Connecticut
Department of Administrative Services

Capital Projects
Design – Build (D-B)
Total Cost • Best Value
Selection Procedure Manual

Prepared for Capital Projects with Oversight By:
CT Department of Administrative Services (DAS)
Division of Construction Services (DCS)
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For Updates and Referenced Documents Visit the CT DAS/DCS Website: www.ct.gov/dcs

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1.0 Overview – Design-Build (D-B) Total Cost ● Best Value Based Selection Procedures:

In accordance with the requirements Connecticut General Statutes (CGS) §4b-1 the Commissioner of the Connecticut Department of Administrative Services (CT DAS) shall be responsible for the administrative functions of construction and planning of most Capital Projects improvements undertaken by the state including the selection and contracting of consultant firms, and under the authority of the Division of Construction Services (DCS).

The "Design-Build (D-B) Total Cost ● Best Value Based Selection" procedure is utilized to Contract with Design-Builders to Design and Build **only** Major Capital Projects in which Total Design-Build Cost exceeds $5,000,000.

1.1 D-B Total Cost Basis Projects Parameters:

In accordance with the requirements of CGS § 4b 24 (d) and CGS 4b-100a the CT DAS Commissioner may designate projects to be accomplished on a **"Total Cost Basis"** that are within the following parameters:

D-B Total Cost Basis Project Parameters:
• New facilities to provide for the substantial space needs of a requesting user agency;
• The installation of mechanical or electrical equipment systems in existing state facilities;
• The demolition of any state facility that the commissioner is authorized to demolish under the general statutes.

1.2 D-B Delivery Method Feasibility Criteria:

When the Commissioner determines that the D-B Total Cost ● Best Value Selection Procedure is appropriate for a specific project then the Commissioner shall use this method to select a D-B Team and award a D-B Agreement for projects with the following five (5) types of feasibility criteria:

D-B Delivery Feasibility Criteria:
• The project has a clearly defined scope, design basis, and performance requirements;
• The project is free from complicated issues such as utility conflicts, right-of-way acquisition, hazardous materials, wetland and environmental concerns, or other such issues;
• The project has room for innovation in the design and construction;
• The project is not an emergency project or a project that has overly tight time constraints;
• The project involves a significant design effort and the potential to save cost and time in the design.

1.2.1 Commissioner Designation of a D-B Total Cost Project:

If the Commissioner designates a project as a designated "Total Cost Basis" project, then the Commissioner may enter into a single contract with a private developer which may include such project elements as site acquisition, architectural design, and construction. The Commissioner shall determine, in writing, pursuant to regulations, that the use of the D-B Total Cost ● Best Value Project Delivery Method is advantageous to the State.

1.3 Summary of D-B Total Cost ● Best Value Selection:

The **D-B Total Cost ● Best Value Based Selection** is a two stage procedure as follows:

D-B Total Cost ● Best Value Selection Summary Table:	
Stage 1:	**Preparation of the D-B Request for Proposal (RFP):**
	A D-B Criteria Architect (DBCA) is selected to prepare a D-B Request for Proposal (RFP) that meets the goals, scope, and budget of the D-B Project.
Stage 2:	**Competitive Sealed Proposals For Design-Build:**
	Competitive Sealed Proposals For Design-Build is a two (2) step Selection Procedure, as follows:
	Step 1: Qualifications Based D-B Screening Shortlist:
	A Qualifications Based D-B Shortlist Screening Procedure is utilized to shortlist prospective Design-Build Teams to be invited to respond to a D-B Request for Proposals.
	Step 2: D-B Competitive Sealed Proposal Procedure:
	A D-B RFP and Competitive Sealed Proposal Submittal Procedure is utilized to select the Design-Builder with the "Best Value" Proposal to design and build the Facility.

1.4 D-B Project Initiation Tasks:

D-B Project Initiation Tasks for a Design-Build Project shall be as follows:

Task	D-B Project Initiation Tasks
1.0	**User Agency Capital Project Initiation Request Review and Approval Process:**
	A User Agency shall submit the **Capital Project Initiation Request (1105)** with all of the required supporting documentation, to the DCS Director of Project Management (DPM). For assistance in completing the Budget information in the Capital Project Initiation Request see the **Capital Projects Budget Guidelines (0200)**. The DPM shall review the Request for completeness and then submit it to the DCS Capital Project Review Unit (CPR Unit) for review and approval. The User Agency's **Capital Project Initiation Request** review shall include but not be limited, to the examination of the following items: • **D-B Project Feasibility Criteria** • **Scope;** • **Budget;** • **Complexity;** • **Schedule;** • **Other Required Consultant Services.**
2.0	**D-B Total Cost Basis Designation Recommendation:**
	If the CPR Unit review determines that the User Agency's **Capital Project Initiation Request** is complete and accurate and is within the parameters of the Design-Build Project Delivery Method, then a D-B "Total Cost Basis" designation recommendation shall be submitted to the Commissioner. If the **Capitol Project Initiation Request** is **not** approved by CPR Unit then it shall be returned to the User Agency with recommendations for resubmission.
3.0	**Project Management Staff Member Assignment:**
	After a **Capitol Project Initiation Request** is approved by the CPR Unit and the Commissioner, a DCS Project Manager (PM) shall be assigned to manage the Project.

2.0 Stage 1: D-B Criteria Architect (DBCA) and the D-B Request for Proposals (RFP):

A D-B Criteria Architect (DBCA) is selected in accordance with the requirements of the **DCS Selection and Bidding Manual** and a Contract is awarded to a DBCA to prepare a D-B Request for Proposal (RFP) that meets the goals, scope, and budget of the D-B Project.

IMPORTANT NOTE:
*No members of the DBCA Team selected for this contract shall be allowed to contract for services with any Shortlisted D-B Proposer or their D-B Team Members for the duration of time necessary to execute a contract with the Final selected D-B Proposer **AND** no members of the DBCA Team selected for this contract shall be allowed to contract for services with the Final selected D-B Proposer or their D-B Team Members for the duration time necessary to complete this Project's Work.*

2.1 DBCA Scope Meeting for Request for Qualifications (RFQ) Advertisement and Legal Notice:

The DCS Project Manager shall conduct a D-B Scope Meeting with the User Agency to review project scope, cost, schedule, etc. to obtain critical project specific information for the preparation of the **Request for Qualifications (RFQ) Web Advertisement for Design-Build Criteria Architect (DCBA) Services (1500)** for the selection of a DBCA.

2.2 Summary of DBCA Typical Scope of Services *(Example):*

The DBCA designated Consultants services typically include, but are not be limited to, the following work:

2.2.1 Phase 1 - Programming, D-B RFP, and Selection:
Generally, the scope of the DBCA's services during this phase will require the prospective DBCA to engage the services of programmer with the knowledge, experience for this of specialized type of facility; for guidance and assistance in the preparation of the D-B Request for Proposals (RFP).

2.2.2 Phase 2 - Project Design:
Generally, the scope of the DBCA's services during this phase will be to establish a schedule of milestones for the D-B Team submissions and to attend periodic design meetings during the D-B Design Development Phase to review the Design-Builder's design for conformance with the RFP.

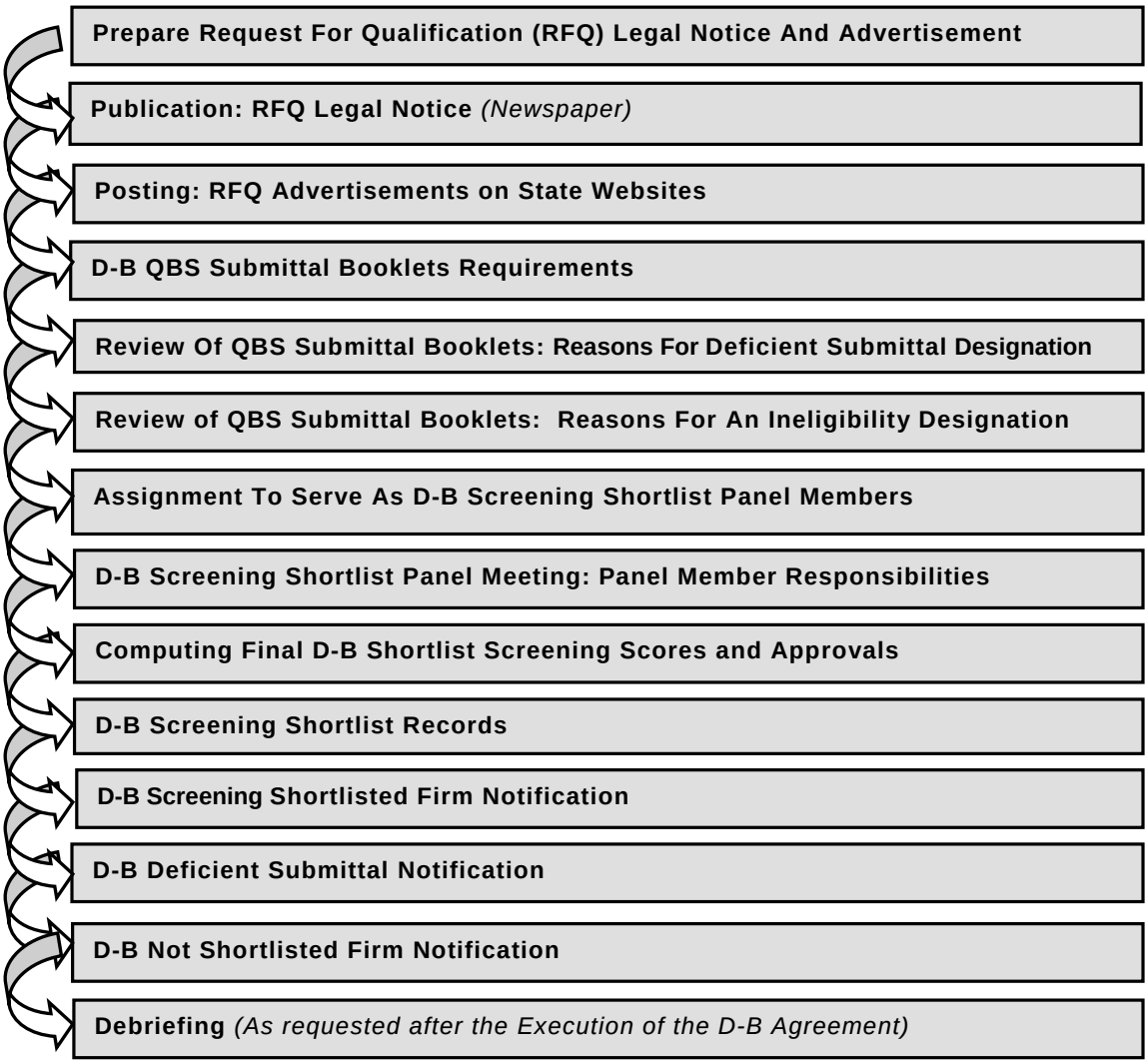
2.2.3 Phase 3 – Construction Observation:
Generally, the scope of the DBCA's services during this phase will be to provide construction observation services at the project site to observe the work in progress and report findings to DCS and the User Agency; review D-B submittals for conformance with the RFP; attend weekly job meetings for the duration of construction; and attend project closeout meetings to review punch list items for completion.

End
Stage 1

3.0 Stage 2 - Step 1: D-B Qualifications Based Selections (QBS) Screening Shortlist:

In accordance with the Project's scheduled D-B Request for Proposal completion date; the DCS Project Management Staff Member responsible for the project's management shall initiate Step 1, D-B Screening Shortlist as follows:

3.1 Step 1: D-B Screening Shortlist - Procedure Flow Chart:



3.2 Preparing the D-B Request For Qualifications (RFQ) Web Advertisement And Legal Notice:

Task	RFQ Web Advertisement And Legal Notice Preparation Tasks
1.0	**RFQ Scope Meeting For Preparation of the D-B Request For Qualifications:**
	The DCS Project Management (PM) staff member assigned to manage the project shall conduct a D-B Planning Meeting with the User Agency to review critical project specific information for the preparation of the **RFQ Web Advertisement For D-B Services (1505)** and for the D-B Screening Shortlist of potential Design-Build Teams for the Project and determine the following: **1.1** Make any adjustments to standard rating points for the D-B Shortlist Screening Criteria within the allowable point range (see the D-B Shortlist Screening Point Tables below). **1.2** To identify all potential D-B Shortlist Screening Requirements. ***IMPORTANT NOTE:*** *No Presentations are required in the D-B Screening Procedure.*
2.0	The DCS PM shall complete & submit the **RFQ Web Advertisement For D-B Services (1505)** to their DCS ADPM for review and approval.
3.0	Upon approval by the **DCS ADPM for the Project,** the DCS PM shall submit the **RFQ Web Advertisement Transmittal for D-B Services To DCS QBS Unit (1501)** along with the approved **RFQ Web Advertisement For D-B Services (1505)** to the DCS Process Management/QBS Unit by both hard copy (with signatures) and electronic copy for each contract.
5.0	The DCS Process Management/QBS Unit shall review the information on the completed and approved **RFQ Web Advertisement For D-B Services (1505)** and transfer it into an **RFQ Composite Legal Notice (1202)**.
6.0	Upon inserting the above information, the DCS Process Management/QBS Unit shall then transmit these documents via the **RFQ Transmittal To Commissioner (1203)** to the Commissioner for a signature on the approval of **RFQ Composite Legal Notice (1202)**.

IMPORTANT NOTE:
The DCS Process Management/QBS Unit shall verify that the content of the **RFQ Web Advertisement For D-B Services (1505)** conforms to the minimum content requirements. The DCS Process Management/QBS Unit will insert the advertisement date and due date. An RFQ Legal Notice transmitted to the Commissioner for his signature may be a composite summary of multiple projects.

3.2.1 Standard Rating Points:

The D-B Screening Criteria Categories have standard rating points (as indicated in the tables below) for all Qualifications Based Selections (QBS) D-B Screening Criteria Evaluations.

3.2.2 Approved Adjusted Rating Points:

The Standard Rating Points are allowed to be adjusted **only** if the Contract meets the following conditions:

- **.1** This Contract is for Design-Builder services of an unusual nature;
- **.2** Written permission has been received from the Assistant Director of Project Management (ADPM) for the project and the DCS Chief Engineer;
- **.3** The Approved Adjusted Rating Points are within the Allowable Point Range (as indicated in the tables below).

3.3 D-B Screening Shortlist Criteria Category Point Table:

Example 3.3.1 D-B Screening Shortlist Criteria Category Table

Criteria Number	D-B Screening Shortlist Criteria Categories	Standard Rating Points	Allowable Point Range	Approved Adjusted Rating Points
1	Experience with Work of Similar Size and Scope as Required for this Contract	35	35–45	
2	Organizational / Team Structure	30	25-35	
3	Past Performance Data	20	20 *(Not Adjustable)*	20 *(Not Adjustable)*
4	Partnering Experience	15	10-20	
	Maximum Total Points per Screening Shortlist Panel Member	100	100	100

Example 3.3.2 D-B Screening Shortlist Criteria Standard Point Value Calculations Table

Criteria Number	D-B Screening Shortlist Criteria Categories (Standard Rating Points)	Standard Grade Point Values			
		A = 100%	B = 80%	C = 60%	F = 0%
1	Experience with Work of Similar Size and Scope as Required for this Contract	35	28	21	0
2	Organizational / Team Structure for this Contract	30	24	18	0
3	Past Performance Data	20	16	12	0
4	Partnering Experience	15	12	9	0

NOTE:
A DCS PM shall utilize the **RFQ Web Advertisement Transmittal for D-B Services To DCS QBS Unit (1501)** to seek approval for the adjustment of the Standard Rating Points in the D-B Screening Criteria Point Table for a specific Contract. The Standard Rating Points are adjustable within the Allowable Point Range, but the adjustment of the Standard Rating Point weight for the Consultant's Past Performance Data is **not adjustable**.

3.4 Publication: RFQ Legal Notice *(Newspaper)*:

The **RFQ Composite Legal Notice (1202)** contains a statement that all **QBS Submittal Booklets** and all required supplements, attachments, etc. must be submitted at the designated location by the deadline for submitting an offer and shall be reviewed by the DCS Process Management/QBS Unit for compliance. Any of the Design Builder's QBS Submittal Booklets and QBS submittal material such as required supplements, attachments, etc. received after the scheduled deadline may result in the Design Builder's submittals being deemed deficient for this contract and their QBS submittal material may not be considered for this contract and may be returned to the Design-Builder. The Design-Builder shall receive a **QBS Deficient Submittal Letter for D-B Services (1521)**.

Legal Notice (Newspaper) Statutory Requirements
*In accordance with CSG § 4b-24 (4): "The commissioner may designate projects to be accomplished on a total cost basis for (A) new facilities to provide for the substantial space needs of a requesting agency, (B) the installation of mechanical or electrical equipment systems in existing state facilities, or (C) the demolition of any state facility that the commissioner is authorized to demolish under the general statutes. If the commissioner designates a project as a designated total cost basis project, the commissioner may enter into a single contract with a private developer which may include such project elements as site acquisition, architectural design and construction. The commissioner shall select a private developer from among the developers who are selected and recommended by the award panels established in this subdivision**. All contracts for such designated projects shall be based on competitive proposals received by the commissioner, who shall give notice of such project, and specifications for the project, by advertising, at least once, in a newspaper having a substantial circulation in the area in which such project is to be located."***

3.5 Posting: RFQ Advertisements On State Websites:

In accordance with the DCS **RFQ Advertising Publication Standards (1205)**, the **RFQ Web Advertisement For D-B Services (1505)** shall be posted on the Connecticut Department of Administrative Services (CT DAS) "State Contracting Portal" website. The CT DAS Website shall act as the single electronic portal for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions. The **RFQ Web Advertisement For D-B Services (1505)** also shall be posted on the DCS Website. The **RFQ Web Advertisement For D-B Services (1505)** shall contain more detailed project information than the **RFQ Composite Legal Notice (1202)** and shall provide interested parties with a link to the legal submittal requirements and instructions and to obtain the requisite forms, including the affidavit forms.

State Advertisement Websites	
CT DAS Website: (State Contracting Portal)	***http://das.ct.gov/***
DCS Website:	***http://www.ct.gov/dcs/***

3.6 QBS Submittal Booklets and QBS Supplemental Submittal Booklets For D-B Services:

Prospective Design-Builders shall send their all of their QBS Submittal Booklets to the DCS Process Management/QBS Unit as specified in the **RFQ Web Advertisement For D-B Services (1505)**, **QBS Submittal Booklet Requirements (1212)**, and **QBS Supplement Submittal Booklet Requirements for D-B Services (1512)**. All QBS Submittal Booklets shall include, but not be limited to, the following:

3.6.1 QBS Submittal Booklet Requirements:

The following shall be completed by the D-B Team, CT Licensed Architect and Engineer Consultant Members:

The QBS Submittal Booklets (1212) Must Be Completed By The Proposed Connecticut-Licensed Architect and Engineer Consultants Design-Build Team Members.		
Div.	**Division Title**	**Document Name**
1	Table of Contents	—
2	Letter of Interest	—
3	QBS Email Registration	**QBS Email Registration for D-B Services (1511)**
4	Credentials and Insurance Requirements	—
5	Affidavits and Certifications Requirements	—
6	Additional Criteria Considerations & MBE Certification	—
7	CT 330 Part I	**QBS - CT330 Part I (1213)**
8	CT 330 Part II	**QBS - CT330 Part II (1214)**

3.6.2 QBS Supplemental Submittal Booklet Requirements For D-B Services:

The following shall be completed by the Design-Builder and their D-B Team CT Licensed Architect and Engineer Consultant Members.

QBS Supplemental Submittal Booklets For D-B Services (1512) Must Be Completed By All Of The proposed Design-Build Team Members.		
Div.	**Division Title**	**Document Name**
9	Table of Contents	—
10	QBS Email Registration for D-B Services	**QBS Email Registration for D-B Services (1511)**
11	CT DAS Pre-qualification Certificate and Update Statement	—
12	QBS D-B Questionnaires Instructions	—
13	QBS D-B "Team" Questionnaire	**QBS D-B "Team" Questionnaire (1513)**
14	QBS D-B "Designer" Questionnaire	**QBS D-B "Designer" Questionnaire (1514)**
15	QBS D-B "Builder" Questionnaire	**QBS D-B "Builder" Questionnaire (1515)**

Each Design-Builder **must** comply with all submittal requirements, as described in the **RFQ Web Advertisement For D-B Services (1505)** and all supplements, attachments as required by the **QBS Submittal Booklets (1212)** and the **QBS Supplemental Submittal Booklets For D-B Services (1512)**. All submittals will be tracked and stored in a central location at DCS.

3.7 Review of the QBS Submittal Booklets and QBS Supplemental Submittal Booklets For D-B Services: Reasons For A Deficient Submittal Designation:

All QBS Submittal Booklets, QBS Supplemental Submittal Booklets For D-B Services, and all QBS submittal material such as required supplements, attachments, etc shall be reviewed by the DCS QBS Unit staff for compliance. Any Firm's QBS Submittal Booklets, QBS Supplemental Submittal Booklets For D-B Services, and QBS submittal material such as required supplements, attachments, etc. received after the scheduled deadline may result in the Firm's submittal being deemed deficient for this contract and their QBS submittal material may be not be considered for this contract and may be returned to the Firm. The Firm shall receive a **QBS Deficient Submittal Letter for D-B Services (1521)**. The Commissioner reserves the right to waive and/or require correction of minor deficiencies.

NOTE:
All QBS Submittal Booklets, QBS Supplemental Submittal Booklets For D-B Services, and all QBS submittal material such as required supplements, attachments, etc can be found deficient at any point during the QBS procedure.

3.8 Review of the QBS Submittal Booklets and QBS Supplemental Submittal Booklets For D-B Services: Reasons For An Ineligibility Designation:

The reasons a Design-Builder may be deemed ineligible for a specific project include, but are not limited to, the following.

Reasons For An Ineligibility Designation
Affidavits and certifications not submitted or correctly completed as per the Website Ad instructions.
Design-Builder Team Members are not properly licensed in the State.
Design-Builder Team Members have been disqualified.

If a Design-Builder team is deemed ineligible it shall receive a **QBS Not Eligible Letter for D-B Services (1522)**.

Note
A Design-Builder team can be found not eligible at any point during the Screening Shortlist Procedure.

3.9 Assignment To Serve As A Screening Shortlist Panel Member or Selection Panel Member for D-B Services:

In accordance with the requirements of the **"State of Connecticut Regulation of Department of Administrative Services Concerning Selection Panels For Design-Build Teams and Special Legislation Contractors"** DCS shall create two (2) construction service award panels that shall be structured as required by CGS§ 4b-100a. Each construction service award panel shall have different panel members and shall consist of following:

3.9.1 Construction Service Award Panels:

.1 Screening Shortlist Panel for D-B Services;

.2 Selection Panel for D-B Services.

3.9.2 Screening Shortlist Panel Members and Selection Panel Members for D-B Services:
Each Panel shall consist of five (5) members: three (3) members shall be appointed by the Commissioner of Administrative Services, shall be current employees of the Department Administrative Services and shall serve only for deliberations involving the project for which such members are appointed. Two (2) members shall be appointed by the department head of the user agency.

3.10 Screening Shortlist Panel Meeting for D-B Services: Panel Members Responsibilities:

No later than six (6) weeks after the deadline for the **RFQ Web Advertisement For D-B Services** submission, unless extended in writing by the Commissioner, each **Screening Shortlist Panel Member for D-B Services** shall evaluate all **QBS Submittal Booklets (1212)** and **QBS Supplemental Submittal Booklets For D-B Services 1512)** for completeness and shall Shortlist no more than three (3) highest rated D-B Proposers to submit a Request for Proposal (RFP) for Design-Build Services for a specific project and attend an Selection Presentation.

3.10.1 Screening Shortlist Panelist Notification for D-B Services (1528):
Each Screening Shortlist Panel Member for D-B Services shall receive a **Screening Shortlist Panelist Notification for D-B Services (1528).** The DCS Screening Shortlist Panel Chair for D-B Services shall be the first DCS PM assigned to the Screening Shortlist Panel for D-B Services via the random Selection Procedure by the DCS Process Management/QBS Unit (or his/her substitute).

3.10.2 Mandatory Screening Shortlist Panel Meeting for D-B Services:
There will be a mandatory Screening Shortlist Panel Meeting for D-B Services for all Screening Shortlist Panel Members for D-B Services that will be coordinated and facilitated by the Screening Shortlist Panel Chair for D-B Services.

NOTES:

- The DCS PM will only serve as a facilitator for **Task #1** of the QBS Screening Shortlist Panel Meeting for D-B Services, but is not a voting member.
- The PM must leave the Screening Shortlist Panel Meeting for D-B Services at the conclusion of **Task # 1.**

3.10.3 Screening Shortlist Panel for D-B Services Tasks:
At this mandatory meeting the Screening Shortlist Panel Members for D-B Services shall have the responsibility to accomplish the following tasks:

Task 1: Receive Overview Of The following:

1.0 Project Specific Information (Overview by the PM and User Agency Representative)

2.0 Any Unique Or Technical Issues (Overview by the PM and/or Applicable Expert)

3.0 **Screening Shortlist Panel Member Rating Sheet Guidelines for D-B Services (1535.1)** (Overview by a DCS Process Management/QBS Unit Staff)

Task 2: Review The Following Screening Documents:

1.0 **RFQ Web Advertisement For D-B Services (1505);**

2.0 Past Performance Data as follows:

- **2.1** **QBS Submittal Booklet**, CT330 Part 1, Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications, Items 20 through 24 - Projects relevant to this Contract in Scope, Size, Cost, etc.
- **2.2** **QBS Submittal Booklet**, CT330 Part 1, Section H, Item 31 - Probity Questions.
- **2.3** **QBS Submittal Booklet**, CT330 Part 1, Section H, Item 33. Chronological List of the Ten Most Recent Completed Contracts.
- **2.4** **QBS Supplemental Submittal Booklet For D-B Services**, Division 13 – D-B QBS Team Questionnaire.
- **2.5** **QBS Supplemental Submittal Booklet For D-B Services**, Division 14 – D-B QBS Designer Questionnaire.
- **2.6** **QBS Supplemental Submittal Booklet For D-B Services**, Division 15 - D-B QBS Builder Questionnaire.

NOTES:

- A DCS Process Management/QBS Unit Staff Member shall be available during the Mandatory Screening Shortlist Panel Meeting to answer questions about the D-B Screening Shortlist Procedures**.**
- The above screening documents shall be made available to Screening Shortlist Panel Members for review prior to Screening Shortlist Rating Due Date.

Task 3: Evaluate/Rate All Submittals:

Utilize the **Screening Shortlist Panel Member Rating Sheet for D-B Services (1535)**and the **Screening Shortlist Panel Member Rating Sheet Guidelines for D-B Services (1535.1)** to rate all submittals using the following Screening Shortlist Criteria:

Experience with Work of Similar Size and Scope as Required for this Contract
Organizational / Team Structure
Past Performance Data
Partnering Experience

NOTES:

- Screening Shortlist Panel Members for D-B Services **must** rate the submittal qualifications of each individual firm against the screening guideline rating criteria (point values modified as applicable).
- Screening Shortlist Panel Members for D-B Services must **not** rate individual submittal qualifications in comparison to each other.

Task 4: Collection of Screening Shortlist Panel Member Rating Sheets:

The Screening Shortlist Panel Chair for Design-Build Services shall collect each **Screening Shortlist Panel Member Rating Sheet for D-B Services (1535)** from each panel member for computation by the DCS Process Management/QBS Unit.

3.11 Computing Final D-B Screening Shortlist Scores and Approval:

Task 1 - Compute The Final Scores:
A member of the DCS Process Management/QBS Unit staff shall compute the final scores of each Design-Build Team.
Task 2 - Computation Verification:
Another member of the DCS Process Management/QBS Unit staff, not involved in the original screening computation, shall independently check the original screening computation for accuracy. The completed ***Screening Ratings Calculation Spreadsheet for D-B Services (1538)*** *shall* be signed by both DCS Process Management/QBS Unit staff members.

3.12 Summary of Results and Approval:

Prior to notification to all Design-Build Teams, the DCS Process Management/QBS Unit will prepare a list for the CT DAS Commissioner of Design-Build Teams that the Screening Shortlist Panel for D-B Services recommends for shortlist. The shortlist must be submitted to the CT DAS Commissioner for approval using the **Screening Approval Memorandum for D-B Services (1539)**.

3.12.1 Number of D-B Teams Recommended for Shortlist: No more than three (3) Design-Build Teams will be recommended for the Screening Shortlist for D-B Services to be invited to participate in Step 2 - D-B Competitive Sealed Proposal Procedure unless the recommendation is accompanied by a written justification from the DCS Process Management/QBS Unit, and approved by the CT DAS Commissioner.

3.13 Screening Shortlist Records:

Securely bound copies of all QBS Submittal Booklets reviewed by the Screening Shortlist Panel for D-B Services shall be returned to DCS Process Management/QBS Unit. All documents and the **Selection Records Checklist (1298)** will be filed with the DCS Process Management/QBS Unit.

NOTE:
The three (3) ring binder copy of QBS Submittal Booklet(s) shall be forwarded to the assigned DCS Project Management staff member assigned to manage the project and filed with the Team file.

Completed Consultant **Screening Phone Reference Documentation for D-B Services (1532)** will be filed in the DCS Process Management/QBS Unit and in the Consultant's evaluation folder (in DCS Process Management/QBS Unit).

All rating information shall be treated as confidential and is not releasable until final contract signing and approval by the Office of the Attorney General. Upon execution of the contract, other Design-Build Teams may request a copy of the **Screening Shortlist Panel Member Rating Sheet for D-B Services (1535)** from the DCS Process Management/QBS Unit.

3.14 Deficient Submittal Notification:

The DCS Process Management/QBS Unit shall send a **QBS Deficient Submittal Letter for D-B Services (1521)** (mail, fax or email) to Design-Build Teams containing the reason(s) why their submittal was deemed deficient.

3.15 Not Shortlisted Notification:

The DCS Process Management/QBS Unit shall send **QBS Not Shortlisted Notification for D-B Services (1540)** (mail, fax or email) to Design-Build Teams notifying them that they have not been shortlisted for this Contract. The letter shall offer the Design-Build Team an opportunity for a debriefing once the final contract is negotiated and signed.

3.16 Debriefing (As requested after the Execution of the D-B Agreement)**:**

All D-B Teams not Shortlisted that wish to obtain feedback on their initial QBS Submittal Booklets, or their for this Contract may the DCS Process Management/QBS Unit and arrange for a debriefing with D-B Teams who were not shortlisted.

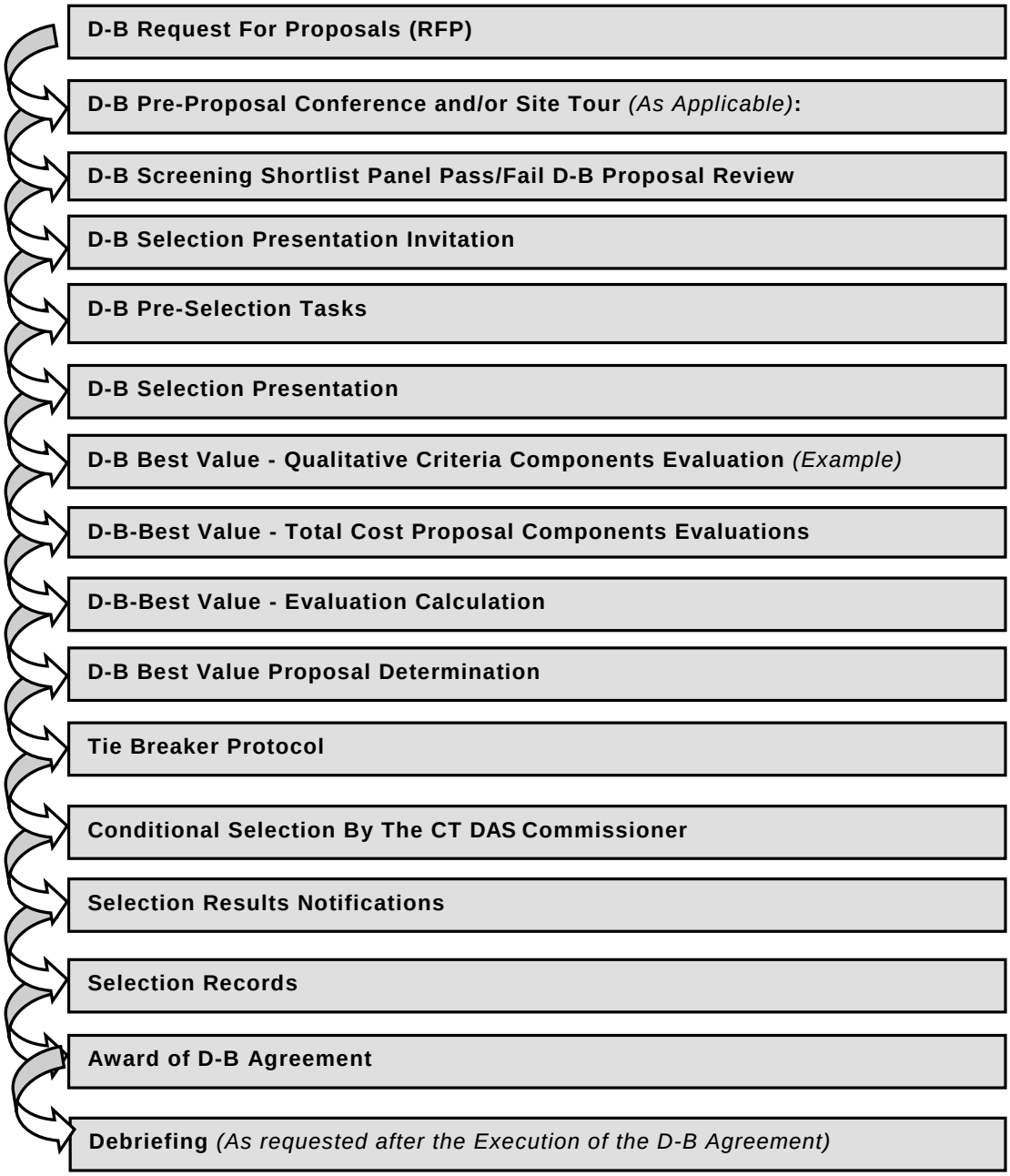
NOTE: No Debriefings shall occur prior to the execution and signing of the D-B Agreement for this Project.

End
Stage 2 - Step 1

4.0 Stage 2 - Step 2: D-B Total Cost ● Best Value Selection Procedures:

When all of the Design-Build Teams that were not Shortlisted have been officially notified then Step 2 - Competitive Sealed Proposal Selection Procedure begins.

4.1 Step 2: D-B Total Cost ● Best Value Selection Procedures - Procedure Flow Chart



4.2 D-B Request For Proposals (RFP):

The DCS Process Management/QBS Unit shall send a **Design-Build Request For Proposals** (by mail, fax, or e-mail) to the Shortlisted D-B Teams notifying them of the specific Date/Time/Location that the Request for Proposals are available. Each D-B RFP is project specific. The D-B RFP may include, but is not be limited to the following information:

Example: D-B Request For Proposals	
Volume 1	**Scopes Proposals (Design Build)**
	Volume 1 typically describes the scope of the project, the proposal component submittal requirements, the responsibilities of the State and the Proposers, sample D-B Agreement, D-B General Conditions, D-B General Requirements, and the proposal evaluation and selection procedures.
Volume 2	**Design Program**
	Volume 2 typically describes the details of the Program including the physical and functional description of each space in the facility.
Volume 3	**Construction Quality Standards**
	Volume 3 typically describes technical performance specifications requirements describing all the components of the facility.

NOTE:
Dependent upon the size of the specific project Volumes 1, 2, and 3 may be combined into one (1) or two (2) Volumes.

4.3 D-B Pre-Proposal Conference and/or Site Tour *(As Applicable)*:

Shortly after the D-B Request For Proposals (RFP) is issued and as applicable to the specific project, DCS may require a D-B Pre-Proposal Conference and/or Site Tour. When a D-B Pre-Proposal Conference and/or Site Tour is required for a specific project then participant attendance shall be as follows:

Attendance At D-B Pre-Proposal Conference and/or Site Tour:
Mandatory for DCS Chair, & User Agency Representative;
Strongly encouraged for all Shortlisted D-B Proposers;
Optional for D-B Selection Panel Members.

4.3.1 D-B Pre-Proposal Conference and/or Site Tour – State Ethics and Statutes:

In accordance with the requirements of ethics statutes and regulations of the State of Connecticut this will be the **ONLY** opportunity for Shortlisted Proposers to visit the site and discuss the Project with DCS and the User agency.

4.4 D-B Screening Shortlist Panel Pass/Fail D-B Proposal Review:

After the D-B RFP Submittal Due date the original **Screening Shortlist Panel for D-B Services** shall reconvene to screen each shortlisted Design-Builder's Proposal and perform a **Pass/Fail** compliance evaluation of the Proposal RFP using the **RFP Compliance Evaluation Pass-Fail Rating Sheet for D-B Services (1545)** including a review of each D-B Proposer's **QBS Submittal Booklet** and **QBS Supplemental Submittal Booklet For D-B Services.**

4.4.1 Deficient Submittal Notification:

Any D-B Proposal that does not include **all** required Submittal Documents of subsection **14.0 D-B Proposal Qualitative Components** of 00 24 19.1 of the D-B RFP will be deemed a "Deficient Submittal" for this contract and receive a Deficient Submittal Letter and a D-B Team will no longer be on the Shortlist for the D-B Selection and the DCS Process Management/QBS Unit shall send an **RFP Deficient Submittal Letter for D-B Services (1546)** (mail, fax or email) to Design-Build Teams containing the reason(s) why their submittal was deemed deficient.

4.5 D-B Selection Presentation Invitation:

The **Screening Shortlist Panel for D-B Services** shall create a list of final shortlisted D-B Proposers. The DCS Process Management/QBS Unit shall send a **Selection Presentation Invitation Letter for D-B Services (1551)** to the final shortlisted D-B Proposers.

4.6 D-B Pre-Selection Tasks:

The following are the various Pre-Selection Tasks of the D-B Selection Panel Members:

Task	D-B Pre-Selection Tasks
1.0	**D-B Qualitative Criteria Proposals Components:** D-B Selection Panel Members shall receive the Qualitative Criteria Components of all of the D-B Proposals for their Review. The D-B Qualitative Criteria Proposals Components include but are not limited to the following: **1.1 QBS Submittal Booklet;** **1.2 QBS Supplemental Submittal Booklets For D-B Services;** **1.3 Design/Technical Proposal Submittal Booklet;** **1.4 Schematic Design Submittal Documents.**
2.0	**D-B Qualitative Criteria Proposals Components Review Meeting:** The DCS PM, Criteria Architect, and D-B Selection Panel shall meet to Review Qualitative Criteria Components (see Task 1 above) of each Proposal.
3.0	**D-B Pre-Selection Protocols:** The DCS Process Management/QBS Unit shall provide brief training on how to conduct the D-B Selection for this Contract, clarifying the format and the roles of attendees, as well as how to apply the **RFP Selection Panelist Rating Sheet for D-B Services (1563)** to objectively evaluate each Design-Build Team.

4.7 D-B Selection Presentation:

The D-B Selection Panel shall observe the Presentation of each final shortlisted D-B Proposer and at the end of each Presentation they shall evaluate the "Qualitative Criteria Components" of the D-B Proposal to determine rating scores based upon on the established Qualitative Criteria and Rating Point Values for the project as follows:

4.7.1 During Each Presentation:
Each D-B Selection Panel Member shall take notes on the presentation (**NOT** on **RFP Selection Panelist Rating Sheet for D-B Services (1563)** for the purposes of evaluating the presentation in relationship to the five Selection Presentation Criteria Categories.

4.7.2 Questions & Answer Period:
Immediately following the Presentation, there will be fifteen (15) minutes of Questions and Answers (Q&A) allotted for follow up questions by the D-B Selection Panel Members. The Design-Builder's Team presentation and responses to the follow-up questions shall be evaluated and rated by the D-B Selection Panel Members in accordance with the instructions in the **RFP Selection Panelist Rating Sheet for D-B Services (1563).**

4.7.3 End Of The Presentations:
At the conclusion of the Q&A period, the Design-Builder's Team shall exit the Presentation Room. After the Design-Builder's Team has exited the Presentation Room a brief discussion of the D-B Selection Panel Members shall take place solely to discuss any question or answer that was confusing or not understood. Each panel member shall then individually note their rating **(in INK)** of the Design-Builder on each of the criteria on the **RFP Selection Panelist Rating Sheet for D-B Services (1563),** sign it and give it to the DCS Chair at the end of that Presentation discussion.

4.8 D-B Best Value - Qualitative Criteria Components Evaluation *(Example)*:

Qualitative Criteria Components: *(Maximum Obtainable Total Qualitative Criteria Points = 700)*	**Numerical Values of Letter Grade points**			
Design Features: *(Maximum Obtainable Points = 300)*	**A**	**B**	**C**	**F**
1.0 Program Compliance.	**150**	**120**	**90**	**0**
2.0 Aesthetics.	**100**	**80**	**60**	**0**
3.0 Site Planning.	**50**	**40**	**30**	**0**
Technical Features: *(Maximum Obtainable Points = 300)*	**A**	**B**	**C**	**F**
1.0 Quality of Systems and Equipment.	**150**	**120**	**90**	**0**
2.0 Quality of Materials.	**150**	**120**	**90**	**0**
Contractor and Named Subcontractors Qualifications & Past Performance: *(Maximum Obtainable Points = 50)*	**A**	**B**	**C**	**F**
1.0 Qualifications and past performance of work of a similar size, scope, and comparable dollar value to that of the subject project.	**50**	**40**	**30**	**0**
Building Information Modeling (BIM): *(Maximum Obtainable Points = 25)*	**A**	**B**	**C**	**F**
1.0 The Design-Builder's Team selected for this Project shall demonstrate their Team's BIM qualifications for the Design and Construction Phases of this Project including, but is not limited to, design, construction, scheduling, budgeting, material quality, and performance.	**25**	**20**	**15**	**0**
Schedule: *(Maximum Obtainable Points = 25)*	**A**	**B**	**C**	**F**
1.0 Contract Time and CPM Schedule.	**25**	**20**	**15**	**0**

Grades	**Criteria Components Rating Guidelines:**
A	Grade is reserved only for a Proposal that **exceeds** the minimum expectations and requirements of the specific Criteria Component in the Request for Proposals.
B	Grade is for a Proposal that **completely fulfills** the minimum expectations and requirements of the specific Criteria Component in the Request for Proposals.
C	Grade is for a Proposal that **barely** (i.e. within a lower standard) **fulfills** the minimum expectations and requirements of the specific Criteria Component in the Request for Proposals.
F	Grade is for a Proposal that **does not fulfill** the minimum expectations and requirements of the specific Criteria Component in the Request for Proposals.

NOTE:
D-B Selection Panel Members must rate the presentation, qualifications, D-B Submittals, and follow up Q & A's of each individual Design Builder's Team against the rating criteria guidelines (point values modified as applicable) rather than comparing the presentations to each other.

4.9 D-B Best Value - Total Cost Proposal Components Evaluations:

At the conclusion of all of the Presentations and Evaluations of the "Qualitative Criteria Components" of each of the shortlisted D-B Proposers, the D-B Selection Panel shall publicly open and review the "Sealed Total Cost Proposal Components", including the Total Cost Proposal Form, Total Cost Proposal Worksheets, Qualification Questionnaires, and etc. for compliance with all of the requirements of the RFP.

4.9.1 Total Cost Components Evaluation:

The "Total Cost Components" of each Proposal shall receive a rating score based the following calculations:

Total Cost Components Evaluation:		Rating Point Value
.1	Total Cost points are a calculated percentage based upon the ratio of the Lowest Total Cost Proposal divided by a Proposers Total Cost multiplied by Maximum Obtainable Total Cost Points.	
.2	The Lowest Total Cost Proposal receives the Maximum Point Value Score.	
	Maximum Obtainable Total Cost Points	**300**

4.10 D-B Best Value - Evaluation Calculation:

The sums of the Qualitative Component Criteria Score plus the Total Cost Components Score shall be computed as follows:

D-B Best Value Evaluation Calculation:	Rating Point Value Scores
Maximum Obtainable Total Qualitative Criteria Points	**700**
Plus	**+**
Maximum Obtainable Total Cost Points	**300**
Maximum Obtainable Total Best Value Selection Points	**1000**

4.11 D-B Best Value Proposal Determination:

The "Best Value" proposal shall be the Proposal with the highest adjusted Total Best Value Selection Points for the "Qualitative Criteria Components" plus the "Total Cost Components". The Design-Builder with the "Best Value" proposal shall be selected to design and build the building.

4.12 Tie Breaker Protocol:

In the event of a tie score, the D-B Proposers with the highest adjusted Total Best Value Score by the User Agency shall be ranked higher than the other D-B Proposers.

4.13 Evaluation Methodology Acceptance Statement:

All D-B Proposers by submitting the **Total Cost Proposal Form,** have by the submission of their Design-Build "Qualitative Components" and "Sealed Total Cost Components" Proposals in response to the D-B RFP, indicated that the Proposer has accepted of the State's Evaluation Methodology set forth in the D-B RFP, and that D-B Proposer recognizes that subjective judgments must be made by the State during the evaluation process.

4.14 Conditional Selection By The CT DAS Commissioner:

The DCS Process Management/QBS Unit shall submit a **Commissioner Selection Approval Memorandum for D-B Services (1567)** to the CT DAS Commissioner who shall make the final Selection from the list of most qualified Design-Builders submitted by the D-B Selection Panel. If the CT DAS Commissioner does not select the highest rated Design-Builder listed by the D-B Selection Panel, then he or she shall prepare a written explanation of such decision.

NOTE:

- Upon completion of the Selection Results Notification, the Design-Build Selection Procedures are concluded.
- The Conditionally Selected Design-Builder shall be required to submit additional supplemental D-B documents as required by the DCS Legal Services Unit for the Award of the D-B Agreement.

4.15 Selection Results Notifications:

After the CT DAS Commissioner has made the Selection, the DCS Process Management/QBS Unit shall send a **Conditional Selection Notification Letter for D-B Services (1569)** to the successful Design-Builder. The DCS Process Management/QBS Unit shall also send a **Not Selected Letter for D-B Services (1570)** to all other Design-Builder who were shortlisted but not selected, and will advise the D-B Selection Panel Members of the results.

4.16 Selection Records:

Securely bound copies of all QBS Submittal Booklets and D-B Proposal Submittal Booklets reviewed by either the D-B Screening Shortlist Panel or the D-B Selection Panel shall be returned to the DCS Process Management/QBS Unit. All documents and the **Selection Records Checklist (1298)** will be filed with the DCS Process Management/QBS Unit. Three (3) ring binder copies of QBS Submittal Booklets and D-B Proposal Submittal Booklets shall be forwarded to the assigned DCS Project Manager and filed with the Team file.

Completed Consultant **Screening Phone Reference Documentation for D-B Services (1532)** will be filed in the DCS Process Management/QBS Unit and in the Consultant's evaluation folder in the DCS Process Management/QBS Unit.

All rating information shall be treated as confidential and is not releasable until final contract signing and approval by the Office of the Attorney General. Upon execution of the contract, other Consultants may request a copy of the screening and selection rating sheets (DCS Process Management/QBS Unit).

4.17 Award of D-B Agreement:

When all of the required supplemental D-B Submittal documents have been submitted to the DCS Legal Services Unit and approved, then a D-B Agreement shall be written and processed for approval. Prior to the start of work, all D-B Agreements must be approved by the CT DAS Commissioner, State Properties Review Board, and the Office of the Attorney General.

4.18 Debriefing *(As requested after the Execution of the D-B Agreement)*:

All Design-Builder's wishing to obtain feedback on their initial QBS Submittal Booklet, D-B Proposal Submittal Booklets or their Presentation may request a D-B Debriefing meeting by contacting the DCS Process Management/QBS Unit. The DCS Process Management/QBS Unit's Manager or another designee is exclusively responsible for conducting a debriefing with Consultants who were not chosen.

End

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Design-Build (D-B)
Total Cost ● Best Value Selection Procedure Manual