

QBS Submittal Booklet Requirements

General Requirements

1. Submit two (2) QBS Submittal Booklets per contract as follows:
2. One (1) QBS Submittal Booklet shall have a cover and back with 8-1/2"x11 clear vinyl covered (GBC Clear Rounded Clear Heavy- Round 8^{3/4}" x 11^{1/4}", heavy weight transparent, GBC Product # 2514500 or equivalent). A 1" maximum, Plastic or Metal securely bound submission. Each section of the RFQ Submittal Booklet shall be divided by white, 8 tab labels, 9" x 11" (GBC Presentation Tabs™, Customizable Index Tabs, GBC Product # 9675045 or equivalent). (This booklet is for the CT DCS project record.)
3. One (1) QBS Submittal Booklet shall have an 8-1/2"x11", white, clear vinyl covered, 3-ring binder; 1" maximum. (1" Avery Durable Reference View Binders - Slant Ring, White, Avery Item # 9301 or equivalent). Each section of the RFQ Submittal Booklet shall be divided by 8-1/2" x 11", white three-hole punched, 8 tab style label dividers (Avery WorkSaver Big Tab Insertable Tab Dividers with White Paper, Laser/InkJet, 8 Tabs per Set, Clear, 3-Hole Punched, Avery Item # 11124 or equivalent). (This booklet is for CT DCS for reproduction purposes, if needed, to produce extra booklets.)
4. Insert all required information as specified. A firm that does not submit any required information must insert brief statement in its place in the appropriate Division of the Booklet explaining why it was not used in the submittal.
5. **Each QBS Submittal Booklet shall contain all of required information; IN THE SPECIFIED FORMAT; received at the designated location; by the deadline; or the Firm shall be deemed Non-Responsive for this project for this Contract.**

End of Instructions for General Requirements

Cover Page

1. Insert one Cover page into each QBS Submittal Booklet with the following information:
(Exactly as per the web advertisement for this contract.)

Firm Name

Firm Street Address

Firm town, State, Zip

Type of Legal Entity

QBS Submittal Booklet

Type of Consultant Services

CT DCS Contract Number

Project Name

Project Location

QBS Submittal Due Date

End of Instructions for Cover Sheet

Sample Cover Page Format and Division Tab Sequence

Binder Comb

Indicate Precise Firm's Legal Name

Firm Name

Firm Street Address

Firm Town, State Zip

Type of Legal Entity

QBS Submittal Booklet

Architectural/Engineering Consultant Services

BI-RS-123 - ARCH

New Science Building
Southern Connecticut State University
New Haven, CT

Submittal Due Date:
December 21, 2012

Customize Division Tab Names

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Examples: Limited Liability Partnership, Corporation, Limited Partnership, Sole Proprietor and etc.)

CT DCS Contract Number

Type Consultant Contract Services (As per CT DCS Legal Notice or Web Advertisement)

CT DCS Project Name (As per CT DCS Legal Notice or Web Advertisement)

Submittal Due Date

Division 1 - Table of Contents

1. Table of Contents:

Insert one (1) copy of your Table of Contents containing the eight (8) divisions in the specified order behind this Division Tab for each of the two (2) QBS Submittal Booklets.

End of Instructions for Division 1- Table of Contents

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Division 2 – Letter of Interest

1. Letter of Interest:

Insert one (1) copy of a Letter of interest explaining why their Firm and proposed team have the qualifications and past performance to be selected for this specific contract.

Address the Division 2 – “Letter of Interest” to:

State Of Connecticut
 Department of Construction Services
 Office of Process Management - Room 261
 165 Capitol Avenue
 Hartford, Ct 06106

RE: Contract No: [Insert Contract Number](#)
 Contract Name: [Insert Contract Name](#)

End of Instructions for Division 1- Letter of Interest

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Division 3 –QBS Email Registration

1. Contract No: *Insert Contract Number*
2. Contract Name: *Insert Contract Name*
3. Email one (1) completed **QBS Email Registration** (1215) to Rose Mitchell – CT DCS Office of Process Management by the due date for this Contract at: **rose.mitchell@po.state.ct.us**
4. Insert one (1) completed hard copy of the **QBS Email Registration** (1215) into each QBS Submittal Booklet.
5. Provide the following information for two (2) representatives of the firm that CT DCS can contact for additional information.
 1. **Type of Consultant Services:** *Exactly as per Web Advertisement for this Contract.*
 2. **CT DCS Contract Number:** *Exactly as per Web Advertisement for this Contract.*
 3. **Project Name:** *Exactly as per Web Advertisement for this Contract.*
 4. **Project Location:** *Exactly as per Web Advertisement for this Contract.*
 5. **1st. Contact Name:** *First contact name.*
 - 5a. **1st. Contact Phone Number:** *Self Explanatory.*
 - 5b. **1st. Contact Email Address:** *Self Explanatory.*
 6. **2nd. Contact Name:** *Second contact name.*
 - 6a. **2nd. Contact Phone Number:** *Self Explanatory.*
 - 6b. **2nd. Contact Email Address:** *Self Explanatory.*
 7. **Firm Legal Name:** *Enter the exact legal name of the Prime Professional Services Consultant Firm.*
 8. **Firm Street:** *Self Explanatory.*
 9. **Firm City:** *Self Explanatory.*
 10. **Firm State:** *Self Explanatory.*
 11. **Firm Zip Code:** *Self Explanatory.*

Note: The 1st. Contact Name person shall submit this **QBS Email Registration** (1215) to CT DCS Office of Process Management. All CT DCS responses and addendum for a specific contract shall be sent by CT DCS Office of Process Management to the 1st. Contact Name person's email address. The 1st. Contact's email address should be continuously monitored by the Contact to ensure timely receipt of all communications from CT DCS Office of Process Management.

For the QBS Email Registration (1215) follow the steps below:

- Go to the CT DCS Website Home Page: www.ct.gov/dpw.
- At the top of the CT DCS Home Page click on the **Forms** link.
- Under the **Alphabetical Listings** title click on the **QBS Email Registration** (1215) link.

End of Instructions for Division 3 –QBS Email Registration

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Division 4 – Credentials and Insurance Requirements

1. Insert one (1) signed Acknowledgement of “Division 4 Conditions” into each QBS Submittal Booklet (see below).

Division 4 Conditions

Note 1: The final selection of a firm is conditional upon the firm submitting various professional credentials, business credentials and insurance requirements to CT DCS for review and approval. Therefore, within **fourteen (14)** calendar days of receipt of a “Conditional Selection Letter” a conditionally selected firm must submit all required professional credentials, business credentials, and insurance requirements to enter into contract negotiations and contract execution.

Note 2: Failure of a conditionally selected firm to submit all of the required professional documents credentials, business credentials, and insurance requirements to CT DCS for review and approval within the **fourteen (14)** calendar day deadline may result in the firms submittal being deemed deficient and CT DCS shall then proceed to award the contract to the next highest rated firm.

Note 3: Information about the requirements for professional credentials, business credentials and insurance requirements are located on the CT DCS web site follow the steps below Contact the CT DCS Legal Services 860-713-5680, if there are questions.

Acknowledgement of Division 4 Conditions: _____

(Required Signature)

For Credentials and Insurance Requirements Go to the CT DCS Website Home Page:

www.ct.gov/dpw

- At the top of the CT DCS Home Page click on the **Publications** link.
- Under the **Alphabetical Listings** title click on the **Credential and Insurance Requirements** link.

End of Instructions for Division 4 – Credentials and Insurance Requirements

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Division 5 – Legal Document Requirements

1. Insert one (1) copy of each Legal Document form as directed below into this QBS Submittal Booklet.
2. The RFQ Legal Notice and RFQ Web Advertisement alert all potential consultants or design/builders for the Notice of Certification, various types of affidavits, and other supplemental legal document requirements, and provide web links to the required forms posted on the CT DCS web site.

More information concerning the Notice of Certification, various types of affidavits and other supplemental legal documents can be found by going directly to the CT DCS web page at www.ct.gov/dpw and clicking on the “**Ethic Affidavits & Legal Forms**” link and then selecting the **Introduction** link and General Advice for Filling Out all supplemental legal documents. No forms, other than those posted on the CT DCS web page, shall be used by a consultant or design/builder.

Questions concerning the certifications, affidavits, and other supplemental legal document requirements can be directed to the CT DCS Legal Services at 860-713-5680.

End of Instructions for Division 5 – Legal Documents Requirements

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CT330 Part I

CT330 Part II

Division 6 – CT Code Expertise and Site Proximity

1. **CT Code Expertise:** Insert one (1) copy of each resume of the firm’s “Key Personnel” that is a licensed Connecticut Building Official. “**Key Personnel**” are individuals who will have major contract responsibilities and/or provide unusual or unique expertise. (Definition - CT DCS Selection and Bidding Procedure Manual).

IMPORTANT NOTE: The CT Code Expertise requirements is not Applicable to Consultant Services QBS Selection for a Construction Administrator (CA) or for an Owner’s Representative (OR) Contract.

- 1.1 **Connecticut Building Official License:** If a shortlisted firm has submitted a resume of “Key Personnel”, with a Connecticut Building Official License, then the firm shall receive a additional maximum of **five (5)** “CT Code Expertise” points that shall be applied to the firm’s Total QBS Grade Points at the conclusion of their interview.
- 1.2 **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 QBS Grade Points” at the conclusion of their interview.

2. **Site Proximity:** Insert one (1) copy of map from a location/map search engine Website that indicates the travel distance from the Firm’s headquarter office location to the town or city location(s) of the project(s), as indicated the RFQ Legal Notice or RFQ Advertisement for this contract. This requirement is not applicable to RFQ’s for Construction Administration consulting services and RFQ’s for On-Call Consulting services.

- 2.1 If the travel 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 is applied to their “Total QBS Grade Points” at the conclusion of their interview.

Acceptable location/map search engine Websites include, but are not limited to, the following:

Google: www.maps.google.com
 MapQuest: www.mapquest.com
 Rand McNally: www.randmcnally.com
 Yahoo Maps: www.maps.yahoo.com/dd

End of Instructions for Division 6 – Site Proximity and CT Code Expertise

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CT330 Part I

CT330 Part II

CT330 Part I and Part II - General Instructions

Note: Complete and submit **CT 330 Part I** (1230) and Part II in their entirety. A firm may utilize a third party software to complete GSA SF 330-Part I and Part II but the software must provide the required information in the same table format as the **CT 330 Part I** (1230) and **CT 330 Part II** (1235) and the federal GSA SF330 Part I and Part II PDF version. Additional information, photos, continuation sheets, and etc.) may be inserted in the proper locations but do not insert additional information that will distort the continuity of the table format. Use nine (9) point Ariel, Univers, Helvetica, or a similar san serif font type when completing **CT 330 Part I** (1230) and **CT 330 Part II** (1235). I. No other CT 330 or GSA SF330format types except as described above shall be acceptable. All information specifically required by the **CT 330 Part I** (1230) and **CT 330 Part II** (1235). version that is not required in the federal GSA SF330 Part I and Part II PDF version (example: Part I, Section H must be inserted in the proper location).

Part I: Division 7 – **CT 330 Part I** (1230) contains the qualification requirements of a Firm for this specific contract.

Part II: Division 8 - **CT 330 Part II** (1235) contains the general qualifications of Firm.
CT330 Part II has two uses:

1. A Firm must submit Part II to CT DCS to be kept on file.
2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

Definitions

Architecture / Engineer Services:	Defined in the CT DCS Selection and Bidding Procedure Manual.
Branch Office:	Means geographically distinct place of business or subsidiary office of a firm that has a key role on the team.
Discipline:	Means primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.
Firm:	Defined in the CT DCS Selection and Bidding Procedure Manual.
Key Personnel:	Means individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

Note: The **CT 330 Part I** (1230) and **CT 330 Part II** (1235) are available at the CT DCS website:
www.ct.gov/dpw

1. Click on **Forms**.
2. Click on **CT 330 Part I** (1230).
3. Click on **CT 330 Part II** (1235).

End of General Instructions for CT330 Part I and Part II.

Division 7 – CT 330 Part I - Instructions	
Part I: Contract Specific Qualifications Instructions	
Insert one (1) completed CT 330 Part I (1230)- in each QBS Submittal Booklet.	
Section A: Contract Information	
<p>1. Advertisement Date: <i>[Insert the Public Notice Date (CT DCS Web Advertisement date) for this Contract]</i></p> <p>2. Contract Number: <i>[Enter CT DCS Contract Number and/or project number, if applicable, exactly as shown in the CT DCS Web Advertisement for this contract]</i></p> <p>3. Title and Location: <i>[Enter the title and location of the project for which this form is being contract]</i></p>	Table of Contents
Section B: Architect-Engineer Point of Contact	
Provide the following information for a representative of the prime firm or joint venture that CT DCS can contact for additional information.	
<p>4. Name and Title: <i>[Enter the name and title of prime firm's representative.]</i></p> <p>5. Name of Firm: <i>[Enter the name of prime firm.]</i></p> <p>6. Phone Number: <i>[Enter the phone number title of prime firm's representative.]</i></p> <p>7. Fax Number: <i>[Enter the fax (facsimile) number of prime firm's representative.]</i></p> <p>8. Email Address: <i>[Enter the Email (electronic) address of prime firm's representative.]</i></p>	Letter of Interest
Section C: Proposed Team	
Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. Identify all sub-consultants and outside associates that shall provide services to the prime firm for this contract. Attach Section C additional sheets, as necessary.	
<p>Important Note 1: Any addition, substitution and or subtraction of ANY team member from the "Original" submission brochure submission brochure MUST be submitted NO latter than 24 hour's before scheduled interview date. (including any sub-consultants and outside associates or consultants required by the prime Firm in connection covered by the contract will be limited to individuals or firms that with the services were specifically identified in the original submission brochure).</p>	
<p>9. Firm Name: <i>[Insert the name of applicable Firm.]</i></p> <p>9a. Prime Firm (P/F): <i>Check ("PF) box if information is for Prime Firm.</i></p> <p>9a. Joint Venture Partner (JV) Type: <i>Check the "JV" box if information is for Joint Venture Partner.</i></p> <p>9a. Sub-Consultant (SC): <i>Check "SC" box if information is for a sub-consultant.</i></p> <p>9a. Branch Office (B/O): <i>Check "PO" box if branch office of named Firm.</i></p>	QBS Email Registration
Section C: Proposed Team	
<p>10. Firm Address: <i>[Insert the address of applicable Firm.]</i></p> <p>11. Role in this Contract: <i>[Name the services provided for this contract.]</i></p>	Credentials & Insurance
Section C: Proposed Team	
Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. Identify all sub-consultants and outside associates that shall provide services to the prime firm for this contract. Attach Section C additional sheets, as necessary.	
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Section C: Proposed Team	
<p>10. Firm Address: <i>[Insert the address of applicable Firm.]</i></p> <p>11. Role in this Contract: <i>[Name the services provided for this contract.]</i></p>	Code Expertise & Site Proximity
Section C: Proposed Team	
Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. Identify all sub-consultants and outside associates that shall provide services to the prime firm for this contract. Attach Section C additional sheets, as necessary.	
<p>Important Note 1: Any addition, substitution and or subtraction of ANY team member from the "Original" submission brochure submission brochure MUST be submitted NO latter than 24 hour's before scheduled interview date. (including any sub-consultants and outside associates or consultants required by the prime Firm in connection covered by the contract will be limited to individuals or firms that with the services were specifically identified in the original submission brochure).</p>	
<p>9. Firm Name: <i>[Insert the name of applicable Firm.]</i></p> <p>9a. Prime Firm (P/F): <i>Check ("PF) box if information is for Prime Firm.</i></p> <p>9a. Joint Venture Partner (JV) Type: <i>Check the "JV" box if information is for Joint Venture Partner.</i></p> <p>9a. Sub-Consultant (SC): <i>Check "SC" box if information is for a sub-consultant.</i></p> <p>9a. Branch Office (B/O): <i>Check "PO" box if branch office of named Firm.</i></p>	CT330 Part I
<p>10. Firm Address: <i>[Insert the address of applicable Firm.]</i></p> <p>11. Role in this Contract: <i>[Name the services provided for this contract.]</i></p>	CT330 Part II

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

Section D: Organizational Chart of Proposed Team

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

Section E: Resumes for Key Personnel Proposed for the Contract

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

12. **Name:**
[Self Explanatory.]
13. **Contract Role:**
[Briefly describe this person's role in this Contract.]
14. **Years of Experience:**
 - 14a. **Total:** *[Total years of relevant experience.]*
 - 14b. **With Current Firm:** *[Total years employed by current firm.]*
15. **Firm Name and Location:**
[Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.]
16. **Education:**
[Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.]
17. **Professional Registration:**
[Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico or the District of Columbia according to applicable licensing laws.]
18. **Other Professional Qualifications:**
[Provide information on any other professional qualifications, relating to this contract, such as education, professional registration, publications, organizational memberships certifications, training, awards, and foreign language capabilities.]
19. **Relevant Projects:**
 Provide information on up to **five (5) (do not submit more than 5)** projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project with any office current firm. If any of the professional was performed services or construction projects of the are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).
 - 19a. (1) **Title and Location:** *[Insert relevant project title and location (City and State).]*
 - 19a. (2) **Year Completed:** *[Insert year relevant project completed for Professional Services and Construction a (if applicable).]*
 - 19a. (3) **Brief Description:** *[Insert brief description of relevant project (scope, size, cost, etc.).]*

Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract

Select **Ten (10)** projects **(do not submit more than 10)** where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that this contract. Complete one Section F for each project. Insert ten (10) projects, (limit one required for project per page). Complete the following blocks for each project:

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

Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract (continued)

20. **Project Key Number:** *[Start with "1" for the first project and number consecutively.]*
21. **Title and Location:** *[Insert project title and location (City and State).]*
22. **Professional Services / Year Completed:** *[Enter the year completed, see note below]*
23. **Construction Services / Year Completed:**
 Enter the year completed, see note below.
Note: *Enter the year completed of the professional services (block 22), (such as planning, engineering study, design, or, surveying), and/or the year completed of construction (block 23), if applicable. If any of the professional services or the construction projects are not complete, leave Year completed blank and indicate the status in "Project and Relevance" (block 24).*
- 23a. **Project Owner:**
[Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.]
- 23b. **Point of Contact Name:**
[Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.]
- 23c. **Point of Contact Telephone Number:**
[Self Explanatory.]
24. **Brief Description of Project and Relevance to This Contract:**
[Insert a brief description of project relevance to this contract, scope, size, cost, and special features of the project. Discuss the relevance of the example project to this contract.]
25. **Firms From Section C Involved With This Project:**
[Indicate which firms (or branch offices, if appropriate) on the project team were involved in the relevant project and their roles.]

Section G: Key Personnel Participation in Example Projects

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

Example: Entries for Section G (Matrix)										
26. Names Of Key Personnel (From Section E, Block 12)	27. Role In This Contract (From Section E, Block 13)	27. Examples Listed In Section F (Fill in "Example Projects Key" section below completing before table. Place "X" under project key number for participation in same or similar role.)								
		1	2	3	4	5	6	7	8	9
Maximilian Kontrolle	Chief Architect	X		X				X		X
Gus Eiffel	Structural Engineer	X	X	X	X					
Sandy Terra	Civil Engineer			X			X			

26. **Name of Key Personnel:**
[List the names of the key personnel proposed in this contract in the same order as they appear in Section E.]
27. **Role In Contract:**
[List the proposed roles of the key personnel in this contract in the same order as they appear in Section E.]
28. **Examples of Projects Listed in Section F:**
[In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.]

Division 7 – CT330 Part I - Instructions (continued)

Section G: Key Personnel Participation in Example Projects (continued)

29. Example Projects Key:

[List the key numbers and titles of the example projects in the same order as they appear in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.]

Example: 29. Projects Key			
No.	Title of Example Project (From Section F)	No.	Title of Example Project (From Section F)
1	S. King Mental Health Center, Bangor, ME	6	R. Baron Museum, Newport, RI
2	H. Clinton Federal Building, NY, NY	7	R. Sox World Headquarters, Boston, MA

Section H: Additional Information

Important Note: Section H is mandatory and must be completed in its entirety and be inserted at this location in all QBS Submittal Booklets.

30. CT DPW and/Or CT DCS Work - Previous 5 years:

*[Provide the following information on all CT DPW and/or CT DCS work for the previous **five (5)** years. Complete **block 30** and state "Not Applicable" if your firm has not completed any CT DPW and/or CT DCS projects in the past **five (5)** years.]*

30a. CT DPW and/or CT DCS Project Number:

[Self Explanatory.]

30b. Title and Location:

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

30c. Project Status:

[Insert current Phase. (Schematic Design, Design Development, Construction Documents, Bid, or Construction Phase.)]

30d. Construction Cost:

[Contract construction Cost.]

31. Probity Questions:

Please answer all of the following questions:

Note: *[Use in **Item 32** "Remarks And/Or Additional Attachment(s)", when further explanation is required.]*

31.a Has the firm ever failed to complete any project in the previous **ten (10)** years?

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

31.b Has the firm had any projects involved in any construction claims or E&O claims in the previous **ten (10)** years?

*(If yes, explain the nature and current status of each action in **Item 33** "Remarks".)*

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

*(If yes, identify the project, the amount and type of damages and reasons for the assessment in **Item 33** "Remarks".)*

31.d Has the firm or any officers, principals or partners that have been indicted or convicted in any jurisdiction for a felony?

31.e Has the firm had any applications for minority certification rejected or revoked in the previous **five (5)** years?

32. Remarks And/Or Additional Attachment(s):

[Self Explanatory.]

Division 7 – CT330 Part I - Instructions (continued)

Section H: Additional Information (continued)

- 33. Ten Most Recent Contracts:**
 Provide a chronological list (descending order) of the ten most recent contracts completed by your organization in the Northeast with the following Information shown in the example:
Note: *Use in Item 34 "Remarks And/Or Additional Attachment(s)", when further explanation is required.*
- 33.a. Project Name/Location (City, State):**
[Self Explanatory.]
- 33.b. Pre-Bid Cost Budget:**
[Self Explanatory.]
- 33c. Public Bid Cost:**
[Provide the construction cost as specified in the original construction contract.]
- 32d. Final Construction Cost:**
[Provide the final construction cost including all change orders.]
- 32e. Percentage of Owner Change Orders:**
[Provide percentage of Owner Change Orders as represented by the cost of owner change orders divided by the final construction cost minus public bid cost.]
- 32f. Original Construction Schedule (Months):**
[Provide the construction contract time to the Substantial Completion Date as specified in the original construction contract.]
- 32g. Final Construction Schedule (Months):**
[Provide the construction contract time to the actual substantial completion date.]
- 32h. Post Completion Claims:**
[Provide the Total Number of Post Completion Contractor and Claims.]
- 34. Remarks And/Or Additional Attachment(s):**
[Self Explanatory.]

Section I: Authorized Representative

An authorized representative of the prime Firm or of a joint venture must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

- 35. Signature of Authorized Representative:**
[Self Explanatory.]
- 36. Date Signed:**
[Self Explanatory.]
- 37. Name and Title of Signer:**
[Self Explanatory.]

End of Instructions for Division 7 – CT 330 Part I

Division 8 – CT 330 Part II - Instructions	
<p>Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted With CT 330 Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key that has a key role on the team. Insert one (1) completed CT 330 Part II (1235) in each QBS Submittal Booklet.</p>	Table of Contents
Part II: General Qualifications Instructions	
<p>1. Advertisement Date <i>[Insert the CT DCS Web Advertisement date for this Contract.]</i></p> <p>2. Contract Number: <i>[Enter CT DCS Contract Number and/or project number, if applicable, exactly as shown in the CT DCS Web Advertisement for this contract.]</i></p> <p>3. Firm Name: <i>[Self Explanatory.]</i></p> <p>3a. Firm Street: <i>[Self Explanatory.]</i></p> <p>3b. Firm City: <i>[Self Explanatory.]</i></p> <p>3c. Firm State: <i>[Self Explanatory.]</i></p> <p>3d. Zip Code: <i>[Self Explanatory.]</i></p> <p>4. Point of Contact:</p> <p>4a. Point of Contact Name and Title: <i>[Provide name/title of a firm representative that CT DCS can contact for additional information the representative must be empowered to speak on contractual and policy matters.]</i></p> <p>4b. Point of Contact Phone Number: <i>[Self Explanatory.]</i></p> <p>4c. Point of Contact Email Address: <i>[Self Explanatory.]</i></p> <p>5. Ownership:</p> <p>5a. Ownership – Type: <i>[Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.)]</i></p> <p>5b. Small Contractor and/or Minority Business Status: <i>[One (1) completed certification of for all “Small Contractor and/or “Minority Business Enterprise” eligibility for “Set-Aside” contracts in accordance with CGS § 32-9e. Certification can be obtained through the CT Department of Administrative Services.]</i></p> <p>6. Name of Firm: <i>[Enter the name of the firm if Part II is prepared for a branch office.]</i></p> <p>7. Former Firm Names: <i>[Indicate any other previous names for the firm (or branch office) during the last five years. Insert the year that this corporate name change was effective.]</i></p> <p>7.a Years Established: <i>[Enter the year the firm (or branch office, if appropriate) was established under the current.]</i></p>	Letter of Interest
	QBS Email Registration
	Credentials & Insurance
	Affidavits
	Code Expertise & Site Proximity
	CT330 Part I
	CT330 Part II

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

Part II: General Qualifications Instructions(Continued)

- 8. Employees by Discipline:**
Use the relevant disciplines and associated function codes shown at the end of these instructions and same numerical order. After the listed disciplines, write in any the additional list in the disciplines and leave function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c (1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c (2) and for the firm in column c (1).
- 8a. Function Code:**
[See List of Employees by Discipline (Function Codes) at the end of CT 330 Part II]
- 8b. Discipline:**
[See List of Employees by Discipline at the end of CT 330 Part II]
- 8c. No. of Employees:**
[Self Explanatory].
- 8d. No. of Branch Employees:**
[Self Explanatory.]
- 9. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years:**
[Complete this block for the firm or branch office for which this Part II is prepared. A particular project may with one experience category or it may be broken into components, as be identified best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.]
- 9a. Profile Code:**
[See List of Experience Categories (Profile Code) at the end of CT 330 Part II]
- 9b. Experience:**
[Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories shown at the end of CT 330 Part II and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank.]
- 9c. Revenue Index:**
[For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. See Professional Services Revenue Index Number at the end of CT 330 Part II].
- 10. Annual Average Professional Services Revenues of Firm for Last Three (3) Years:**
*[Annual Average Professional Services Revenues of Firm for last **three (3) years**. Complete this block for the Prime Firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last **three (3) years**) by the firm or branch office. Indicate State of CT Work, State of CT, Local Municipality Work, Federal Work, and Private Sector Work (performed either as the prime firm or subconsultant), and the total.]*
Note: *If the firm has been in existence for less than **three (3) years**, then indicate the total receipts for the period that the Firm has been in business, divided by the number of weeks including fractions of a week that it has been in business, and multiplied by 52.*
- 10a. State of CT Work:** *[Self Explanatory.]*
- 10b. State of CT Local Municipality Work:** *[Self Explanatory.]*

Division 8 – CT330 Part II - Instructions (Continued)

Part II: General Qualifications Instructions (Continued)

10. **Annual Average Professional Services Revenues of Firm for Last Three (3) Years:** (Continued)
 - 10c. **Federal Work**
[Self Explanatory]
 - 10d. **Private Sector Work**
[Self Explanatory]
 - 10e. **Total Work**
[Self Explanatory]
11. **Authorized Representative:**
[An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.]
 - 11a. **Signature of Authorized Representative:**
[Self Explanatory]
 - 11b. **Date Signed:**
[Self Explanatory.]
 - 11c. **Name and Title of Signer:**
[Self Explanatory]
12. **List of Disciplines (Function Codes)**
[Insert a copy of the Function Codes.]
13. **List of Experience Categories (Profile Codes)**
[Insert a copy of the Profile Codes.]
14. Insert one (1) copy of the instruction pages, for this Division 8, with the boxes in the left hand column checked for verification of the contents.

End of Instructions for Division 8 – CT 330 Part II.

End of QBS Submittal Booklet Requirements