Submittal Deadline)</b>	
<p>3.1 Read the <b>Division 3 Requirements</b> (see below).</p> <p>3.2 Print <b>two (2) copies</b> of this page and sign the “<b>Acknowledgement of Division 3 Requirements</b>” on both copies.</p> <p>3.3 <b>Insert one (1)</b> signed copy of this page behind the Division 3 tab in <b>each</b> of the <b>two (2)</b> QBS Submittal Booklets.</p>	<b>1</b>
<b>Division 3 Requirements</b>	
<p>In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy’s “Business Friendly Initiative,” found in Public Act No. 11-229, each Firm is required to open a BizNet Account on the DAS website and then electronically upload certain Affidavits and Nondiscrimination Forms to their DAS BizNet Account <b>prior to the due date of their QBS Submittal Booklet (“QBS Submittal Deadline”)</b>. Questions concerning the electronic uploading of documents to DAS BizNet can be directed to DAS Procurement Services at (860) 713-5095. Instructions are as follows:</p>	
<p>3.4 <b>Create a DAS BizNet Account:</b></p> <ul style="list-style-type: none"> <li>• Click here: <a href="https://www.biznet.ct.gov/AccountMaint/Login.aspx">https://www.biznet.ct.gov/AccountMaint/Login.aspx</a> (How-to guide: <a href="http://das.ct.gov/images/1090/Upload%20Instructions.pdf">http://das.ct.gov/images/1090/Upload%20Instructions.pdf</a>) (How-to video: <a href="http://das.ct.gov/videohelp/procurement/createbiznetacct/createbiznetacct.html">http://das.ct.gov/videohelp/procurement/createbiznetacct/createbiznetacct.html</a>)</li> </ul>	<b>3</b>
<p>3.5 <b>Read the “Guide to the Code of Ethics For Current or Potential State Contractors”:</b></p> <p>When DAS is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), it shall provide all potential consultant and contractor firms with the “<b>Guide to the Code of Ethics For Current or Potential State Contractors</b>”. The “<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>” is available for <b>electronic download</b> from the Office of State Ethics (OSE) website - <a href="http://www.ct.gov/ethics">www.ct.gov/ethics</a>.</p> <p>Questions concerning the “<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>” can be directed to the OSE at 860-263-2400.</p>	<b>4</b>
<p>3.6 <b>Determine the Correct Documents to Electronically Upload to DAS BizNet:</b></p> <p>For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to, or at the time of, submission of the QBS Submittal Booklet:</p> <ul style="list-style-type: none"> <li>• Go to the DAS Construction Services Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• At the top of the Home Page click on the <b>DAS Library</b> link.</li> <li>• Scroll down and click on the <i>applicable</i> form:</li> <li>• <b>1269.1 - Contract Requirements for Consultant Services;</b></li> <li>• <b>1369.1 - Contract Requirements for On-Call Consultant Services;</b> or</li> <li>• <b>1569.1 - Contract Requirements for Design-Build Services</b></li> </ul>	<b>5</b>
<p>DAS is required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must <b>electronically upload to their DAS BizNet Account</b> an “<b>Affirmation of Receipt of State Ethics Laws Summary (OPM Form 6)</b>” affirming that their key employees have read and understand the “<i>Guide to the Code of Ethics For Current or Potential State Contractors</i>” and agree to comply with the provisions of state ethics laws.</p>	<b>6</b>
<p>3.7 <b>Upload to DAS BizNet:</b></p> <ul style="list-style-type: none"> <li>• Log in to BizNet: <a href="https://www.biznet.ct.gov/AccountMaint/Login.aspx">https://www.biznet.ct.gov/AccountMaint/Login.aspx</a></li> <li>• Click the following links: CT Procurement &gt; Company Information &gt; [“Binocular Icon”] &gt; Upload Docs</li> <li>• Click on “Required Company Documents”.</li> </ul> <p>(How-to guide: <a href="http://das.ct.gov/images/1090/Upload%20Instructions.pdf">http://das.ct.gov/images/1090/Upload%20Instructions.pdf</a>) (How-to video: <a href="http://das.ct.gov/videohelp/procurement/companydocuments1/companydocuments1.html">http://das.ct.gov/videohelp/procurement/companydocuments1/companydocuments1.html</a>)</p> <p>Once uploaded, Affidavits shall be updated and submitted annually. Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.</p>	<b>7</b>
<p><b>NOTE: None of the above documents should be mailed to DAS Construction Services Legal Unit until after a firm is Conditionally Selected. (See Division 4).</b></p>	<b>8</b>
<p><b>Acknowledgement of Division 3 Requirements:</b> _____ (Required Signature)</p>	
<p><i>End of Instructions for Division 3 – Selection Document Requirements</i> <i>(Prior To The QBS Submittal Deadline)</i></p>	



<b>Division 4 - Conditional Selection Document Requirements</b> <b>(Within fourteen [14] days of being Conditionally Selected)</b>	
<p>4.1 Read the <b>Division 4 Requirements</b> (see below).</p> <p>4.2 Print <b>two (2) copies</b> of this page and sign the “<b>Acknowledgement of Division 4 Requirements</b>” on both copies.</p> <p>4.3 <b>Insert one (1)</b> signed copy of this page behind the Division 4 tab in <b>each</b> of the <b>two (2)</b> QBS Submittal Booklets.</p>	<b>1</b>
<b>Division 4 Requirements</b>	
<p>In accordance with the requirements the DAS Construction Services Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within <b>fourteen (14) calendar days</b> of being notified by email, certain documents as described in the <b>Conditional Selection Notification Letter</b>. Some documents are required to be <b>electronically uploaded</b> to DAS BizNet in accordance with Connecticut General Statutes Public Act No. 11-229, “Business Friendly Initiative”. Others must be submitted as <b>hard copies</b> directly to the DAS Construction Services Legal Unit.</p>	<b>2</b>
<p>Failure of a conditionally selected firm to submit all of the required professional documents, business credentials, and insurance requirements to DAS Construction Services for review and approval within the <b>fourteen (14) calendar days</b> deadline may result in the firm’s submittal being deemed deficient and DAS Construction Services shall then proceed to award the contract to the next highest rated firm.</p>	<b>3</b>
<p>Questions concerning the electronic uploading of documents to DAS BizNet can be directed to DAS Procurement Services at (860) 713-5095. Questions concerning hard copy submittals can be directed to the CT DAS Construction Services Legal Unit at (860) 713-5663. Instructions are as follows:</p>	
<p><b>4.4 Determine the Correct Documents to Electronically Upload to DAS BizNet:</b> For a summary of the Documents that must be electronically uploaded to DAS BizNet within fourteen (14) days of being Conditionally Selected:</p> <ul style="list-style-type: none"> <li>• Go to the DAS Construction Services Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• At the top of the DAS Construction Services Home Page click on the <b>DAS Library</b> link.</li> <li>• Scroll down and click on the <i>applicable</i> form:</li> <li>• <b>1269.1 - Contract Requirements for Consultant Services;</b></li> <li>• <b>1369.1 - Contract Requirements for On-Call Consultant Services;</b> or</li> <li>• <b>1569.1 - Contract Requirements for Design-Build Services</b></li> </ul>	<b>4</b>
<p><b>4.5 Upload to DAS BizNet:</b></p> <ul style="list-style-type: none"> <li>• Log in to BizNet: <a href="https://www.biznet.ct.gov/AccountMaint/Login.aspx">https://www.biznet.ct.gov/AccountMaint/Login.aspx</a></li> <li>• Click the following links: CT Procurement &gt; Company Information &gt; [“Binocular Icon”] &gt; Upload Docs</li> <li>• Click on “Required Company Documents”.</li> </ul> <p>(How-to guide: <a href="http://das.ct.gov/images/1090/Upload%20Instructions.pdf">http://das.ct.gov/images/1090/Upload%20Instructions.pdf</a>) (How-to video: <a href="http://das.ct.gov/videohelp/procurement/companydocuments1/companydocuments1.html">http://das.ct.gov/videohelp/procurement/companydocuments1/companydocuments1.html</a>)</p>	<b>5</b>
<p><b>4.6 Determine the correct Documents to submit (as hard copies) to the Legal Unit:</b> For a summary of the Documents that must be submitted directly to the CT DAS Construction Services Legal Unit within fourteen (14) days of being Conditionally Selected:</p> <ul style="list-style-type: none"> <li>• Go to the DAS Construction Services Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• At the top of the DAS Construction Services Home Page click on the <b>DAS Library</b> link.</li> <li>• Scroll down and click on the <i>applicable</i> form:</li> <li>• <b>1150 - Credentials and Insurance Requirements; and</b></li> <li>• <b>1269.1 - Contract Requirements for Consultant Services;</b></li> <li>• <b>1369.1 - Contract Requirements for On-Call Consultant Services;</b> or</li> <li>• <b>1569.1 - Contract Requirements for Design-Build Services</b></li> </ul>	<b>6</b>
<p><b>4.7 Submit Hard Copies of correct Documents to DAS Construction Services Legal Unit:</b> DAS Construction Services Office of Legal Affairs, Policy &amp; Procurement 450 Columbus Boulevard, Suite 1307 Hartford, Connecticut 06103</p>	<b>7</b>
<p><b>Acknowledgement of Division 4 Requirements:</b> _____ <i>(Required Signature)</i></p>	<b>8</b>
<p><i>End of Instructions for Division 4 – Conditional Selection Document Requirements</i> <i>(Within fourteen [14] days of being Conditionally Selected)</i></p>	



<b>Division 5 Additional Criteria Considerations</b>	
<p><b>Additional Criteria Considerations:</b> The Connecticut General Statutes (C.G.S.) and the Regulations of the Connecticut State Agencies (RCSA) require similar “additional criteria to be considered” by the QBS Selection Panels in the evaluation of the most qualified Consultant for the advertised “Project”:</p>	<b>1</b>
<p><b>5.1 Proposed Team’s CT Code Expertise Required For This “Project”- C.G.S.§4b-57(b):</b> (Applies to A/E Consultant, On-Call Consultant, &amp; DBCA Selections; N/A For CA, CMR or D-B Team Selections)</p> <ul style="list-style-type: none"> <li>• <b>Resume:</b> Insert one (1) copy (behind the Division 5 Tab) of the resume of the firm’s team member who is a licensed Connecticut Building Official, with “knowledge of this state’s building and fire codes” and that has CT Code Expertise required for this “Project”. See the Office of State Building Inspector (OSBI) website for more details regarding Connecticut Building Officials: <a href="http://www.ct.gov/dcs/cwp/view.asp?a=4447&amp;q=521446&amp;dcsNav= ">http://www.ct.gov/dcs/cwp/view.asp?a=4447&amp;q=521446&amp;dcsNav= </a></li> <li>• <b>Narrative:</b> Insert one (1) copy (behind the Division 5 Tab) of a brief narrative explaining how this firm’s team member’s “knowledge of this state’s building and fire codes” demonstrates that they have relevant CT Code Expertise with work of similar size and scope as required for this “Project”. (For example, if the “Project” is for the design of a Health Lab, then CT Code Expertise in residential housing does not demonstrate the necessary level of expertise.)</li> </ul> <p>⇒ If a Firm’s staff member resume and narrative demonstrate that they have CT Code Expertise with “Work of Similar Size and Scope as Required for this Contract” then the Firm shall receive an additional <b>ten (10)</b> “CT Code Expertise” points that shall be applied toward the Firm’s “Total Selection Interview Rating Points”.</p>	<b>2</b>
<p>⇒ If a Firm’s staff member resume and narrative demonstrate that they have CT Code Expertise with “Work of Similar Size and Scope as Required for this Contract” then the Firm shall receive an additional <b>ten (10)</b> “CT Code Expertise” points that shall be applied toward the Firm’s “Total Selection Interview Rating Points”.</p>	<b>3</b>
<p><b>5.2 Prime Firm’s Geographic Proximity To The Project’s Geographic Location and Familiarity With The Area Where The Project Is Located - C.G.S.§ 4b-57(b) and RSCA 4-134e-8(d):</b></p> <ul style="list-style-type: none"> <li>• <b>Geographic Proximity To Project Location:</b> (Applies to A/E Consultant &amp; DBCA Selections; N/A for CA, On-Call Consultant, CMR, or D-B Team Selections) Insert one (1) copy of a map (behind the Division 5 Tab) from a location/map search engine Website that indicates the travel distance from the firm’s headquarters’ office location to the town or city location of this Project site (see RFQ Web Advertisement for this Project).</li> <li>• <b>Familiarity With Project Area:</b> (Applies to A/E Consultant, CA, &amp; DBCA Selections; N/A for On-Call Consultant, CMR, or D-B Team Selections) Insert one (1) copy of map (behind the Division 5 Tab) from a location/map search engine Website that indicates the travel distance <b>from</b> any other project where the Prime Consultant Firm has performed work (within the last five [5] years) or is currently performing work <b>to</b> the location of the town or city location of this Project site (see RFQ Web Advertisement for this Project). Also provide the Name and Address of <b>all</b> such Projects.</li> </ul> <p>⇒ Firms may receive additional “<b>Screening Shortlist Rating Points</b>” for the Prime Consultant Firm’s “<b>Geographic Proximity to the Project’s Geographic Location</b>” and “<b>Familiarity with the Area where the Project is Located</b>” per Selection Panel Member that may be applied toward the Firm’s “<b>Total Possible Screening Shortlist Rating Points</b>”</p> <p>Acceptable location/map search engine Websites include, but are not limited to, the following: Google: <a href="http://www.maps.google.com">www.maps.google.com</a> Bing: <a href="http://www.bing.com/maps">http://www.bing.com/maps</a> MapQuest: <a href="http://www.mapquest.com">www.mapquest.com</a></p>	<b>4</b>
<p>⇒ Firms may receive additional “<b>Screening Shortlist Rating Points</b>” for the Prime Consultant Firm’s “<b>Geographic Proximity to the Project’s Geographic Location</b>” and “<b>Familiarity with the Area where the Project is Located</b>” per Selection Panel Member that may be applied toward the Firm’s “<b>Total Possible Screening Shortlist Rating Points</b>”</p>	<b>5</b>
<p><b>5.3 Micro Business [C.G.S.§ 4b-57(c)], C.G.S.§4a-59(c)</b> defines a “Micro Business” as a “business with gross revenues not exceeding three million dollars in the most recently completed fiscal year”: (Only Applicable to On-Call Consultant Selections)</p> <ul style="list-style-type: none"> <li>• <b>Federal Internal Revenue Service Tax Return:</b> Insert one (1) copy of your firm’s Federal Internal Revenue Service Tax Return for the most recent fiscal year, behind the Division 5 Tab, to establish the firm as a “Micro Business”. Failure to provide such a tax return with your firm’s “Submittal Booklet” could deny the firm consideration to receive an additional <b>ten (10)</b> “Micro Business” points. For firms who have not yet filed their tax return for the most recent fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the firm’s gross revenues for the most recently completed fiscal year will be accepted. <b>(Important Note: Prospective Consultants may redact information on the Federal Tax Return such as PIN numbers, Social Security Numbers, EIN Numbers, etc., as well as deduction details.)</b></li> </ul> <p>⇒ If a firm supplies sufficient documentation establishing that they are a “Micro Business” then the firm shall receive an additional <b>ten (10)</b> “Micro Business” points that shall be applied toward the firm’s “Total Selection Grade Points”.</p>	<b>6</b>
<p>⇒ If a firm supplies sufficient documentation establishing that they are a “Micro Business” then the firm shall receive an additional <b>ten (10)</b> “Micro Business” points that shall be applied toward the firm’s “Total Selection Grade Points”.</p>	<b>7</b>
<p>⇒ If a firm supplies sufficient documentation establishing that they are a “Micro Business” then the firm shall receive an additional <b>ten (10)</b> “Micro Business” points that shall be applied toward the firm’s “Total Selection Grade Points”.</p>	<b>8</b>
<i>End of Instructions for Division 5 – Additional Criteria Considerations</i>	



<b>Division 6 SBE and/or MBE Certifications</b>	
<p><b>6.1</b> Read <b>Section 6.4 - SBE and/or MBE Certifications</b>.</p> <p><b>6.2</b> Print this page and <b>check the appropriate box</b> in Section 6.4.</p> <p><b>6.3</b> Make <b>two (2) copies</b> of the page you just checked and insert <b>one (1) copy</b> behind the Division 6 tab in <b>each</b> of the <b>two (2)</b> QBS Submittal Booklets.</p> <p><b>6.4 SBE and/or MBE Certifications:</b> Is your firm a small or minority-owned business registered with the Department of Administrative Services? (For more information on SBE or MBE Certifications see Department of Administrative Services Website: <a href="http://das.ct.gov/cr1.aspx?page=222">http://das.ct.gov/cr1.aspx?page=222</a>)  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>.</p> <p><b>6.5</b> If you answered <b>YES</b> to <b>Section 6.4 - SBE and/or MBE Certifications</b>, then insert a copy of your firm's SBE and/or MBE Certification behind the Division 6 tab in each of the two (2) QBS Submittal Booklets.</p>	<b>1</b>
<p><b>What qualifies a company as a small business enterprise?</b></p> <p>A small business enterprise (SBE) is defined as a company that has:</p> <ul style="list-style-type: none"> <li>• Its principal place of business is in Connecticut.</li> <li>• Gross revenues not exceeding \$15,000,000 during its most recently completed fiscal year; and</li> <li>• Is "independent."</li> </ul> <p>To be "independent," the viability of the SBE must not depend upon another person, as determined by an analysis of the small contractor's relationship with any other person in regards to the provision of personnel, facilities, equipment, other resources and financial support, including bonding.</p>	<b>2</b>
<p><b>What qualifies a company as a minority business enterprise?</b></p> <p>A minority owned business (MBE) is defined as:</p> <ul style="list-style-type: none"> <li>• A small contractor (must meet the above-stated SBE criteria) with at least 51% ownership by one or more persons who:               <ol style="list-style-type: none"> <li>1) exercises operational authority over daily affairs of the business;</li> <li>2) has the power to direct the management and policies and receive the beneficial interests of the business;</li> <li>3) possess managerial and technical competence and experience directly related to the principal business activities of the enterprise and</li> <li>4) is a member of a "minority," as that term is defined in <a href="#">C.G.S. 32-9n(a)</a> or who is an individual with a disability.</li> </ol> </li> </ul>	<b>3</b>
<p><b>Who is considered a minority?</b></p> <p>For the purposes of this program, a minority is a:</p> <ul style="list-style-type: none"> <li>• Black American, including all persons having origins in any of the Black African racial groups not of Hispanic origin; -</li> <li>• Hispanic American, including all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; -</li> <li>• Person having origins in the Iberian Peninsula, including Portugal, regardless of race; -</li> <li>• Woman; -</li> <li>• Asian Pacific American and Pacific islander; -</li> <li>• American Indian and persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification; or -</li> <li>• An individual with a disability. "Individual with a disability" means an individual (A) having a physical or mental impairment that substantially limits one or more of the major life activities of the individual or (B) having a record of such an impairment.</li> </ul>	<b>4</b>
<p style="text-align: center;"><i>End of Instructions for Division 6 – SBE / MBE Considerations</i></p>	<b>5</b>
<p style="text-align: center;"><i>End of Instructions for Division 6 – SBE / MBE Considerations</i></p>	<b>6</b>
<p style="text-align: center;"><i>End of Instructions for Division 6 – SBE / MBE Considerations</i></p>	<b>7</b>
<p style="text-align: center;"><i>End of Instructions for Division 6 – SBE / MBE Considerations</i></p>	<b>8</b>



**General Instructions for  
Division 7 – CT 330 Part I (1213) &  
Division 8 – CT 330 Part II (1214)**

**IMPORTANT NOTE:**  
**CT 330 Part I & Part II contain new submittal requirements (shown in red).**  
**Please read the Instructions in Divisions 7 & 8 for completing CT 330 Part I & Part II carefully.**

- Download, edit, and insert one (1) completed **CT 330 Part I (1213)** behind the **Division 7 Tab** in each QBS Submittal Booklet. **Part I** contains the qualification requirements of a Firm for this specific contract.
- Download, edit, and insert one (1) completed **CT 330 Part II (1214)** behind the **Division 8 Tab** in each QBS Submittal Booklet. **Part II** contains the general qualifications of a Firm. **NOTE:** A separate Part II must be prepared for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, a separate Part II must be submitted for each branch office that has a key role on the team.
- A firm **shall not** utilize a third party software such as GSA SF 330 Part I and Part II. **No other CT 330 format type shall be acceptable.**
- Use nine (9) Arial or eight (8) point Arial or a similar san serif font type when completing **CT 330 Part I (1213)** and **CT 330 Part II (1214)**.
- Download **CT 330 Part I (1213) & CT 330 Part II (1214)** from the **DAS Construction Services Library** on the DAS Construction Services Website:
  1. Go to: [www.ct.gov/dcs](http://www.ct.gov/dcs).
  2. Click on **DAS Construction Services Library** at the top of the page.
  3. Scroll down & click on **CT 330 Part I (1213)**. Save to your computer and edit the saved version.
  4. Scroll down & click on **CT 330 Part II (1214)**. Save to your computer and edit the saved version.

**Division 7 & Division 8**

**Division 7: Contains the Instructions for completing CT 330 Part I (1213)**  
**Division 8: Contains the Instructions for completing CT 330 Part II (1214)**

**Definitions**

**Architecture / Engineer Services:** Defined in the DAS Construction Services Selection and Bidding Manual.

**Branch Office:** Means a geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Means primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** Defined in the DAS Construction Services Selection and Bidding Manual.

**Key Personnel:** Means individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

*End of General Instructions for CT 330 Part I and Part II.*



<b>Division 7</b> <b>CT 330 - Consultant Qualifications</b> <b>Part I – Contract Specific Qualifications Instructions</b>	1
<b>NOTE:</b> Insert one (1) completed CT 330 Part I (1213) behind the Division 7 Tab in each QBS Submittal Booklet.	
<b>Section A: Contract Information</b>	
<b>1. Web Advertisement Date:</b> <i>[Insert DCS RFQ Web Advertisement Date]</i>	2
<b>1.1 Web Advertisement No.:</b> <i>[Insert DCS RFQ Web Advertisement Number]</i>	
<b>2. Contract No.:</b> <i>[Insert Contract Number from DCS RFQ Web Advertisement]</i>	
<b>3. Project Title:</b> <i>[Enter the Project Title from DCS RFQ Web Advertisement]</i>	3
<b>3.1 Project Location:</b> <i>[Enter the Project Location from DCS RFQ Web Advertisement]</i>	
<b>Section B: Consultant Point of Contact</b>	
Provide the following information for a representative of the prime firm or joint venture that DCS can contact for additional information.	
<b>4. Name of Firm:</b> <i>[Enter the name of prime firm.]</i>	
<b>5. Point of Contact Name:</b> <i>[Enter the name of prime firm's representative.]</i>	5
<b>5.1 Point of Contact Title:</b> <i>[Enter the title of prime firm's representative.]</i>	
<b>6. Phone Number:</b> <i>[Enter the phone number title of prime firm's representative.]</i>	
<b>7. Email Address:</b> <i>[Enter the Email (electronic) address of prime firm's representative.]</i>	
<b>8. Fax Number:</b> <i>[Enter the fax (facsimile) number of prime firm's representative.]</i>	6
<b>Section C: Proposed Team</b>	
Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. Identify all sub-consultants and outside associates that shall provide services to the prime firm for this contract. Attach additional Section C sheets as necessary.	
<b>Important Note:</b> Any addition, substitution and or subtraction of <b>ANY</b> team member from the "Original" submission brochure <b>MUST</b> be submitted <b>NO</b> later than 24 hours before the scheduled Selection date. (Any sub-consultants and outside associates or consultants required by the prime Firm and covered by the contract will be limited to individuals or firms with the services that were specifically identified in the original submission brochure).	
<b>9. Prime (Check only one box for each Firm Name):</b>	7
<b>9.1 Prime Firm (PF):</b> <i>Check "PF" box if information is for Prime Firm.</i>	
<b>9.2 Joint Venture Partner (JV):</b> <i>Check the "JV" box if information is for Joint Venture Partner.</i>	
<b>9.3 Sub-Consultant (SC):</b> <i>Check "SC" box if information is for a sub-consultant.</i>	
<b>9.4 Branch Office (B/O):</b> <i>Check "B/O" box if branch office of Named Firm.</i>	
<b>9.5 Firm Name:</b> <i>[Insert the name of applicable Firm.]</i>	
<b>10. Firm Address:</b> <i>[Insert the address of applicable Firm.]</i>	
<b>11. Role in this Contract:</b> <i>[Name the services provided for this contract.]</i>	8



**Division 7 –CT 330 Part I - Instructions** (continued)

**Section D: Proposed Team’s Organizational Chart**

At this location in the QBS Submittal Booklet insert an organizational chart of the proposed team showing the names and roles of all key personnel listed in **Section E** and the firm(s) they are associated with as listed in **Section C**.

**Section E: Resumes for Key Personnel Proposed for the Contract**

Complete this section for each key person who will participate in this contract. **Make as many copies of Section E as applicable.** Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

**12. Key Person Name:**

*[Self Explanatory.]*

**13. Role in This Contract:**

*[Briefly describe this person’s role in this Contract.]*

**14. Years of Experience:**

**14.1 Total:**

*[Total years of relevant experience.]*

**14.2 With Current Firm:**

*[Total years employed by current firm.]*

**15. Firm Name and Location (City and State):**

*[Name, city and state of the firm where the person currently works, which must correspond with one of the firm’s (or branch office of a firm, if appropriate) listed in Section C.]*

**16. Education:**

*[Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.]*

**17. Professional Registration:**

*[Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico or the District of Columbia according to applicable licensing laws.]*

**18. Other Professional Qualifications:**

*[Provide information on any other professional qualifications, relating to this contract, such as education, professional registration, publications, organizational memberships certifications, training, awards, and foreign language capabilities.]*

**19. Five (5) Relevant Projects:**

Provide information on up to **five (5) (do not submit more than 5 projects)** in which the person had a significant role that demonstrates the person’s capability relevant to her/his proposed role in this contract. These projects **do not** necessarily have to be any of the projects presented in **Section F** for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was with the current firm. If any of the Professional Services or Construction projects are not complete, leave “Year Completed” (block 19.2) blank and indicate the status in “Brief Description and Specific Role” (block 19.3).

**19.1 Title and Location (City and State):**

*[Insert relevant project title and location (City and State).]*

**19.2 Year Completed:**

*[Insert year relevant project completed for Professional Services and Construction (if applicable).]*

**19.3 Brief Description & Specific Role:**

*[Insert brief description of relevant project (scope, size, cost, etc.) and specific role in relevant project.]*



**Division 7 – CT 330 Part I - Instructions** (continued)

**Section F: Example Projects**  
**Which Best Illustrate Proposed Team's Qualifications For This "Project"**

Select **five (5)** "Example" Projects **[do not submit more than five (5) Example Projects]** where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract.

- Complete **one (1) copy** of **Section F** for **each** of the **five (5)** Example Projects.
- Limit one Example Project per page.

**20. Example Project Key Number:**

*[This section has already been completed]*

**21. Title and Location:**

*[Insert project title and location (City and State).]*

**22. Year Completed:**

*[Enter the year completed of the professional services, (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in "Brief Project Description and Relevance to This Contract" (block 24)].*

**23. Project Owner's Information:**

**23.1 Project Owner:**

*[Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.]*

**23.2 Point of Contact Name:**

*[Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.]*

**23.3 Point of Contact Phone Number:**

*[Self Explanatory.]*

**24. Brief Project Description and Relevance to This Contract:**

*[Insert a brief description of project relevance to this contract, scope, size, cost, and special features of the project. Discuss the relevance of the example project to this contract.]*

**25. Firms From Section C Involved With This Project:**

*[Indicate which firms (or branch offices, if appropriate) on the project team were involved in the relevant project and their roles.]*



**Division 7 – CT 330 Part I - Instructions** (continued)

**Section G: Key Personnel Participation in Example Projects**

This matrix is intended to graphically depict which **Key Personnel** identified in Section E worked on the **Example Projects** listed in Section F. Complete the following blocks (see example below).

<b>Example: Section G: Key Personnel Participation in Example Projects</b>						
<b>26. Names Of Key Personnel</b> (From Section E, Block 12)	<b>27. Role In This Contract</b> (From Section E, Block 13)	<b>28. Examples Listed In Section F</b> (Fill in "Example Projects Key" (block 29) before completing this table. Then in this table, place an "X" under the applicable Example Project Key number for participation in same or similar role.)				
		1	2	3	4	5
Maximilian Kontrolle	Chief Architect	X		X		
Gus Eiffel	Structural Engineer	X	X	X	X	
Sandy Terra	Civil Engineer			X		X
Randle P. (Mac) McMurphy	Electrical Engineer					X

**26. Names of Key Personnel:**

*[List the names of the key personnel proposed in this contract in the same order as they appear in Section E.]*

**27. Role In Contract:**

*[List the proposed roles of the key personnel in this contract in the same order as they appear in Section E.]*

**28. Examples of Projects Listed in Section F:**

*[In the column under each Example Project Key number (see block 29) and for each key person, place an "X" under the Example Project Key number for participation in the same or similar role.]*

**29. Example Projects Key:**

*[List the **Example Project Key** numbers and titles of the **Example Projects** in the same order as they appear in Section F.]*

<b>Example: 29. Example Projects Key</b>	
No.	Title of Example Projects (From Section F)
1	S. King Mental Health Center, Bangor, ME
2	H. Clinton Federal Building, NY, NY
3	R. Baron Museum, Newport, RI
4	R. Sox World Headquarters, Boston, MA
5	Oregon State Hospital, Salem, OR



**Division 7 – CT 330 Part I - Instructions** (continued)

**Section H: “Total Volume of Work Awarded to the Firm by DAS / DCS / DPW”**

**IMPORTANT NOTES: Section H has been significantly revised.** Please read the following information carefully. Section H is mandatory and must be completed in its entirety and must be inserted at this location in all QBS Submittal Booklets (RSCA Reference: 4-134e-4 & Sec. 4-134e-8). Also, provide a clarification statement if the consultant firm performed services under any name other than the one appearing in this response.

**30. Summary of “Total Volume of Work Awarded to the Firm by DAS/DCS/DPW” in the Previous Five (5) years:**

**30.1 DAS, DCS, and/or DPW Contracts:**

When was the last time your firm received a signed contract from DAS, DCS, and/or DPW?  
*[Insert the contract title & date of Contract Signing. State if contract was/is with DAS, DCS, or DPW. If your firm has never had a contract with DAS, DCS or DPW, state “None”]*

**30.2 Number of Contracts Currently Being Performed:**

How many Contracts is your firm currently performing for DAS and/or DCS (including those written under any name other than the one appearing in the response)?  
*[Insert the total number of current DAS and/or DCS contracts. If your firm does not have any current contracts with DAS or DCS, state “None”]*

**30.3 Number of Contracts Awarded Within the Last Five (5) Years:**

How many DAS, DCS, and/or DPW Contracts has your firm been awarded within the last five years (including those awarded under any name other than the one appearing in the response)?  
*[Insert the total number of DAS, DCS, and/or DPW contracts awarded to your firm in the last five years. If your firm has not been awarded any contracts with DAS, DCS, or DPW in the last five years, state “None”]*

**30.4 Total Volume of Work Awarded Within the Last Five (5) Years:**

What is the total dollar amount of DAS, DCS, and/or DPW Contracts (combined) that your firm has been awarded within the last five years (including those awarded under any name other than the one appearing in the response)?  
*[Insert the total dollar amount of DAS, DCS, and/or DPW contracts awarded to your firm in the last five years. If your firm has not been awarded any contracts with DAS, DCS, or DPW in the last five years, state “None”]*

**31. Detailed List of Information to be provided by Consultant Firm for each DAS, DCS, &/or DPW Contract Awarded to the Firm Within the Last Five (5) Years:**

*[Provide the following information for all DAS, DCS, and/or DPW projects for the previous **five (5)** years. Answer questions 31.1 through 31.6 separately for each project. State “Not Applicable” if your firm has not completed any DAS, DCS, and/or DPW projects in the past **five (5)** years.]*

**Project Title:** *[Insert project title.]*

**31.1 DAS, DCS and/or DPW Contract No.:** *[Self-Explanatory.]*

**31.2 Contract Award Date:** *[Insert Contract Award Date.]*

**31.3 Location:** *[Insert location (City and State).]*

**31.4 Project Status:** *[Insert current Project Status i.e. Schematic Design (SD), Design Development (DD), Construction Document (CD), Bid (BD), Construction (C), Substantial Completion (SC)]*

**31.5 Construction Cost:** *[Contract Construction Cost.]*

**31.6 Substantial Completion Date:** *[Insert Anticipated or Actual Substantial Completion Date.]*



**Division 7 – CT 330 Part I - Instructions** (continued)

**Section I: Probity Questions:**

**32. Probity Questions:** Please answer **ALL** of the following questions:

**Note:** Use **Item 33 “Probity Questions Remarks and/or Additional Attachment(s)”**, when further explanation is required.

**32.1** Has the firm’s contract ever been terminated for any project in the previous **ten (10)** years?

*(If yes, identify the project, the party with whom your firm contracted for the work and reasons why the project was not completed in “Item 33 Probity Questions Remarks” below.)*

**32.2** Has the firm had any projects involved in any litigation in the previous **ten (10)** years?

*(If yes, explain the nature and current status of each action in “Item 33 Probity Questions Remarks” below.)*

**32.3** Has the firm been assessed damages or penalties for any project in the previous **ten (10)** years?

*(If yes, identify the project, the amount and type of damages and reasons for the assessment in “Item 33 Probity Questions Remarks” below.)*

**32.4** Has the firm or any officers, principals or partners been indicted or convicted in any jurisdiction for a felony?

*(If yes, explain in “Item 33 Probity Questions Remarks” below.)*

**32.5** Has the firm had any applications for minority certification rejected or revoked in the previous **ten (10)** years?

*(If yes, explain in “Item 33 Probity Questions Remarks” below.)*

**33. Probity Questions Remarks and/or Additional Attachment(s):**

*(Self-Explanatory.)*



**Division 7 – CT 330 Part I - Instructions** (continued)

**Section J: Past Record of Performance on Contracts with the State & Other Clients**

**34. Chronological List of the Ten (10) Most Recent Completed Contracts:**  
 Provide a **chronological list** (descending order) of the ten most recent contracts completed by your organization, including both public sector and private sector work, and all DAS, DCS and/or DPW Work including On-Call Tasks with the following Information:

**Note:** Use **Item 35** "Remarks And/Or Additional Attachment(s)", when further explanation is required.

Project No. _:		
34.1	<b>Name(s) of Firm):</b> <i>(Note: Provide clarification if the firm performed these services under any name other than the one appearing in this RFQ Response.)</i>	<i>[Self-Explanatory.]</i>
34.2	<b>Brief Project Description:</b> <i>(Include scope, building use group classification, gross sq. ft., no. of stories above grade, etc.):</i>	<i>[Self-Explanatory.]</i>
34.3	<b>Project Name/Location (City, State):</b>	<i>[Self-Explanatory.]</i>
34.4	<b>Pre-Bid Cost Budget:</b>	<i>[Self-Explanatory.]</i>
34.5	<b>Public Bid Cost:</b>	<i>[Self-Explanatory.]</i>
34.6	<b>Final Construction Cost:</b>	<i>[Provide the final construction cost including all change orders.]</i>
34.7	<b>Date Completed:</b>	<i>[Self-Explanatory.]</i>
34.8	<b>Percentage of Owner Change Orders:</b>	<i>[Provide percentage of Owner Change Orders as represented by the cost of owner change orders divided by the final construction cost minus original bid proposal cost.]</i>
34.9	<b>Original Construction Schedule (Months):</b>	<i>[Provide the construction contract time to the Substantial Completion Date as specified in the original construction contract.]</i>
34.10	<b>Final Construction Schedule (Months):</b>	<i>[Provide the construction contract time to the actual substantial completion date.]</i>
34.11	<b>Total Number of Construction Claims:</b>	<i>[Provide the total number of construction claims.]</i>

**35. Remarks and/or Additional Attachment(s):**  
*[Self Explanatory.]*

**Section K: Authorized Representative**

An Authorized Representative of the Prime Firm or of a Joint Venture must sign and date the completed form. Signing attests that the information provided is current and factual, and that all Firms on the proposed Team agree to work on the "Project".

Consultant Firms intending to become "Joint Ventures" or the equivalent for the purposes of this Contract must read "1150 Credentials and Insurance Requirements" and then provide the appropriate "Certification of Legal Existence" from the Connecticut Secretary Of The State with their QBS Submittal Booklet as Attachment A of CT 330 Part I.

36.	<b>Name of Authorized Representative:</b>	<i>[Self Explanatory.]</i>
37.	<b>Title of Authorized Representative:</b>	<i>[Self Explanatory.]</i>
38.	<b>Signature of Authorized Representative:</b>	<i>[Self Explanatory.]</i>
39.	<b>Date Signed:</b>	<i>[Self Explanatory.]</i>

*End Of Division 7 - CT 330 Part I –Instructions*



<b>Division 8            CT 330 - Consultant Qualifications            CT 330 Part II – General Qualifications Instructions</b>		1
Prepare a <b>separate</b> Part II for <b>each</b> firm that will be part of the team proposed for a specific contract and submitted with CT 330 Part I.  If a firm has branch offices, submit a <b>separate</b> Part II for <b>each branch office</b> that has a key role on the team.  Insert one (1) completed <b>CT 330 Part II (1214)</b> behind the Division 8 Tab in each <b>QBS Submittal Booklet</b>		2
<b>1. Web Advertisement Date:</b>		3
[Insert DCS RFQ Web Advertisement Date]		
<b>1.1 Web Advertisement No.:</b>		4
[Insert DCS RFQ Web Advertisement Number]		
<b>2. Contract Number:</b>		5
[Insert Contract Number from DCS RFQ Web Advertisement]		
<b>3. Firm Name:</b>		6
[Self-Explanatory.]		
<b>3.1 Firm Street:</b>		
[Self-Explanatory.]		
<b>3.2 Firm City:</b>		
[Self-Explanatory.]		
<b>3.3 Firm State:</b>		7
[Self-Explanatory.]		
<b>3.4 Zip Code:</b>		8
[Self-Explanatory.]		
<b>4. Point of Contact</b>		9
<b>4.1 Point of Contact Name and Title:</b>		
[Provide name and title of a firm representative that DCS can contact for additional information. The representative must be empowered to speak on contractual and policy matters.]		10
<b>4.2 Point of Contact Phone No.:</b>		
[Self-Explanatory.]		11
<b>4.3 Point of Contact Email Address:</b>		
[Self-Explanatory.]		12
<b>5. Ownership:</b>		
<b>5.1 Ownership – Type:</b>		13
[Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).]		
<b>5.2 SBE / MBE Certification Status:</b>		14
(For informational Purposes only) [For more information on SBE & MBE Certification see DAS Website: <a href="http://das.ct.gov/cr1.aspx?page=222">http://das.ct.gov/cr1.aspx?page=222</a> ]		
<b>6. Name of Branch Office (if applicable):</b>		15
[Enter name of the firm if Part II is prepared for a branch office.]		
<b>7. Former Firm Names:</b>		16
[Indicate any other previous names for the firm (or branch office) during the last five years. Insert the year that this corporate name change was effective.]		
<b>7.1 Former Firm Name:</b>		
[Indicate any other previous names for the firm (or branch office) during the last five (5) years.]		17
<b>7.2 Year Established:</b>		
[Enter year firm (or branch office, if appropriate) was established.]		



**Division 8 – CT 330 Part II - Instructions** (Continued)

**8. Employees by Discipline:**

*[Complete this block for the employees of the firm or branch office for which this Part II is prepared. Each person can be counted only once according to his/her primary function.]*

**8.1 Function Code:**

*[See Section 12, "List of Disciplines & Function Codes" at the end of CT 330 Part II]*

**8.2 Discipline:**

*[See "Section 12, "List of Disciplines & Function Codes" at the end of CT 330 Part II. Enter the relevant Disciplines which most accurately reflect the employee's capabilities. List in the same numerical order and do not list more than 20 Disciplines. After the listed Disciplines, write in any unlisted relevant Discipline categories and leave the function codes blank.]*

**8.3 Number of Employees:**

**8.3.1 Firm**

*[If CT 330 Part II is prepared for a firm (including all branch offices), enter the number of employees by discipline.]*

**8.3.2 Branch**

*[If CT 330 Part II is prepared for a branch office, enter the number of employees by discipline in Section 8.3.2 and for the firm in Section 8.3.1.]*

**9. Profile of Firm's Experience and Annual Average Revenue for Last Five (5) Years:**

*[Complete this block for the firm or branch office for which this Part II is prepared. A particular project may be one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.]*

**9.1 Profile Code:**

*[See Section 13, "List of Experience Categories & Profile Codes" at the end of CT 330 Part II]*

**9.2 Experience:**

*[See Section 13, "List of Experience Categories & Profile Codes" at the end of CT 330 Part II. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. List in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank.]*

**9.3 Revenue Index No.:**

*[For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. See the "Revenue Index Number Table" at the end of Section 9.3.]*

**10. Annual Average Revenues of Firm for Last Five (5) Years:**

*[Complete this block for the Prime Firm or branch office for which this CT 330 Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last five (5) years by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project. . Indicate State of CT Work, State of CT Local Municipality Work, Federal Work, and Private Sector Work (performed either as the prime firm or subconsultant), and the total.]*

**Note:** *If the firm has been in existence for less than five (5) years, see definition for "Annual Receipts" under FAR 19.101.*

**10.1 State of CT Work:** *[Self Explanatory.]*

**10.2 State of CT Local Municipality Work:** *[Self Explanatory.]*

**10.3 Federal Work:** *[Self-Explanatory]*

**10.4 Private Sector Work:** *[Self-Explanatory]*

**10.5 Total Work:** *[Self-Explanatory]*



<b>Division 8 – CT 330 Part II - Instructions</b> (Continued)	
<b>11. Authorized Representative:</b>	
<i>[An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.]</i>	
<b>11.1 Signature of Authorized Representative:</b>	<i>[Self-Explanatory]</i>
<b>11.2 Date Signed:</b>	<i>[Self-Explanatory]</i>
<b>11.3 Name and Title of Signer:</b>	<i>[Self-Explanatory]</i>

<b>12. List of Disciplines &amp; Function Codes</b>			
Function Code	List of Disciplines	Function Code	List of Disciplines
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer



**Division 8 – CT 330 Part II - Instructions (Continued)**

**13. List of Experience Categories & Profile Codes**

<b>Profile Code</b>	<b>List of Experience Categories</b>	<b>Profile Code</b>	<b>List of Experience Categories</b>
A01	Acoustics, Noise Abatement	E04	Electronics
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E05	Elevators; Escalators; People-Movers
A03	Agricultural Development; Grain Storage; Farm Mechanization	E06	Embassies and Chanceries
A04	Air Pollution Control	E07	Energy Conservation; New Energy Sources
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E08	Engineering Economics
A06	Airports; Terminals and Hangars; Freight Handling	E09	Environmental Impact Studies, Assessments or Statements
A07	Arctic Facilities	E10	Environmental and natural Resource Mapping
A08	Animal Facilities	E11	Environmental Planning
A09	Anti-Terrorism/Force Protection	E12	Environmental Remediation
A10	Asbestos Abatement	E13	Environmental Testing and Analysis
A11	Auditoriums and Theaters	F01	Fallout Shelters; Blast-Resistant Design
A12	Automation; Controls; Instrumentation	F02	Field Houses; Gyms; Stadiums Shopping Centers
B01	Barracks; Dormitories	F03	Fire Protection
B02	Bridges	F04	Fisheries; Fish Ladders
C01	Cartography	F05	Forensic Engineering
C02	Cemeteries (Planning and Relocation)	F06	Forestry and Forest Products
C03	Charting; Nautical and Aeronautical	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C04	Chemical Processing and Storage	G02	Gas Systems (Propane; Natural, Etc.)
C05	Child Care/Development Facilities	G03	Geodetic Surveying: Ground and Air-borne
C06	Churches; Chapels	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C07	Coastal Engineering	G05	Geospatial Data Conversion: Scanning Digitizing, Compilation, Attributing, Scribing, Drafting
C08	Codes; Standards; Ordinances	G06	Graphic Design
C09	Cold Storage; Refrigeration and Fast Freeze	M08	Modular systems Design; Pre-Fabricated Structures or Components
C10	Commercial Building (Low Rise); Shopping Centers	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C11	Community Facilities	H02	Hazardous Materials Handling and Storage
C12	Communications Systems; TV; Microwave	H03	Hazardous, Toxic, Radioactive Waste Remediation
C13	Computer Facilities; Computer Service	H04	Heating; Ventilating; Air Conditioning
C14	Conservation and Resource Management	H05	Health Systems Planning
C15	Construction Management	H06	High-rise; Air-Rights-Type Buildings
C16	Construction Surveying	H07	Highways; Streets; Airfield Paving; Parking Lots
C17	Corrosion Control; Cathodic Protection Electrolysis	H08	Historical Preservation
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H09	Hospital and Medical Facilities
C19	Cryogenic Facilities	H10	Hotels; Motels
D01	Dams (Concrete; Arch)	H11	Housing (Residential, Multi-Family; Apartments; Condominiums)
D02	Dams (Earth; Rock); Dikes; Levees	H12	Hydraulics and Pneumatics
D03	Desalinization (Process and Facilities)	H13	Hydrographic Surveying
D04	Design-Build - Preparation of Requests for Proposals	I01	Industrial Buildings; Manufacturing Plants
D05	Digital Elevation and Terrain Model Development	I02	Industrial Processes; Quality Control
D06	Digital Orthophotography	I03	Industrial Waste Treatment
D07	Dining Halls; Clubs; Restaurants	I04	Intelligent Transportation Systems
D08	Dredging Studies and Design	I05	Interior Design; Space Planning
E01	Ecological and Archeological Investigations	I06	Irrigation; Drainage
E02	Educational Facilities; Classrooms	J01	Judicial and Courtroom Facilities
E03	Electrical Studies and Design		



**Division 8 – CT 330 Part II - Instructions** (Continued)

**13. List of Experience Categories & Profile Codes**

Profile Code	List of Experience Categories	Profile Code	List of Experience Categories
L01	Laboratories; Medical Research Facilities	R08	Research Facilities
L02	Land Surveying	R09	Resources Recovery; Recycling
L03	Landscape Architecture	R10	Risk Analysis
L04	Libraries; Museums; Galleries	R11	Rivers; Canals; Waterways; Flood Control
L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )	R12	Roofing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc	S01	Safety Engineering; Accident Studies; OSHA Studies
M01	Mapping Location/Addressing Systems	S02	Security Systems; Intruder and Smoke Detection
M02	Materials Handling Systems Conveyors; Sorters	S03	Seismic Designs and Studies
M03	Metallurgy	S04	Sewage Collection, Treatment and Disposal
M04	Microclimatology; Tropical Engineering	S05	Soils and Geologic Studies; Foundations
M05	Military Design Standards	S06	Solar Energy Utilization
M06	Mining and Mineralogy	S07	Solid Wastes; Incineration; Landfill
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	S08	Special Environments; Clean Rooms, Etc.
		S09	Structural Design; Special Structures
N01	Naval Architecture; Off-Shore Platforms	S10	Surveying; Platting; Mapping; Flood Plain Studies
N02	Navigation Structures; Locks	S11	Sustainable Design
N03	Nuclear Facilities; Nuclear Shielding	S12	Swimming Pools
O01	Office Buildings; Industrial Parks	S13	Storm Water Handling and Facilities
O02	Oceanographic Engineering		
O03	Ordnance; Munitions; Special Weapons	T01	Telephone Systems (Rural; Mobile; Intercom, Etc.)
P01	Petroleum Exploration; Refining	T02	Testing and Inspection Services
P02	Petroleum and Fuel (Storage and Distribution)	T03	Traffic and Transportation Engineering
P03	Photogrammetry	T04	Topographic Surveying and Mapping
P04	Pipelines (Cross-Country - Liquid and Gas)	T05	Towers (Self-Supporting and Guyed Systems)
P05	Planning (Community, Regional, Area wide and State)	T06	Tunnels and Subways
P06	Planning (Site, Installation and Project)		
P07	Plumbing and Piping Design	U01	Unexploded Ordnance Remediation
P08	Prisons and Correctional Facilities	U02	Urban renewals; Community Development
P09	Product, Machine Equipment Design	U03	Utilities (Gas and Steam)
P10	Pneumatic Structures, Air-Support Buildings		
P11	Postal Facilities	V01	Value Analysis; Life-Cycle Costing
P12	Power Generation, Transmission, Distribution	W01	Warehouse and Depots
P13	Public Safety Facilities	W02	Water Resources; Hydrology; Ground Water
R01	Radar; Sonar; Radio and Radar Telescopes	W03	Water Supply; Treatment and Distribution
R02	Radio Frequency Systems and shielding's	W04	Wind Tunnels; Research/Testing Facilities Design
R03	Railroad; Rapid Transit	Z01	Zoning; Land Use Studies
R04	Recreation Facilities (Parks, Marinas, Etc.)		
R05	Refrigeration Plants/Systems		
R06	Rehabilitation (Buildings; Structures, Facilities)		
R07	Remote Sensing		

*End Of Division 8 – CT 330 Part II – Instructions*

**End Of**  
**1212 QBS Submittal Booklet Requirements**