

## QBS Submittal Booklet Requirements for Construction Manager At Risk (CMR) Services

**Connecticut Department of Administrative Services (DAS)  
 Division of Construction Services (DCS)  
 Office of Design & Construction - Process Management & QBS Unit  
 165 Capitol Avenue – Room 478  
 Hartford, CT 06106**

### QBS Submittal Booklet Requirements for CMR Services

#### General Requirements

**The Deadline for the receipt of the QBS Submittal Booklet is as stated in the  
 1700 RFQ Web Advertisement For CMR Services for this Project.**

**IMPORTANT NOTE:** This "1712 QBS Submittal Booklet Requirements for CMR Services" contains **new** QBS Submittal Requirements (in red text). **Please read** the "1712 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 DCS 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 DCS 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 1). The CD-ROM shall be labeled with the DCS 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 securely clipped 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.**

*End of Instructions for General Requirements*

#### QBS Submittal Booklet 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 for CMR Services  
 Major Capital Project CMR – GMP Services Selection  
 DCS Contract Number  
 Project Title  
 Project Location  
 QBS Submittal Deadline Due Date**

*End of Instructions for QBS Submittal Booklet Cover Page*

**Sample: QBS Submittal Booklet for CMR Services Cover Page**

	<p>← Binder Comb</p> <p style="text-align: right;">Division Tab Numbers →</p>	1
	<p>Indicate Precise Firm's Legal Name</p> <p><b>Firm Name</b></p> <p><b>Firm Street Address</b></p> <p><b>Firm Town, State Zip</b></p> <p><b>Type of Legal Entity</b></p> <p><i>Examples:          Limited Liability Partnership,          Corporation,          Limited Partnership,          Sole Proprietor and etc.)</i></p>	2 3 4
	<p><b>QBS Submittal Booklet          for Construction Manager At Risk (CMR) Services</b></p> <p><b>Major Capital Project          CMR – GMP Services Selection</b></p>	5
	<p>Insert  <u>"Contract Number"</u>          (See DCS RFQ Web          Advertisement          For this Selection) → <b>BI-RS-123 - CMR</b></p> <p><b>New Educational Building          Southern Connecticut State University          New Haven, CT</b></p>	6
	<p><b>QBS Submittal Due Date:          December 28, 2013</b></p> <p>Insert  <u>"QBS Submittal Deadline"</u>          (See DCS RFQ Web          Advertisement          For this Selection) →</p> <p>Insert  <u>"Project Title          &amp; Project Location"</u>          (See DCS RFQ Web          Advertisement          For this Selection) →</p>	7
		8

<b>Division 1 Table of Contents</b>		
<b>Tab</b>	<b>Division</b>	<b>Title</b>
-		Cover Page
1	Division 1	Table of Contents
2	Division 2	CMR Letter of Interest
3	Division 3	QBS Email Registration for CMR Services
4	Division 4	Prequalification Certificates and Major Contractor's License
5	Division 5	Affidavits & Certifications Requirements
6	Division 6	QBS Screening Shortlist Questionnaire for CMR Services
7	Division 7	CMR Organizational Charts
8	Division 8	CMR Key Personnel Resumes
<i>End of Instructions for Division 1 - Table of Contents</i>		

<b>Division 2 CMR Letter of Interest</b>	
<p><b>2.1 CMR Letter of Interest:</b>            Insert one (1) copy of a Letter of Interest (explaining why your Firm and proposed team have the CMR qualifications and past performance to be selected for this specific contract) behind this Division 2 Tab for each of the two (2) QBS Submittal Booklets.</p>	<b>1</b>
<p><b>2.2 Address the Division 2 – “CMR Letter of Interest” to:</b>            Connecticut Department of Administrative Services            Division of Construction Services            Process Management &amp; QBS Unit – Room 478            165 Capitol Avenue            Hartford, CT 06106  <b>RE:</b> Contract No: <u>                    Insert Contract Number                    </u>                      Project Title: <u>                    Insert Project Title                    </u></p>	<b>2</b>
	<b>3</b>
	<b>4</b>
	<b>5</b>
	<b>6</b>
	<b>7</b>
<p><i>End of Instructions for Division 2 - CMR Letter of Interest</i></p>	<b>8</b>

<b>Division 3 QBS Email Registration for CMR Services</b>	
<p><b>3.1 For CMR Submittals</b>, follow the steps described below for the <b>QBS Email Registration</b>:</p>	<b>1</b>
<p><b>.1 Download and save</b> (to your computer) a blank copy of the “<b>1711 QBS Email Registration for CMR Services</b>”.</p> <p>A blank copy can be found here:</p> <ul style="list-style-type: none"> <li>• Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• Click on <b>DCS Library</b> at the top of the DCS Home Page.</li> <li>• Scroll down and click on the “<b>1711 QBS Email Registration for CMR Services</b>” link.</li> <li>• Save to your computer.</li> </ul>	<b>2</b>
<p><b>.2</b> As fully described in the “<b>1711 QBS Email Registration for CMR Services</b>”:</p> <ul style="list-style-type: none"> <li>• <b>Edit</b> the saved version.</li> <li>• <b>Email</b> the edited version to Rose Mitchell 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 3 Tab</b> of each of the <b>two (2) QBS Submittal Booklets</b>.</li> </ul>	<b>3</b>
<p><b>Note:</b> The 1<sup>st</sup>. Contact Name person shall email the <b>1711 QBS Email Registration for CMR Services</b> to the DCS QBS Unit (as specified in the <b>1711 QBS Email Registration for CMR Services</b>), <u>in addition to</u> inserting a copy behind the <b>Division 3 Tab</b> of <b>each</b> QBS Submittal Booklet. All DCS responses and addendum to the QBS process for a specific contract shall be sent by the DCS QBS Unit to the 1<sup>st</sup>. Contact Name person’s email address. The 1<sup>st</sup>. Contract’s email address should be continuously monitored by the Contact to ensure timely receipt of all communications from the DCS QBS Unit.</p>	<b>4</b>
	<b>5</b>
	<b>6</b>
	<b>7</b>
<p><i>End of Instructions for Division 3 - QBS Email Registration for CMR Services</i></p>	<b>8</b>

<b>Division 4 Prequalification Certificates and Major Contractor's License</b>	
<p><b>4.1 DAS Contractor Prequalification Certificate:</b> Insert one (1) copy of the State of Connecticut Department of Administrative Services (DAS) <b>Contractor Prequalification Certificate</b> and one (1) copy of the <b>DAS Update (Bid) Statement</b> for the DAS Contractor Classification for “<b>Construction Manager At Risk (Group A, B, or C*)</b>” behind this <b>Division 4 Tab</b> for each of the <b>two (2) QBS Submittal Booklets</b>.</p> <p><i>*See the <b>1700 RFQ Web Advertisement for CMR Services</b> for this Project to determine the applicable DAS Contractor Classification Group for CMR Firms (A, B, or C).</i></p> <p>See <a href="http://das.ct.gov">http://das.ct.gov</a> for more information about the DAS Prequalification Certificate and Update Certificate.</p>	<b>1</b>
<p><b>4.2 DCP Major Contractor's License**:</b> insert one (1) copy of your State of Connecticut Department of Consumer Protection (DCP) <b>Major Contractor's License</b> behind this <b>Division 4 Tab</b> for each of the <b>two (2) QBS Submittal Booklets</b>.</p> <p><i>**DCS Policy requires that <u>all</u> CMR Firms have a DCP Major Contractor's License, <u>regardless</u> of the DAS Contractor Classification Group for CMR Firms.</i></p> <p>See <a href="http://www.ct.gov/dcp">www.ct.gov/dcp</a> for more information about the Connecticut Major Contractor's License.</p>	<b>2</b>
<p><b>4.3</b></p>	<b>3</b>
<p><b>4.4</b></p>	<b>4</b>
<p><b>4.5</b></p>	<b>5</b>
<p><b>4.6</b></p>	<b>6</b>
<p><b>4.7</b></p>	<b>7</b>
<p style="text-align: center;"><i>End of Instructions for Division 4 - Prequalification Certificates and Major Contractor's License</i></p>	<b>8</b>

<b>Division 5 Affidavits &amp; Certifications Requirements</b>	
<p>5.1 Read the <b>Division 5 Affidavits &amp; Certifications Requirements</b> (see below).</p> <p>5.2 <u>Print two (2) copies of this page</u> and sign the “<b>Acknowledgement of Division 5 Affidavits &amp; Certifications Requirements</b>” on both copies.</p> <p>5.3 Insert <u>one</u> (1) signed copy of this page behind the Division 5 tab in <u>each</u> of the <u>two</u> (2) QBS Submittal Booklets.</p>	<b>1</b>
<p><b><u>Division 5 Affidavits &amp; Certifications Requirements</u></b></p> <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 Certifications 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.</p>	<b>2</b>
<p><b>.1 Electronic Uploading Requirements for Affidavits/Certifications:</b>          The State of Connecticut has revised its affidavit/certification procedures. Each selected firm is required to open a BizNet account on the DAS website (<a href="http://www.das.state.ct.us">www.das.state.ct.us</a>) and then upload certain affidavits/certifications.</p> <p><b>Instructions for opening a BizNet account</b> can be found on the DAS website by clicking on “State Procurement Marketplace” and then clicking on “BizNet Connection”.</p> <p><b>Instructions for uploading the affidavits/certifications</b> can be found on the DAS website by clicking on the following links: “State Procurement Marketplace” → “DAS Business Friendly Initiatives” → “Affidavit and Nondiscrimination Form Uploads” → “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)”.</p> <p>The specific affidavits and certifications requiring uploading are found on the DAS website by clicking on “State Procurement Marketplace”, then click on the “BizNet” link under the Quick Links feature. Firms should use the affidavit/certification forms found under the BizNet link.</p> <p>Once uploaded, Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.</p>	<b>3</b>
<p><b>.2 Electronic “Guide to the Code of Ethics For Current or Potential State Contractors”:</b>          When DCS is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), DCS shall provide all potential consultant and contractor firms with the “<b>Guide to the Code of Ethics For Current or Potential State Contractors</b>” that is available for <b>electronic download</b> from the website of the Office of State Ethics (OSE). <b>Questions concerning the “Guide to the Code of Ethics For Current or Potential State Contractors” can be directed to the OSE at 860-263-2400.</b></p> <p>DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must <b>electronically upload to DAS</b> an “<b>Affirmation of Receipt of State Ethics Laws Summary</b>” affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics laws. Instructions on how to electronically upload an “<b>Affirmation of Receipt of State Ethics Laws Summary</b>” can be accessed as noted above. <b>Questions concerning the electronic filing of the “Affirmation of Receipt of State Ethics Laws Summary” can be directed to DAS Procurement Services at (860) 713-5095.</b></p>	<b>4</b>
<p><b>.3 Additional Affidavits &amp; Certifications Requirements:</b>          At the time a Firm is notified of its “Conditional Selection” by DCS, it will be given instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by the DCS Legal Services Unit.</p>	<b>5</b>
<p><b>None of the documents listed above should be mailed to DCS Legal Services Unit until <u>after</u> a firm is Conditionally Selected.</b></p>	<b>6</b>
<p><i>Acknowledgement of Division 5 Affidavits &amp; Certifications Requirements:</i> _____          (Required Signature)</p>	<b>7</b>
<p><b>End of Instructions for Division 5 - Affidavits &amp; Certifications Requirements</b></p>	<b>8</b>

<b>Division 6 QBS Screening Shortlist Questionnaire for CMR Services</b>	
<p><b>6.1</b> Insert one (1) completed copy of a <b>1713 QBS Screening Shortlist Questionnaire for CMR Services</b> behind this Division 6 Tab of each of the two (2) QBS Submittal Booklets.</p>	<b>1</b>
<p><b>.1</b> To access the <b>1713 QBS Screening Shortlist Questionnaire for CMR Services</b> for this Project:</p> <ul style="list-style-type: none"> <li>• Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• Under <b>Doing Business with DCS</b> and under <b>Requests for Qualifications</b>, click on the <b>Construction Manager At-Risk</b> link.</li> <li>• Locate the Contract Number for this Project.</li> <li>• Click on the <b>QBS Screening Shortlist Questionnaire for CMR Services</b> link to obtain the <b>1713 QBS Screening Shortlist Questionnaire for CMR Services</b> for this <i>specific</i> Project.</li> <li>• Save to your computer.</li> </ul>	<b>2</b>
<p><b>.2</b> Open the saved <b>1713 QBS Screening Shortlist Questionnaire for CMR Services</b>.</p> <ul style="list-style-type: none"> <li>• <b>Edit</b> the saved version.</li> <li>• <b>Insert</b> the edited version behind the <b>Division 6 Tab</b> of each of the <b>two (2) QBS Submittal Booklets</b>.</li> </ul>	<b>3</b>
	<b>4</b>
	<b>5</b>
	<b>6</b>
	<b>7</b>
<p><i>End of Instructions for Division 6 - QBS Screening Shortlist Questionnaire for CMR Services</i></p>	<b>8</b>

<b>Division 7 CMR Organizational Charts</b>	
<p><b>7.1</b> Insert one (1) copy of your <b>CMR Organizational Charts</b> for the following types of CMR Scope of Services behind the <b>Division 7 Tab</b> of each of the <b>two (2) QBS Submittal Booklets</b>.</p>	<b>1</b>
<p><b>.1 Preconstruction Phase Scope of Services Organizational Chart:</b>            Submit a proposed organizational chart indicating the names and roles of Key Personnel that shall provide Preconstruction Phase Scope of Services as described in <u>Subsection 2.1</u> of the <b>0370 CMR GMP Best Value Selection Procedure Manual</b>.</p>	<b>2</b>
<p><b>.2 Construction Phase Scope of Services Organizational Chart:</b>            Submit a proposed organizational chart indicating the names and roles of Key Personnel that shall provide Construction Phase Scope of Services as described in <u>Subsection 2.2</u> of the <b>0370 CMR GMP Best Value Selection Procedure Manual</b>.</p>	<b>3</b>
<p>To access the <b>0370 CMR GMP Best Value Selection Procedure Manual</b> for this Project:</p> <ul style="list-style-type: none"> <li>• Go to the DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>• Click on <b>DCS Library</b> at the top of the DCS Home Page.</li> <li>• Scroll down and click on the “<b>0370 CMR GMP Best Value Selection Procedure Manual</b>” link.</li> </ul>	<b>4</b>
	<b>5</b>
	<b>6</b>
	<b>7</b>
<p><i>End of Instructions for Division 7 - CMR Organizational Charts</i></p>	<b>8</b>

<b>Division 8 CMR Key Personnel Resumes</b>	
<p><b>8.1</b> Insert one (1) copy of your <b>CMR Key Personnel Resumes</b> describing the following types of CMR Scope of Services behind the <b>Division 8 Tab</b> for of each of the <b>two (2) QBS Submittal Booklets</b>.</p>	<b>1</b>
<p><b>.1 CMR Preconstruction Phase Key Personnel Resumes:</b>            Attach resumes that include the following information, for all <b>CMR Key Personnel</b> shown in the <b>Preconstruction Scope of Services Organizational Chart</b> required in Division 7:</p> <ul style="list-style-type: none"> <li>• Position/Job Function Description;</li> <li>• Staff Member Name;</li> <li>• Staff Member Title;</li> <li>• Years Employed By Your Firm;</li> <li>• Years In Present Position/Job Function.</li> </ul>	<b>2</b>
<p><b>.2 CMR Construction Phase Key Personnel Resumes:</b>            Attach resumes that include the following information, for all <b>CMR Key Personnel</b> shown in the <b>Construction Scope of Services Organizational Chart</b> required in Division 7:</p> <ul style="list-style-type: none"> <li>• Position/Job Function Description;</li> <li>• Staff Member Name;</li> <li>• Staff Member Title;</li> <li>• Years Employed By Your Firm;</li> <li>• Years In Present Position/Job Function.</li> </ul>	<b>3</b>
	<b>4</b>
	<b>5</b>
	<b>6</b>
	<b>7</b>
<p><i>End of Instructions for Division 8 - CMR Key Personnel Resumes</i></p>	<b>8</b>

**End**  
**QBS Submittal Booklet Requirements for CMR Services**