State of Connecticut • Department of Public Works
Bureau of Design & Construction • 165 Capitol Ave., Hartford CT 06106

Selection and Bidding Procedure Manual

December 22, 2005

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1.0

General Requirements

1.0 General Requirements

1.1 Overview

1.1.1 Purpose

The State of Connecticut Department of Public Works (DPW) has developed the selection and bidding procedures in this Manual to aid DPW and the public in understanding how contracts are awarded on an impartial, equitable and rational basis. The procedures are intended to insure the integrity of all selection and bidding methods and to define the duties and responsibilities of the various participants. In some instances, the procedures may be stricter than the legislation requires. ***Deliberate manipulation of contracts to avoid compliance or deviation from these procedures is not allowed.***

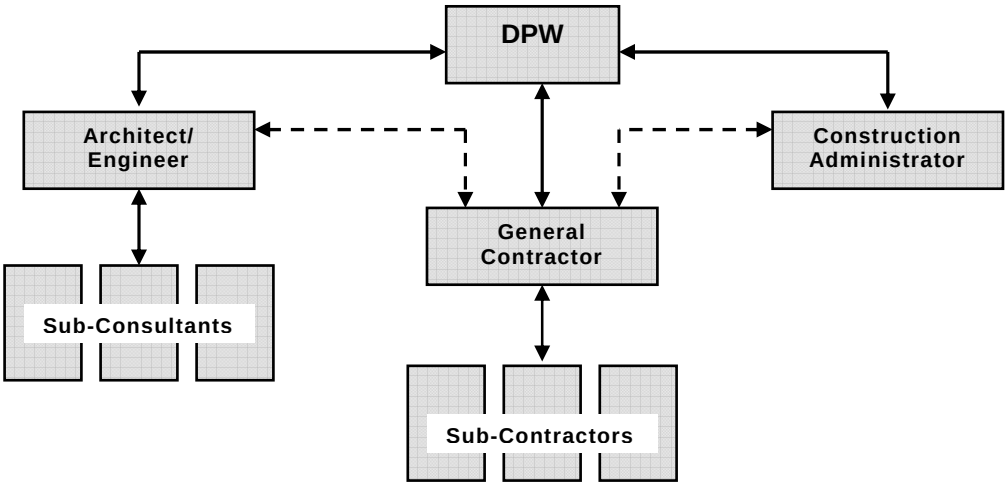
1.1.2 Project Delivery System Options

At the Project Development Stage, DPW and the User Agency jointly develop the scope. and budget, and determine the appropriate project delivery system for a specific project. The choice of the appropriate project delivery system is of prime importance because it enables DPW to achieve project goals such as innovation, quality, schedule performance, cost conformance, and sustainability. The following are the DPW project delivery systems options available for the construction of all infrastructure projects:

Design/Bid/Build:
This is the traditional option that is utilized to deliver approximately 90% of all DPW projects.

Architects/engineers and professional consulting services are selected through the applicable **Formal, On-call** or **Informal Qualification Based Selection** method and a contract is awarded a contract to develop design and construction documents that meet the goals, scope, and budget of DPW. A Construction Administrator can be selected through the same methods to represent the DPW during Construction.

- Based on the completed construction documents, a general contractor is selected through the applicable **Formal** or **Informal Competitive Sealed Bid** method where the responsible general contractor with the lowest qualified bid (cost) is awarded the contract to build the project.



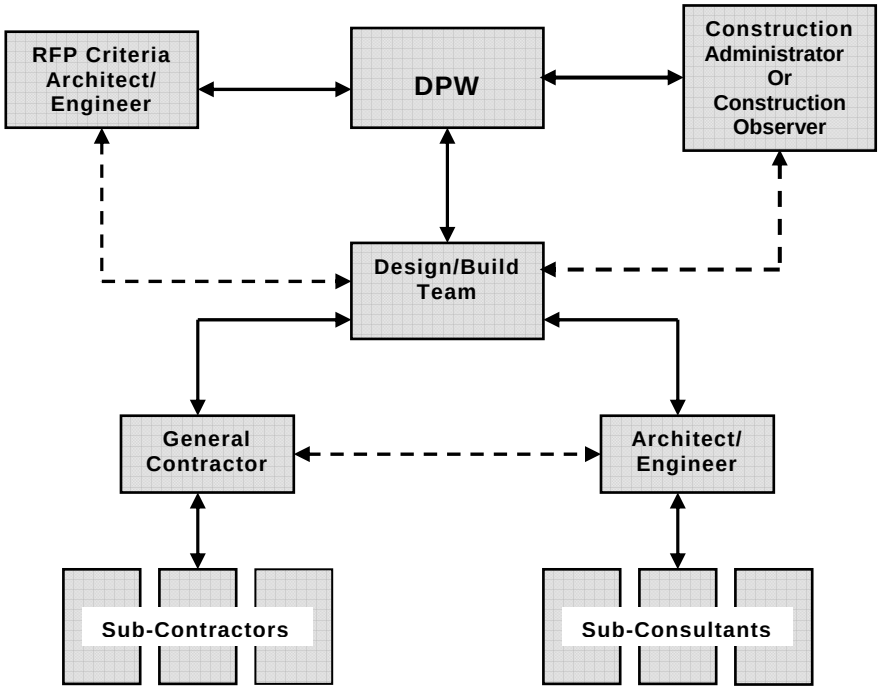
Design/Build:
This option is utilized to deliver less than approximately 5% of DPW projects and can only be utilized when a project is authorized by the DPW Commissioner and when it meets the following feasibility criteria:

Feasibility Criteria:

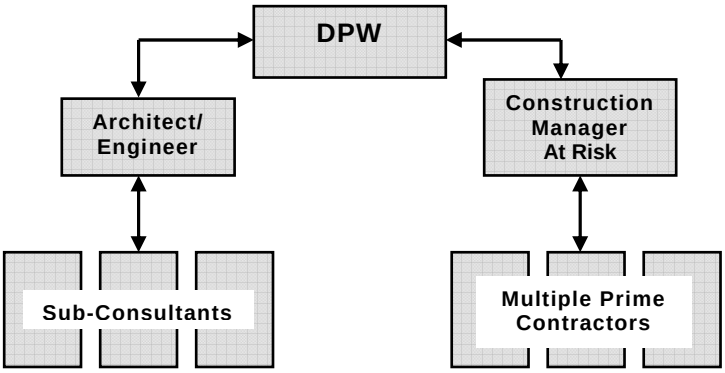
- √ Project has a clearly defined scope, design basis, and performance requirements;
- √ Project is free from complicated issues such as utility conflicts, right-of-way acquisition, hazardous materials, wetland and environmental concerns, or other such issues;
- √ Project has room for innovation in the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

SELECTION:

- Architects/engineers and professional consulting services are selected through the applicable **Formal**, **On-call** or **Informal Qualification Based Selection** method and are contracted to develop a Request for Proposal (RFP) that contains criteria that meet the design and construction goals, program, and budget of DPW.
- A design/build team (general contractor and architects/engineers) are selected through applicable **Formal Qualification Based Selection** method and compete in a **Competitive Sealed Proposal Selection** based on DPW's RFP.
- The final design/build team is selected through the **Competitive Sealed Proposal Selection** method. The Design/Build team with the "Best Value" proposal is contracted to design and build the building.



Construction Manager At Risk: This option is utilized to deliver less than approximately 5% of DPW projects and can only be utilized when a project has been authorized by the State Legislature through special legislation.
• Architects/engineers and professional consulting services are selected through the applicable **Formal, On-call and Informal Qualification Based Selection** method and are awarded a contract to develop design and construction documents that meet the goals, scope, and budget of DPW. • A construction manager is selected through the applicable **Formal Qualification Based Selection** method and is awarded a contract to provide the professional services of a construction manager and a general contractor. • The construction manager selects multiple prime contractors with **Competitive Sealed Bid** method. The construction management services and construction are provided to DPW on a guaranteed maximum price, fixed price, or other means of defining a contract.



1.1.3 Selection and Bidding Methods

Within the various project delivery systems are several different types are selected and bidding methods that can be utilized for soliciting and evaluating Offers, Proposals and Bids for procurement of services and construction for the project.

The following are the Selection and Bidding Methods available for use for the award of all DPW professional service and construction contracts:

Formal Qualifications Based Selection (CGS §4b-55)**:** **(For Architectural/Engineering & Professional Consultant Services)**
• **Constituent Unit of the State System of Higher Education:** Anticipated Consultant services fee is estimated to exceed $300,000 **and** • Anticipated construction cost is estimated to exceed $2,000,000.
• **All Other User Agencies**: Anticipated consultant service fee is estimated to exceed $50,000 **and** • Anticipated construction cost is estimated to exceed $500,000.

Informal Qualifications Based Selection: **(For Architectural/Engineering & Professional Consultant Services)**
• **Constituent Unit of the State System of Higher Education:** Anticipated Consultant services fee is $300,000 or less **and** • Anticipated construction cost is $2,000,000 or less.
• **All Other User Agencies:** Anticipated consultant service fee is $50,000 or less **and** • Anticipated construction cost is $500,000 or less.

On-Call Qualifications Based Selection: **(For Architectural/Engineering & Professional Consultant Services)**
• **Constituent Unit of the State System of Higher Education:** Anticipated Consultant services fee is $300,000 or less **and** • Anticipated construction cost is $2,000,000 or less.
• **All Other User Agencies:** Anticipated consultant service fee is $50,000 or less **and** • Anticipated construction cost is $500,000 or less.

Formal Competitive Sealed Bidding - CGS §4b-91 through 4b-95**:** **(For Lowest Responsible and Qualified Bidder Determination)**
• Anticipated construction is estimated to cost more than $500,000.

Informal Competitive Sealed Bidding Method - CGS §4b-91 through 4b-95**:** **(For Lowest Responsible and Qualified Bidder Determination)**
• Anticipated construction is estimated to cost $500,000 or less.

Competitive Sealed Proposal Selection - CGS § 4b-24**:** **(For Design/Build Best Value Determination)**
• Anticipated construction is estimated to cost more than $500,000.

Emergency Condition - CGS §4b-52(c)**:** (For specific, designated projects)
• Anticipated Project Costs Exceed $500,000 then Governor's written consent is required. • Anticipated Project Costs less than $500,000 then a DPW written consent is required from the Commissioner.

1.2 Consultants, General Contractors, and Design/Builders Affidavits

1.2.1 State of Connecticut, Department of Public Works (CT DPW) – Affidavits for Consultants, General Contractors, and Design/Builders

Various types of affidavits are required to be submitted by consultants, general contractors and design/builders by CT DPW policy, CT statutes, and Executive Orders issued by Governor Rell. These affidavits require the disclosure of certain gifts, campaign contributions and consulting agreements.

"Unofficial" DPW Affidavit forms are included in various DPW publications as samples.

"Official" DPW Affidavit forms and Instructions can be accessed from the CT DPW Website as required for Qualification Based Selections, Competitive Sealed Bids, and Competitive Sealed Proposals.

The RFQ Legal Notice and RFQ Web Advertisement shall alert all potential consultants, general contractors, and design/builders to the affidavit submittal requirements, and will provide web links to the required forms posted on the DPW web site.

More information concerning affidavits can be found by going directly to the DPW web page at **www.ct.gov/dpw** and clicking on the Affidavits link and then selecting the Introduction link and General Advice for Filling out Affidavits and Resolutions/Certificates of Authority link. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder.

Questions concerning the affidavits can be directed to the CT DPW Legal Services Division at 860-713-5680.

1.2.2 Notification of Compliance Requirements for Affidavits

The **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** shall alert all potential consultants, or design/builders of the submittal requirements for all Types of Affidavits.

All advertisements will include the following language:

NOTE:
Failure to the submit SELECTION Submittal Booklets (including required affidavits) by the above Deadline, with the required contents and format, and at the designated location will result in the Offeror being deemed Non-Responsive for consideration on this Contract.

1.2.3 Questions Concerning Affidavits and Fair Talk

Questions concerning the affidavits can be directed to the CT DPW Legal Services Division. (860) 713-5680.

1.3 State Agency Official or Employee Certification

1.3.1 State of Connecticut Department of Public Works (CT DPW) – Certification by Agency Official or Employee Authorized to Execute Contracts

The State statutes require that a CT DPW **Certification by Agency Official or Employee Authorized to Execute Contracts 118** must be signed by the state agency official or employee who is authorized to execute the Contract if the specific contract exceeds $500,000.

The State Agency Official or Employee Certification states:

"To the best of my knowledge, the selection of the most qualified firm was not the result of any of the following:"
Collusion;
Giving of a gift or the promise of a gift;
Compensation;
Fraud;
Inappropriate influence or undue pressure from any person.

1.3.2 Selection Panel Member and Observer Certification Language

Selection Panel members and all Agency Observers shall also complete a **Certification by Agency Official or Employee Authorized to Execute Contracts 118** and/or **Selection Interview Observer Certification 119** as applicable.

Both Certifications include the language below, to be followed by the signature of the Panel member or Agency Representative Observer(s).

Official: *I, _____ ; am authorized to execute the attached contract on behalf of the (Agency Name). I hereby certify that the selection of the person, firm or corporation for the attached large state contract was not the result of collusion, the giving of a gift, or the promise of a gift, compensation, fraud or inappropriate influence from any person.*

Observer*: I certify that I have not communicated information with any contractor prior to the advertisement of the above stated DPW contract and Project number and will not communicate information through notification of the final selection that is not available to the general public and which would result in a Firm receiving information that is not available to other firms. I further certify that I have not attempted to influence the selection of a particular Firm.*

1.4 Communications And Code Of Conduct

1.4.1 No Conflicts of Interest

All individuals selected to serve on a selection panel or review bids shall evaluate their relationship with the Offerors and ensure that they have no potential conflict of interests.

Conflicts of Interest Include:	
1.	a financial interest in a company that will be submitting a proposal or is being interviewed or is bidding on a contract;
2.	a financial interest in a company that is part of a team submitting a proposal or a company that is a sub consultant or subcontractor for the project;
3.	a close family member or fiancé or fiancée who has a financial interest in a company that is submitting a proposal or bid, **or**
4.	having a financial interest in a company that is part of a team that is trying to obtain a contract, or is a subcontractor or sub consultant for a contract that is being sought.

See section 1.4.7 for the procedure should an individual believe that there is or could be a conflict of interest.

1.4.2 No Gifts

Individuals who participated directly, extensively and substantially in a selection or bid process shall not accept any gift, including, but not limited to, favors and services from a person or firm seeking to do business with CT DPW.

1.4.3 No Influence

There shall be no actions taken by any officials or individuals, either within or outside CT DPW, to attempt to influence the impartial and independent actions of a Selection Panel. If this does occur or a CT DPW employee learns of such an impropriety, the employee is directed to contact CT DPW's Integrity Officer.

1.4.4 Fair Talk (a/k/a "No Talk")

All participants in any selection or bidding process, including user agency representative(s), shall not communicate with any potential Offeror prior to, during or upon conclusion of the entire Selection or Bidding process, with the exception of information necessary to complete the selection process.

During the submittal period and throughout the entire selection or bidding process, all inquiries on a particular project or contract bidding and selection process should be referred to the CT DPW Selection Unit or, for questions concerning competitive sealed bidding, to the CT DPW Procurement Supervisor.

1.4.5 Questions and Answers or Addenda

Requests from potential Offerors for more information than is contained in the **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** should be submitted in writing to the DPW Project Manager (PM). The request must be received at least five (5) business days prior to the advertised response deadline.

All questions, answers, and/or addenda, as applicable, will be posted on the DPW web site, faxed, and/or e-mailed to all Offerors. Questions may be deferred to the pre-interview or pre-bid conference, if applicable.

1.4.6 Notification and Debriefing with Unsuccessful Offerors

Offerors inquiring as to their status will be directed to wait for formal notification via letter from CT DPW. This notification will identify who to contact for follow-up. Designated CT DPW managers or an authorized designee are exclusively responsible for discussing any aspect of a Selection or Bidding process with an interested Offeror after a Selection or Bidding process is concluded, including conducting a debriefing with Offerors who were not successful.

1.4.7 Recusal Option

If a conflict of interest could arise by a state official's or employee's participation on a Selection panel or in the bidding process, such official and employee shall recuse him or herself from the panel. Conflicts of interests include, but are not limited to those conflicts identified in 1.4.1. "Financial interests" include, but is not limited to, the receipt of a promise of gifts, favors, services or anything of monetary value from such company or person acting on behalf of such company.

A state official or employee who believes a conflict of interest may exist should immediately consult with CT DPW's Integrity Officer. To avoid tainting the selection process, the state official or employee shall not tell any others about the possible conflict of interest unless directed to do so by the CT DPW Integrity Officer.

END

2.0

Formal Qualifications Based Selection

(For Architectural/Engineering and Professional Consultant Services)

2.0 Formal Qualifications Based Selection
(For Architectural/Engineering And Professional Consultant Services)

2.1 Formal Qualifications Based Selection Procedure Flow Chart

Step 1	Prepare Request for Qualification (RFQ) Legal Notice and Advertisement
Step 2	Publication: RFQ Legal Notice (Newspaper)
Step 3	Posting: RFQ Advertisements on State Websites
Step 4	QBS Submittal Requirements
Step 5	Reasons for a Deficient Submittal Designation
Step 6	Reasons for an Ineligibility Designation
Step 7	Assignment to Serve as Screening or QBS Interview Panel Members
Step 8	Screening Panel Meeting: Screening Panel Members Responsibilities
Step 9	Computing Final Screening Scores and Parity Points
Step 10	Shortlisted Firms Notifications
Step 11	Preparation of Past Performance Evaluation Folders for QBS Interview
Step 12	QBS Interview Preparation: Interview Panel Member Responsibilities
Step 13	QBS Interview Panel Responsibilities: Day of the QBS Interview
Step 14	Preparation of QBS Recommendation
Step 15	Conditional QBS by DPW Commissioner
Step 16	QBS Interview Results Notification
Step 17	QBS Records
Step 18	Debriefing
Step 19	Fee Negotiation and Contract Award

2.2 Preparing the Request for Qualifications (RFQ) Legal Notice and(RFQ) Advertisement

The CT DPW Project Manager (PM) shall conduct a formal RFQ Meeting with the User Agency to review project scope, cost, schedule, etc. to extract critical project specific information for the preparation of the **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** as follows:

RFQ Meeting Agenda for Formal Selections
• Extract critical project specific information applicable to this RFQ.
• Make any adjustments to standard rating points for the screening criteria and/or the interview criteria within the allowable point range (see the screening and interview point tables below).
• According to what is allowed by statute, the head of User Agency shall designate representative(s) to serve on the Screening and Interview Panels. The Agency may also designate up to two (2) observers for the interview. Such observers must be present for the entirety of all interviews and cannot vote. However the observers(s) cannot participate in the Q & A following the presentations or any discussion by the Selection panel concerning the interviews and must fill out a Selection **Interview Observer Certification 118**.

PM Preparation Steps for the RFQ Advertisement and Legal Notice	
Step	**Task**
1	Complete **RFQ Legal Notice 116.**
2	Complete **RFQ Web Advertisement 117.**
3	Submit the completed **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** to their Supervising Project Manager (SPM) for review and approval.
4	Complete RFQ Transmittal **RFQ Transmittal To QBS Unit 120** and submit to their Supervising Project Manager (SPM) for review and approval.
5	Upon approval by the SPM, the PM shall transmit **RFQ Legal Notice 116, RFQ Web Advertisement 117**, and **RFQ Transmittal To QBS Unit 120** to the Selection Unit by both hard copy (with signatures) and electronic copy- for each contract.
6	Upon inserting the above information the Selection Unit shall transmit these documents via **RFQ Transmittal To Commissioner 121** to the Commissioner for his signature on the Legal Notice.
7	The RFQ Legal Notice(s) and the RFQ WEB Advertisement(s) shall be transferred to Procurement via the **RFQ Transmittal To Procurement 122** (multiple projects may be transmitted).

Note:
The QBS Unit will verify that the content of the **RFQ Legal Notice 116** *and* **RFQ Web Advertisement 117** *conform to the minimum content requirements. The QBS Unit will (dependant upon schedule) insert the advertisement date and due date.*

The CT DPW Project Manager (PM) must indicate on the **RFQ Transmittal to QBS Unit 120** one of the following Rating Point systems to be utilized for the specific contract.

- **Standard Rating Points:** The Screening and/or Interview Criteria Categories have standard rating points (as indicated in the tables below).
- **Approved Adjusted Rating Points**: The Standard Rating Points are allowed to be adjusted **only** for if the Contract meets the following conditions:
  - Contract is for Consultant services of an unusual nature;
  - Written permission from all of the following: DPW Deputy Commissioner, Chief Architect, Chief Engineer, and Director of Project Management:
  - The Approved Adjusted Rating Points within the Allowable Point Range (as indicated in the tables below).

2.3 Screening Criteria Category Point Table

Example 2.3.1 Screening Criteria Category Table

Criteria Number	Screening 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 Record	20	20 *(Not Adjustable)*	20 *(Not Adjustable)*
4	Partnering Experience	15	10-20	
	Maximum Points per Screening Panel Member	100	100	100

Example 2.3.2 Screening Criteria Standard Point Value Calculations Table

Criteria Number	Screening 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 Record	20	16	12	0
4	Partnering Experience	15	12	9	0

2.4 Selection Interview Criteria Category Point Table

Example 2.4.1 Selection Interview Criteria Category Table

Criteria Number	Selection Interview Criteria Categories	Standard Rating Points	Allowable Point Range	Approved Adjusted Rating Points
1	Problem Solving Capabilities	30	25-35	
2	Organizational / Team Structure for this Contract	25	20-30	
3	Past Performance Record	20	20 *(Not Adjustable)*	20 *(Not Adjustable)*
4	Approach to the Work Required for this Contract	15	10-20	
5	Contract Oversight Capabilities	10	5-15	
	Maximum Points Per Selection Interview Panel Member	100	100	100

Example 2.4.2 Selection Interview Criteria Standard Point Value Calculations Table:

Criteria Number	Selection Interview Criteria Categories	Standard Grade Point Values			
		A = 100%	B = 80%	C = 60%	F = 0%
1	Problem Solving Capabilities	30	24	18	0
2	Organizational / Team Structure for this Contract	25	20	15	0
3	Past Performance Record*	20	16	12	0
4	Approach to the Work Required for this Contract	15	12	9	0
5	Contract Oversight Capabilities	10	8	6	0

NOTE:
A DPW PM shall utilize the ***RFQ Transmittal To QBS Unit 120*** *to seek approval for the adjustment of the Standard Rating Points in the Screening Criteria Point Table and the Interview 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 Past Performance Record is* ***not adjustable*** ***for*** *either the Screening or Interview Criteria Categories.*

2.5 Publication: RFQ Legal Notice (Newspaper)

Legal Notice (Newspaper) Statutory Requirements
In accordance with CSG § 4b-57: "Whenever consultant services are required by the commissioner in fulfilling his responsibilities under section 4b-1, and in the case of each project, the commissioner shall invite responses from such firms by advertisements inserted at least once in one or more newspapers having a circulation in each county in the state. The commissioner shall prescribe, by regulations adopted in accordance with chapter 54, the advance notice required for, the manner of submission, and conditions and requirements of, such responses."

The **Advertising Publication Standards 123** the **RFQ Legal Notice 116** contain a statement that all **QBS Submittal Booklets Requirements 124** must be submitted at the designated location and the deadline for submitting an offer. Any Selection Submittal Booklets received after the scheduled deadline shall be deemed not responsive for this contract and shall be returned to the Firm unopened**.**

2.6 Posting: RFQ Advertisements on State Websites

In accordance with the Governor's Executive Order No. 3 (12-15-04), the **RFQ Web Advertisement 117** 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 117** also shall be posted on the CT DPW web site and shall be sent to various trade and professional associations, which may post it on their respective web sites. The **RFQ Web Advertisement 117** shall contain more detailed project information than the **RFQ Legal Notice 116** and shall provide interested parties with a link to the legal submittal requirements and instructions to obtain the requisite forms, including the affidavit forms.

State Advertisement Websites	
CT DAS Web Site: (State Contracting Portal)	http://www.das.state.ct.us/busopp.asp
CT DPW Web Site:	http://www.ct.gov/dpw

2.7 QBS Submittal Booklet Requirements

Interested Firms shall send their Selection Submittal Booklets to the CT DPW Selection Unit as specified in the **RFQ Web Advertisement 117** and **QBS Submittal Booklet Requirements 124**. All Selection Submittal Booklets shall include, but not be limited to, the following:

Types of QBS Submittal Booklet Requirements		
Division	**Division Title**	**Document Name**
1	Table of Contents	-
2	Letter of Interest	-
3	Selection Email Registration	**QBS Email Registration 125**
4	Credentials and Insurance	-
5	Affidavits	-
6	CT Code Expertise & Site Proximity	-
7	CT DPW 330 Part I -	**CT330 Part I 126**
8	CT DPW 330 Part II -	**CT330 Part II 127**

Each Firm must comply with all submittal requirements, as described in the **RFQ Legal Notice 116** and **RFQ Web Advertisement 117** along with the completed content checklist from the **QBS Submittal Booklet Requirements 124** for verification. All submittals will be tracked and stored in a central location at CT DPW.

2.8 Review of the QBS Submittal Booklets for Compliance: Reasons for a Deficient Submittal Designation

All Selection Submittal Booklets shall be reviewed by the CT DPW Selection Unit staff for compliance with the **RFQ Web Advertisement 117** and **QBS Submittal Booklet Requirements 124**. All Selection Submittal Booklets must be submitted at the designated location by the deadline. Any Selection Submittal Booklet received after the scheduled closing time will be returned to the Firm unopened. There will be **no exceptions**. A copy of this transmittal will be filed.

Firms who fail to submit the Selection Submittal Booklets with all of required information or do not submit this information in the specified format at the designated location by the deadline will be deemed a deficient submittal for this contract and receive a **Deficient Submittal Letter 128.**

Note
QBS Submittal Booklets can be found deficient at any point during the selection process.

2.9 Reasons for an Ineligibility Designation

A Firm may be deemed ineligible for a specific project at any point during the Selection process. The reasons include, but are not limited to, the following.

Reasons for an Ineligibility Designation
Firms are currently allowed to hold two no more than (2) Formal Contracts with CT DPW.
Affidavits not submitted or correctly completed as per web page instructions
Firm is not properly licensed in the State
Firm is not properly insured
Firm has been disqualified

Firms deemed ineligible shall receive a **Not Eligible Letter 129**.

2.9.1 Maximum Number of Active and Inactive Formal Selections and Contracts:

1.	General (applicable to all formal selections and contracts): Firms can hold a maximum of two (2) active, formal contracts in any phase and at any one time. A firm can also hold a maximum of four (4) inactive contracts in the final Selection phase, contract negotiation/approval phase, and the schematic design phase through the bid phase. A firm can request, in writing, that the Commissioner of the Department of Public Works considers their firm for additional Formal Contract(s) if they state that they voluntarily give up an inactive Selection or contract that they currently hold. Inactive Selections must have been on hold for at least one (1) year.
2.	**Formal Architect / Engineering Services Selections and Contracts:** An active formal contract shall be considered complete upon the final acceptance of Contract Documents (known as T&M's or Tracing & Masters) by the CT Department of Public Works Project Manager as the final documents for bidding.
3.	**Formal Construction Administration Services Selections and Contracts:** An active contract shall be considered complete upon achieving Substantial Completion of the subject project.

2.10 Assignment to Serve as Screening or Selection Interview Panel Members

All submittals shall be evaluated according to the CT DPW Qualification Based Selection (Selection) process and procedures. A screening panel will review properly submitted Formal Selection Submittal Booklets and establish a list of firms to be interviewed by a separate Selection interview panel. For each contract, the CT DPW Commissioner shall designate a Screening Panel and a separate Selection Interview Panel of five (5) voting members. Each Screening and Selection Interview Panel member shall receive a **QBS Panel Member Email Notification 130.** The CT DPW screening Panel Chair shall be the first PM assigned to the screening panel via the random Selection method by the Selection Unit (or his/her substitute).

Each Panel will consist of five (5) persons as follows:

2.10.1 **CT DPW:** Four (4) current or retired employees shall be randomly assigned to serve on each Panel from a pool of technically qualified persons that have been appointed by the CT DPW Commissioner. The same CT DPW persons will not serve on both the Screening and Selection Interview Panel for a specific project.

2.10.2 **User Agencies:** One (1) User Agency representative appointed by the User Agency head shall serve only for deliberations involving the specific project. The User Agency representative can serve on both the screening and Selection interview panels if the User Agency desires.

2.10.3 **Constituent Unit of the State System of Higher Education:** For Connecticut Health and Education Facilities Authority (CHEFA) projects, both panels shall consist of five (5) persons each: three (3) DPW current employees and two (2) User Agency representatives appointed by the agency head of the User Agency.

The CT DPW Commissioner shall designate one member of the screening panel to serve as the Chair. For the interview panel, the CT DPW PM will serve as the voting Chair. CT DPW may also provide technical experts approved by the Chief Architect or Chief Engineer that can serve as a resource to panel members.

2.11 Screening Panel Meeting: Screening Panel Members Responsibilities

2.11.1 Mandatory Screening Panel Meeting: There will be a mandatory screening panel meeting for all screening panel members that will be coordinated and facilitated by the CT DPW PM.

NOTES:

- *The CT DPW PM will only serve as a facilitator for **Task #1** of the screening panel meeting, but is not a voting member.*
- *The CT DPW PM must leave the screening panel meeting at the conclusion of **Task # 1.***

2.11.2 Screening Panel Tasks: At this mandatory meeting the screening panel members shall have the responsibility to accomplish the following tasks:

Task No. 1 – Screening Panel Members Receive Overview of the following:
Project Specific Information *(Overview by the CT DPW PM and User Agency Representative)*
Any Unique Or Technical Issues *(Overview by the CT DPW PM and/or Applicable Expert)*
Screening Panel Member Rating Sheet Guidelines 131 *(Overview by a CT DPW Process Management Unit staff)*

Task No. 2 - Screening Panel Members Review the following Screening Documents:
QBS Submittal Booklets;
RFQ - Legal Notice;
RFQ – Web Advertisement;
Firm's Past Performance Evaluation Folder (Past Performance Evaluations of Consultant Services for each Firm);
Screening Panel Member Rating Sheet 131

NOTES:

- *The CT DPW QBS Unit Staff Member must leave the screening panel meeting after delivering the screening documents and must not be present during **Task # 2.***
- *None of the above screening documents shall be allowed to be removed from DPW for review at any time prior to or during the screening stage.*

Task No. 3 – Evaluate/Rate All Submittals:
Screening Panel Members shall utilize the **Screening Panel Member Rating Sheet 131** and the **Screening Panel Member Rating Sheet Guidelines 131** to rate the following Screening Criteria for all submittals:
Screening Criteria Categories
Experience With Work Of Similar Size And Scope as Required for this Contract
Organizational / Team Structure for this Contract
Past Performance Record
Partnering Experience

NOTES:

1. *Panel members <u>must</u> rate the submittal qualifications of each individual firm against the screening guideline rating criteria (point values modified as applicable).*
2. *Panel members must <u>not</u> rate individual submittal qualifications in comparison to each other.*

2.11.3 The CT DPW Screening Panel chair shall collect each **Screening Panel Member Rating Sheet 131** from each panel member for computation by the Selection Unit.

2.12 Computing Final Screening Scores and Parity Points

2.12.1 Computations:

Task 1: Compute The Final Scores:
A member of the CT DPW Selection Unit staff shall compute the final scores of each Firm.
Task 1: Computation Verification: Another member of the CT DPW Selection Unit staff, not involved in the original screening computation, shall independently check the original screening computation for accuracy. The completed **Screening Ratings Calculation Spreadsheet 132** shall be signed by both CT DPW Selection Unit staff members.

2.12.2 Parity Points:
In an effort to open the process and increase competition, "Parity Points" shall be automatically awarded to any Firm who has not been selected and received fees for services with CT DPW in the last five (5) years. The Firm shall receive a maximum of five (25) parity points added to the sum total of their final calculated Screening Rating Point score. This is a 5% increase in the sum total screening point total.

2.13 Shortlisted Firms Notifications

Prior to notification to all Firms, the CT DPW Selection Unit will prepare a list for the CT DPW Commissioner of firms the Screening Panel recommends for interview ("shortlist"). The shortlist must be reviewed by the CT DPW Deputy Commissioner of the CT DPW Bureau of Design & Construction and then a **Commissioner Screening Shortlist Approval Memorandum 133** must be submitted to CT DPW Commissioner for approval. No fewer than four (4) firms will be recommended for interview unless the recommendation is accompanied by a written justification from the CT DPW Supervisor of the Selection Unit, and approved by the CT DPW Commissioner.

2.13.1 Selection Interview Invitation: The CT DPW Selection Process Unit shall send a **Selection Interview Invitation Letter 134** (by mail, fax or e-mail) to shortlisted firms containing the following information:

Selection Interview Invitation
Selection Short-listed Selection Interview Invitation
Interview Location, Date, & Time
Interview Format
Site Visit - Location, Date, & Time (if applicable)
Review Location and List of other Relevant Project Reference Documents (if applicable)

NOTES:

- *The CT DPW Project Manager will have a set of the "relevant project reference documents" available at CT DPW for the short-listed Firms to review at CT DPW anytime prior to the Selection Interview.*
- *Questions and answers shall be handled pursuant to the direction provided in Section 1.4.5 Questions and Answers or Addenda.*

2.13.2 Deficient Submittal: The CT DPW Selection Process Unit shall send a **Deficient Submittal Letter 128** (mail, fax or email) to Firms containing the reason(s) why their submittal was deemed deficient.

2.13.3 Not Shortlisted for Selection Interview: The CT DPW Selection Process Unit shall send **Not Shortlisted Letter 135** (mail, fax or email) to Firms notifying them that they have not been shortlisted for a Selection Interview. The letter shall offer the firm an opportunity for a debriefing once the final contract is negotiated and signed.

2.14 Preparation of Past Performance Evaluation Folders for Selection Interview

2.14.1 Checking Past Performance Information:

The CT DPW PM is responsible for acquiring information on the past performance of each firm short-listed for the Selection interview as follows:

Step	CT DPW PM Past Performance Evaluation Tasks
1	CT DPW PM shall collect all past performance evaluations of all Firms. • If past Performance Evaluation of Consultant Services are available for all Firms then end with Step 1. Step 2 is then optional. • If past performance evaluations are not available for all Firms then proceed to Step 2.
2	Check two (2) phone references, in accordance with the **Phone Reference Documentation Guidelines 136**, for each short-listed Firm. The focus will be on obtaining feedback on a limited list of critical indicators of A/E performance using a structured telephone interview process. **Phone Reference Documentation 136** shall be placed in the Firm's Past Performance Evaluation Folder.

Notes:

- *The CT DPW PM shall verify that all of the above* Performance Evaluation of Consultant Services *and* ***Phone Reference Documentation 136*** *are in the Firm's Past Performance Evaluation Folders. (CT DPW Process Management Unit Files).*
- ***Do*** *make use of any applicable phone reference information previously collected for this firm.*
- ***Do not*** *call any phone reference in the Firm's Past Performance Evaluation Folder that previously has been called for a project of similar size and scope.*
- *The CT DPW QBS Unit Staff shall deliver the Past Performance Evaluation Folders prior to the mandatory pre-selection interview panel meeting for review by the Selection Interview Panel Members.*

2.15 Selection Interview Preparation: Selection Interview Panel Member Responsibilities

2.15.1 Site Conference/Site Tour (if applicable to specific project)**:**

Attendance for Site Conference/Site Tour
Attendance is Mandatory for Shortlisted Firms
Attendance is Mandatory for CT DPW PM & User Agency Representative
Attendance is Optional for Selection Interview Panel Members

2.15.2 Document Review: All Selection Interview Panel Members shall review the following materials for each Shortlisted Firm, at CT DPW, prior to the Interview:

Selection Interview Panel Member Document Review
QBS Submittal Booklets
RFQ Legal Notice and **RFQ Web Advertisement**
Shortlisted Firms Past Performance Evaluation of Consultant Services Folders

2.16 Selection Interview Panel Members Responsibilities: Day of the Selection Interviews

2.16.1 Mandatory Pre-Selection Interview Panel Meeting: On the morning of the day of the scheduled Selection Interviews and prior to the interview there will be a one (1) hour mandatory meeting of the Selection Interview Panel. The CT DPW PM for the specific project shall facilitate the Pre-Interview Panel Meeting with assistance from the CT DPW Process Management Unit to review the following meeting agenda items. The CT DPW PM shall chair the Selection interviews and lead all deliberations in accordance with the **Selection Interview Chair Guidelines 137**.

Pre-Selection Interview Panel Meeting Agenda	
Selection Interview Protocols:	The CT DPW Process Management Unit shall provide brief training on how to conduct the interview, clarifying the format and the roles of attendees, as well as how to apply the **Selection Interview Rating Sheet Guidelines 138** to objectively evaluate each firm. The Chair shall also receive the **Selection Interview Sequence Schedule 139**, **Selection Interview Rating Sheet 138**, **Selection Interview Rating Sheet Guidelines 138,** and the **Selection Interview Sign-in Sheet 140**.
Project Overview:	The CT DPW Chair/PM and User Agency Representative shall present any unique project specific issues to the Selection interview panel members.
Past Performance:	The CT DPW Chair/PM shall briefly review the past performance of each firm to be interviewed, determined through review of the initial RFQ submittal, phone references from previous clients, and completed CT DPW evaluations.

Notes:

- *Firms that change proposed subconsultant(s) named in their **CT330 Part I 126** or **CT330 Part II 127** prior to the date of their interview shall not be interviewed and shall receive a **Deficient Submittal Letter 128.***
- *Firms that change proposed key personnel named in **CT330 Part I 126** or **CT330 Part II 127** prior to their interview must notify the Selection Interview Panel members prior to the start of their interview and provide resume(s) for the key person(s) of the firm or they shall not interviewed and shall receive a **Deficient Submittal Letter 128.***

2.16.2 Selection Interview Presentation: The Firm will be given thirty (30) minutes to demonstrate that they possess the highest qualifications in relation to the scope and needs of this specific contract and project based on the following Selection Interview Criteria Categories:

Selection Interview Criteria Categories
Problem Solving Capabilities
Organizational / Team Structure for this Contract
Past Performance Record
Approach to the Work Required by This Contract
Contract Oversight Capabilities

2.16.3 During Each Selection Interview: Each Selection Interview Panel Member shall take notes on the presentation on the **Selection Interview Rating Sheet 138** for the purposes of evaluating the presentation in relationship to the five Selection Interview Criteria Categories.

2.16.4 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 Selection Interview Panel Members. The Firm's presentation and responses to the follow-up questions shall be evaluated and rated by the Selection Interview Panel Members in accordance with the **Selection Interview Rating Sheet Guidelines 138**.

2.16.5 End of the Interview: At the conclusion of the Q&A period, the Firm shall exit the interview room. After the Firm has exited the Selection Interview, a brief discussion of the Selection Interview 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 of the firm on each of the five criteria on the **Selection Interview Rating Sheet 138**, sign it and give it to the CT DPW Chair at the end of that interview discussion.

NOTE:
Panel members must rate the presentation, qualifications, and follow-up Q & A's of each individual Firm against the screening guideline rating criteria (point values modified as applicable) rather than compared to the presentation performance of other firms

2.16.6 CT Code Expertise Points:

216.6.1 Connecticut Building Official License: If a shortlisted firm has submitted a resume of "Key Personnel", with a Connecticut Building Official License, in Division 6 – (CT Code Expertise and Site Proximity) of their Selection Submittal Booklet, then the firm shall receive a additional maximum of five (5) "CT Code Expertise" points that shall be applied the firm's Total Selection Grade Points at the conclusion of their interview.

216.6.2 Substantial Working Knowledge of the Connecticut State Codes: If a shortlisted firm demonstrates, during the interview, that the Connecticut Building Official license is "Key Personnel" and has a substantial working knowledge of the Connecticut State Codes in relationship to the scope of this contract, then each such the firm shall receive an additional maximum of five (5) "CT Code Expertise" points that shall be applied the firm's "Total Selection Grade Points" at the conclusion of their interview.

2.16.7 Site Proximity" Points: After each Interview, each panel member shall individually verify the location map submitted by the Firm (See Division 6 – CT Code Expertise and Site Proximity of Firm's Selection Submittal Booklet) indicates that the travel distance from the Firm's headquarter office location to the town or city location(s) of the project(s) is 60 miles or less. If the travel distance of a shortlisted Firm's headquarter office location to the project site location(s) is 60 miles or less then each such shortlisted Firm shall receive ten (10) "Site Proximity" points" that are applied to their "Total Selection Grade Points" at the conclusion of their interview.

2.16.8 Conclusion of Each Individual Selection Interview: The CT DPW Chair will record the grades on the **Selection Interview Chair Worksheet 141** and scan the grades to determine whether any panel member grades are within two (2) grades (example: A and C grades) of each other for a Selection criteria category or if there were any responses deemed "Unacceptable/non-responsive" for any of the Selection criteria category. The purpose of this scan is to look for any significant inconsistency in the ratings by the various panel members.

2.16.9 Chair Ratings Scan: If panel members are within one grade of each other, and there are no ratings of "F", or "Unacceptable," and there are no further questions concerning the interview, then this interview evaluation is concluded and the next Interview presentation shall begin.

2.16.10 Rating Discrepancy: If there is a discrepancy (if panelists are not within one grade of each other or there is a rating of "F" or "Unacceptable"), the Chair will open a panel discussion. The purpose of this discussion is to enable the interview panel members to discuss all aspects of the Firm's presentation and qualifications and to share information and justification for opinions. It is also to ensure there is a common understanding of questions and responses. The panel members may discuss any part of the presentation that was confusing or not understood.

2.16.11 Discrepancy Resolutions: As a result of this discussion, three things can occur:

Discrepancy Resolutions
It is possible a panel member may see justification for revising a grade based on the discussion. If so, the grade can be revised on the panel member's **Selection Interview Rating Sheet 138** and initialed, and revised on the **Selection Interview Chair Worksheet 141**. The panel member must document the reason for the change on their **Selection Interview Rating Sheet 138.**
or
A panel member may still choose not to change his or her grade. Then their original grade shall remain. *(If a panel member has had a prior experience with the firm and as a result does not change his or her opinion regardless of the present information, this should be so noted in his or her comments).*
and/or
Based on this discussion, other panel members may also chose to revise their scores, supplying a written justification for the change and initialing this grade change on **Seletion Interview Rating Sheet 138**.

Note:
An authorized observer approved by the CT DPW Commissioner may monitor the interview process.

2.16.12 Conclusion of All Selection Interviews and Selection Interview Panel Discussion Periods: The Selection Interview Panel is dismissed and the chair delivers all of the following documents, including but not limited to, the **Selection Interview Rating Sheet 138** from each panel member, the **Selection Interview Chair Work Sheet 141**, the **Selection Interview Observer Certification 119** (if applicable), the **Selection Interview Sign-in Sheets 140**, and one (1) copy of each Firm's Presentation Handout(s) to the Selection Unit.

2.17 Preparation of Selection Recommendation

Steps	Selection Recommendation Tasks
1	• At the conclusion of the Selection Interviews the Selection Process Supervisor shall receive the entire completed **Selection Interview Rating Sheet 136**, the **Selection Interview Chair Worksheet 141**, and one (1) copy of each Firms Selection Interview Presentation Handout(s) from the Chair. • The DPW PM / Chair shall also deliver copies of all documents associated with the Selection Interview Process to the Selection Unit for their Records, including, but not limited to the following: ♦ site visit agenda & site visit sign-in sheet; ♦ **Phone Reference Documentation 136**; ♦ **Selection Interview Sign-in Sheets 140**; Any other documentation relevant to the Selection process.
2	• The CT DPW QBS Unit shall enter each Grade (A or B or C or F) for each Selection Interview Criteria Category, for each Firm, from each panel member's **Selection Interview Rating Sheet 136**, into the **Selection Interview Rating Calculation Spreadsheet 142**. • Compute the Selection Interview Grade Point Values for each Firm. • Compute 90% of each Firm's Interview Grade Points = Total Selection Interview Grade Points. • Compute 10% of each Firm's Screening Grade Points = % Total Screening Grade Points
	• Compute: Each Firm's Total Selection Interview Grade Points + Each Firm's % Total Screening Grade Points + Each Firm's CT Code Expertise (as applicable) + Each Firm's Site Proximity Points (as applicable) = Each Firm's Final Total Selection Interview Grade Points
3	• A member of the CT DPW QBS Unit shall compute the final scores of each Firm. • Another member of the CT DPW QBS Unit, not involved in the original screening computation, shall independently check the original screening computation for accuracy. • The completed work sheet shall be signed by both CT DPW QBS Unit staff members.
3.1	**For Final Ratings Tie Only:** • In case of a tie in the Final Rating the tied Firm that is more highly rated by the User Agency will be recommended for Selection in accordance with the **Selection Recommendation Protocol 143.** • The Selection process goes to Step 4.
4	**The three (3) firms with the highest final scores will be recommended in rank order to the CT DPW Commissioner for Conditional Selection.**

2.18 Conditional Selection by CT DPW Commissioner

Per Sec. 29 Section 4b-57 "The Selection panel shall submit a list of the most qualified firms to the commissioner for his consideration unless fewer than three responses for a particular project have been received, in which case, the panel shall submit the names of all firms who have submitted responses." The QBS Unit shall submit a **Commissioner Selection Approval Memorandum 144** to the CT DPW Commissioner who shall make the final Selection from the list of most qualified firms submitted by CT DPW QBS Unit. If the CT DPW Commissioner does not select the highest rated Firm listed by the Selection Interview Panel, he or she shall prepare a written explanation of such decision. The CT DPW Commissioner shall also sign a **Certification by Agency Official or Employee Authorized to Execute Contracts 118** as described in Section 1.3.1.

All screening and interview documents shall be available for public inspection after execution of the negotiated contract with the selected Firm.

2.19 Shortlisted Firms Notifications

After the CT DPW Commissioner has made the Selection, the Selection unit shall send a **Conditional QBS Letter 145** to the successful Firm of the Selection Interview results. That Unit shall also send a **Not Selected Letter 146** to all other Firms who interviewed but were not selected and will advise the Selection Interview Panel Members of the results.

2.20 QBS Records

Securely bound copies of QBS Submittal Booklets reviewed by either the CT DPW Screening Panel or the Selection Interview panel shall be returned to CT DPW QBS Unit. All documents and the **QBS Records Checklist 147** will be filed with the QBS Unit. Three (3) ring binder copies of RFQ Submittals shall be forwarded to the assigned Project Manager of the contract and filed with the Team file.

Completed firm phone interviews will be filed in the firm's evaluation folder (in CT DPW Selection Unit).

All rating information shall be treated as confidential and are not releasable until final contract signing and approval by the CT Office of the Attorney General. Upon execution of the contract, other firms may request a copy of the screening and interview rating sheets (CT DPW Selection Unit).

2.21 Debriefing

All firms wishing to obtain feedback on their initial submittal or their interview presentation may do so by contacting the CT DPW Selection Unit. The CT DPW Process Unit Manager or another designee is exclusively responsible for conducting a debriefing with firms who were not chosen.

2.22 Fee Negotiation and Contract Award

A scope meeting shall be conducted by the CT DPW PM and the User Agency Representative with the selected firm to discuss the contract scope and details of required services of the architect/engineer and their sub consultants. The selected Firm shall submit a detailed fee proposal and the fee shall be negotiated. A contract shall then be written and processed for approval. Prior to the start of work, all contracts must be approved by the CT DPW Commissioner and the CT Office of the Attorney General.

END

11.0

Glossary of Terms

9.0 Glossary of Terms

Term	Definition
Addendum	Means an addition to a completed written document.
Advertisement	Means a procurement specification posted on an electronic public procurement website(s).
Affidavit	Means a statement of facts which is sworn to (or affirmed) before an officer who has authority to administer an oath (e.g. a notary public). The person making the signed statement takes an oath that the contents are, to the best of their knowledge, true. It is also signed by a notary or some other officer that can administer oaths, affirming that the person signing the affidavit was under oath when doing so.
Allocated	Amount approved by the Bond Commission for specific projects
Authorization	Amount approved by the Legislature for a specific purpose.
Architect/ Engineer Services	Means: (1) Professional services of an architectural or engineering nature, as defined by State law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide those services; (2) Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; **and** (3) Those other professional services of an architectural or engineering nature, or incidental services, that members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.
Architectural/ Engineering and Professional Consultant Services Selection	Means procedures for soliciting and evaluating qualifications and past performance to hire a "consultant," as defined by CGS § 4b-55, which is a person who is registered or licensed to practice such person's profession in accordance with the applicable provisions of the general statutes, including, but not limited to, any: architect; interior designer; professional engineer; environmental professional; landscape architect and surveyor; construction administrator or; accountant; planner or financial specialist; **or** Soliciting "consultant services" as defined by CGS § 4b-55 to include those professional services rendered by: architects; interior designers; professional engineers; environmental professionals; landscape architects; construction administrators; land surveyors; planners; accountants; financial specialists. As well as incidental services that members of these professions and those in their employ are authorized to perform.
Best Value	Means a Selection evaluation process based on comparing and evaluating weighted qualitative criteria and total cost of the proposals in relation to the scope and needs of a specific project;
Bid	Means a competitively priced offer made by a bidder in response to an Invitation for Bids;
Bidder	Means a sole proprietor, partnership, firm, corporation or other business organization submitting a bid in response to an Invitation to Bid;
Certification	Means a formal assertion in writing to facts.

Competitive Sealed Bidding	Means the procedures for soliciting and evaluating a bid that is submitted in response to a Invitation to Bid in a sealed envelope, to prevent disclosure of its contents before the deadline set for the receipt of all bids and the Public Bid Opening
Competitive Sealed Proposal	Means the procedures for soliciting and evaluating a proposal that is submitted, in response to a Request for Proposals, in a sealed envelope to prevent disclosure of its contents before the deadline set for the receipt of all proposals
Consulting Agreement	See Part 3 of the Affidavits – Initial Submittal Requirements (203F for definition.
Construction Administrator	Means an individual, partnership, firm, corporation or other business organization under contract or employed by DPW commissioned and/or authorized to oversee the fulfillment of all requirements of the Work.
Contract	Means all types of legally binding DPW procurement agreements, regardless of what they may be called.
Contractor	Means any person, firm or corporation having a contract with DPW such as general contractors, design/builders, or consultants.
Construction	Means the process of building, altering, repairing, improving, or demolishing any public infrastructure facility, including any public structure, public building, or other public improvements of any kind to real property. It does not include the routine operation, routine repair, or routine maintenance of any existing public infrastructure facility, including structures, buildings, or real property.
Construction Manager at Risk	Means a project delivery system where a construction manager provides both construction management and general contractor services for the project. These services are provided to DPW based on a guaranteed maximum price, fixed price, or other means defined in a contract.
Design/Bid/ Build (D/B/B)	Means a project delivery system in which DPW sequentially awards separate contracts, the first for architectural and engineering services to design the project and the second for construction of the project in accordance with the design
Design/Build (D/B)	Means a project delivery system in which DPW enters into a single D/B Contract with a Proposer for the design and construction of an infrastructure facility on a total cost basis in accordance with CSG § 4b-24 (4).
Emergency Procurement	Means an expedited procedure for awarding a contract made necessary by a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
Firm	In conjunction with architect-engineer services, means any individual, partnership, corporation, association, or other legal entity permitted by Title 20 of the CGS and the CT Department of Consumer Protection to practice the professions of architecture or engineering.
General Contractor	Means any person, firm or corporation, under direct contract with the Department of Public Works, responsible for performing the Work.
Gift	Means anything of value, which is directly and personally received, unless consideration of equal or greater value is given in return. Gift shall not include those items exempted by CGS § 1-79, except subdivision (e) (12) of that section.
Infrastructure Facility	Means a building, structure, or networks of buildings, structures, pipes, controls and equipment that provide for public services, including, but not limited to government office buildings, public schools and universities, courthouses, prisons, public parking facilities and equipment
Interview Panel for Consultant Selection	Means a panel of five (5) designated persons, consisting of four (4) current or retired DPW employees and one (1) user agency representative appointed by the user agency, that evaluates and submits a list of recommended consultants in rank order for Selection to the DPW Commissioner. For the CT Health and Educational Facilities Authority Construction Services Panel (CHEFA), the panel of five consists of three (3) current DPW employees and two (2) user agency representatives.
Interview Panel for Design Build teams or Special Legislation Contractors	The panel of six (6) designated persons, consisting of two (2) user agency representatives, three (3) current DPW employees, and one (1) neutral that evaluates and submits a list of recommended design build teams or special legislation contractors in rank order for Selection to the DPW Commissioner

Invitation to Bid	Means all documents, whether attached or incorporated by reference, utilized for soliciting bids.
Key Personnel:	Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.
Legal Notice	Means a procurement specification posted as a publication in a newspaper(s) of general circulation
Deficient Submittal Designation	Means a person, firm or entity that has submitted a bid, proposal or offer that does not conform to the requirements of the Advertisement or the submittal requirements.
Offer	Means to submit a bid, proposal or offer to DPW.
Offeror	Means a person, firm, corporation, or other legal entity that submits qualifications, a bid or a proposal.
On-Call Contract	Means a contract for a specific type of architectural-engineering/professional consultant service with a maximum fee and supplemented by task letter to define the specific assignment scope, fee, and contract time duration.
Pre-Bid or Pre-Interview Conference	Means a meeting held with prospective Offerors prior to submission of bids, proposals, or offers to review, discuss, and clarify technical considerations, specifications, and standards relative to the proposed procurement.
Procurement	Means contracting, buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, interest in real property or construction. It also includes all functions that pertain to obtaining any supply, service, or construction, including description of requirements, solicitation for Selection, and preparation and award of contract, and all phases of contract administration.
Proposal	Means a document putting forth a description of services that could include, but is not limited to, design and construction services, and costs prepared in response to a Request for Proposal.
Public Bid Opening	Means the process of opening and reading bids at the time and place specified in the Invitation for Bids and conducted in the presence of anyone who wishes to attend.
Qualification Based Selection (QBS)	Means a Selection process based on comparing and evaluating weighted criteria of qualifications and performance of Offers in relation to the scope and needs of a specific project. Contract award is based first on a Selection of the highest qualifications and second on the negotiation of a fair and reasonable fee.
Real Property	Means any land, all things growing on or attached thereto, and all improvements made to buildings and structures located on the land.
Request For Proposals (RFP)	Means all documents, whether attached or incorporated by reference, utilized for soliciting proposals. This may include, but is not limited to, description of legal requirements, program requirements, technical requirements, and other Project-related documents to be made available to potential Offerors.
Request for Qualifications (RFQ)	Means all documents, whether attached or incorporated by reference, utilized for soliciting offers for qualifications. This may include, but is not limited to, all existing drawings and other project-related documents to be made available to potential Firms for the design and construction of an infrastructure facility as may be appropriate to the applicable project delivery method.
Responsible	Means a person, firm or other entity that has the capability in all respects to perform fully the contract or agreement requirements, and has the integrity and reliability which will assure good faith performance.
Screening Panel for Formal QBS	Means a panel of state employees, consisting current or retired DPW employees and user agency representative(s), who are responsible for the preliminary evaluation of Requests for Qualifications for the creation of a shortlist of Firms.
Screening Panel for Design Build Teams Contractors	Means a panel of designated persons, consisting of user agency representatives appointed by the user agency head, current DPW employees, and a neutral person as set forth in section CGS§ 4b-51. The panel shall screen all submitted proposals and submit a list of recommended design build team contractors for interview to the DPW Commissioner.

Shortlist	The list of Firms determined to be the most qualified by the Screening Committee for Consultant Selection or the Screening Panel for Design Build Teams or Special Legislation Contractors.
State Agency	Means any office, department, board, council, commission, institution or other agency in the executive, legislative or judicial branch of state government.
State Employee	Means any employee in the executive, legislative or judicial branch of state government, whether in the classified or unclassified service and whether full or part-time, and any employee of a quasi-public agency, but shall not include a judge of any court, either elected or appointed.
Submittal Booklet	Means documents submitted in response to the Advertisement or Legal Notice or submitted in response to the contract requirements, including but not limited to, materials, studies, samples, manufacturer's data, or other such items submitted to DPW by the Consultant, General Contractor or Design-Builder for the purpose of approval or other action, as required.
Task Letter	Means a supplement to an On-Call Contract used to specify the specific scope of work, fee, and duration of time for a defined task.
User Agency	Means the agency, school, or academy that is the recipient of services and is not authorized by law to contract for the Construction of Infrastructure Facilities (CGS § 4b-51) or Architectural/Engineering and Professional Consultant Services (CGS § 4b-55)
Work	Means all construction and services required by a Contract, including all labor, materials, equipment and services provided, or to be provided, by the General Contractor to fulfill the General Contractor's obligations. The Work may constitute the whole or a part of the Project

END

10.0

Appendixes of Referenced Documents

10.0 Appendix of Referenced Sample Documents

1.0 General Requirements

Document Number	Sample Document Title
116	RFQ Legal Notice
116	RFQ Legal Notice Instructions
117	RFQ Web Advertisement
117	RFQ Web Advertisement Instructions
118	Certification by Agency Official or Employee Authorized to Execute Contracts
119	Selection Interview Observer Certification

2.0 Formal Qualifications Based Selection Sample Documents
3.0 On-Call Qualifications Based Selection Sample Documents

Document Number	Sample Document Title	
120	RFQ Transmittal to QBS Unit	
121	RFQ Transmittal To Commissioner	
122	RFQ Transmittal To Procurement	
123	Advertising Publication Standards	
124	**QBS Submittal Booklet Requirements**	*DPW Website Document.*
125	**QBS Email Registration**	*DPW Website Document.*
126	**CT330 Part I**	*DPW Website Document.*
127	**CT330 Part II**	*DPW Website Document.*
128	Deficient Submittal Letter	
129	Not Eligible Letter	
130	QBS Panel Member Email Notification	
131	Screening Panel Member Rating Sheet	
131	Screening Panel Member Rating Sheet Guidelines	
132	Screening Ratings Calculation Spreadsheet	
133	Commissioner Screening Shortlist Approval Memorandum	
134	Selection Interview Invitation Letter	
135	Not Shortlisted Letter	
136	Phone Reference Documentation	
136	Phone Reference Documentation Guidelines	
137	Selection Interview Chair Guidelines	
138	Selection Interview Rating Sheet	
138	Selection Interview Rating Sheet Guidelines	
139	Selection Interview Sequence Schedule	
140	Selection Interview Sign-in Sheets	
141	Selection Interview Chair Work Sheet	
142	Selection Interview Rating Calculation Spreadsheet	
143	Selection Recommendation Protocol	
144	Commissioner Selection Approval Memorandum	
145	Conditional Selection Letter	
146	Not Selected Letter	
147	QBS Records Checklist	

END