



Design-Build (D-B) Supplement - QBS Submittal Booklet Requirements

D-B Supplement - QBS Submittal Booklet Requirements

General Requirements

1. Submit two (2) D-B Supplement - QBS Submittal Booklet per contract as follows:
2. Submit one (1) D-B Supplement - QBS Submittal Booklet behind the last tab, Division 8 – CT330 Part II, of the QBS Submittal Booklet for this Contract. (This booklet is for CT DCS's project record.)
3. Submit one (1) D-B Supplement - QBS Submittal Booklet behind the last tab, Division 8 – CT330 Part II, for this Contract. (This booklet is for DCS's ability to copy, if needed, extra booklet copies.)
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 place within the Booklet explaining why it was not used in the submittal.
5. **Each D-B Supplement - 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

D-B Supplement - QBS Submittal Booklet Requirements
General Requirements

D-B Supplement - QBS Submittal Booklet Cover Page

1. Insert one Cover page into each D-B Supplement - QBS Submittal Booklet with the following information and as formatted for each D-B Supplement - QBS Submittal Booklet. (Exactly as per the web advertisement for this contract.)
2. See page 2 of these requirements for an example of the D-B Supplement - QBS Submittal Booklet Cover Page format.

Firm Name

Firm Street Address

Firm town, State, Zip

Type of Legal Entity

D-B Supplement - QBS Submittal Booklet

Design-Build Team

CT DCS Contract Number

Project Name

Project Location

QBS Submittal Due Date

End

D-B Supplement - QBS Submittal Booklet Requirements
Instructions for Cover Sheet



Design-Build (D-B) Supplement - QBS Submittal Booklet Requirements

Sample: D-B Supplement - QBS Submittal Booklet Cover Page

Binder Comb ←

Customize Division Tab Names →

Indicate Precise Firm's Legal Name →

Firm Name

Firm Street Address

Firm Town, State Zip

Examples: → **Type of Legal Entity**
Limited Liability Partnership, Corporation, Limited Partnership, Sole Proprietor and etc.

Design-Build Supplement - QBS Submittal Booklet

Design-Build Team Consultant Services

DPW Contract Number → **BI-RS-123 - DB**

Type Consultant Contract Services (As per DPW Legal Notice or Web Advertisement) →

**New Parking Garage
Southern Connecticut State University
New Haven, CT**

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

**Submittal Due Date:
December 21, 2012**

↑ *Submittal Due Date*

Table of Contents

QBS D-B Email Registration

DAS Prequalification Certificates

D-B QBS Questionnaires Instructions

D-B QBS Team Questionnaire Instructions

D-B QBS Designer Questionnaire Instructions

D-B QBS Builder Questionnaire Instructions



Design-Build (D-B) Supplement - QBS Submittal Booklet Requirements

Division 9 – Table of Contents

1. Insert one (1) Table of Contents containing the six (6) divisions in the specified order behind the Division 9 Tab of each of the two (2) D-B Supplement - QBS Submittal Booklets.

End of Instructions for Division 9 - Table of Contents

Table of
Contents

D-B QBS Email
Registration

CT DAS
Prequalification
Certificates

D-B QBS
Questionnaires
Instructions

D-B QBS Team
Questionnaire
Instructions

D-B QBS
Designer
Questionnaire
Instructions

D-B QBS Builder
Questionnaire
Instructions



Design-Build (D-B) Supplement - QBS Submittal Booklet Requirements

Division 10–D-B QBS Email Registration

1. Email one (1) completed **D-B QBS Email Registration** (1515) to Rose Mitchell – Ct DCS Office of Process Management by the due date for this Contract at: rose.mitchell@po.state.ct.us
2. Insert one (1) completed hard copy of the **D-B QBS Email Registration** (1515) behind the Division 10 Tab of each of the two (2) D-B Supplement - QBS Submittal Booklets.

Note: Provide the following information for two (2) representatives of the D-B Firm representing the D-B Team that CT DCS can contact for additional information about the **entire** D-B Team. The contacts listed in **Division 10** of the Supplement can contain different the contacts listed in **Division 3** of **D-B QBS Email Registration** (1215) since the contacts listed in **Division 3** pertain to contacts that can provide additional information about the Prime Professional Services Consultant's portion of the D-B Team.

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 D/B 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 **D-B QBS Email Registration** (1515) to CT DCS. All CT DCS responses and addendum to the QBS process for a specific contract shall be sent by CT DCS to 1st. Contact Name person's email address. The 1st. Contract's email address should be continuously monitored by the Contact to ensure timely receipt of all communications from CT DCS.

For the **D-B QBS Email Registration** (1515) 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 **D-B QBS Email Registration** (1515) link.

End of Instructions for Division 10 – D-B QBS Email Registration

Table of
Contents

QBS D/B Email
Registration

CT DAS
Prequalification
Certificates

D-B QBS
Questionnaires
Instructions

D-B QBS Team
Questionnaire
Instructions

D-B QBS Designer
Questionnaire
Instructions

D-B QBS Builder
Questionnaire
Instructions



Design-Build (D-B) Supplement - QBS Submittal Booklet Requirements

Division 11 – CT DAS Pre-qualification Certificate and Update Certificate

1. Insert one (1) copy of the DAS Pre-qualification Certificate and one (1) copy of the DAS Update Certificate for the CT DAS Contractor Prequalification Classification for General Building Construction (**Group C**) behind the Division 10 Tab of each of the two (2) D-B Supplement -QBS Submittal Booklets.
For more information on the CT DAS Construction Contractor Prequalification click on below link:
www.das.ct.gov

End of Instructions for Division 11 - CT DAS Pre-qualification Certificate and Update Certificate

Table of
Contents

D-B QBS Email
Registration

CT DAS
Prequalification
Certificates

D-B QBS
Questionnaires
Instructions

D-B QBS Team
Questionnaire
Instructions

D-B QBS Designer
Questionnaire
Instructions

D-B QBS Builder
Questionnaire
Instructions

Division 12 – D-B QBS Questionnaires Instructions

1. Insert one (1) signed copy of the Acknowledgement of Division 12 Instructions (see 2 below) behind the Division 12 Tab of each of the two (2) D-B Supplement QBS Submittal Booklets.

2. **Acknowledgement of Division 12 Instructions:** _____
(Required Signature)

3. **Division 12 - D-B QBS Questionnaires Instructions:**
 The three (3) types of D-B QBS Questionnaires contain questions that are not project-specific but are intended to provide CT DCS with information about the entire D-B Team's qualifications. No more than one (1) Questionnaire per D-B Team firm can be submitted. The following are the three (3) Questionnaires that must be answered as completely and concisely as possible and inserted behind its designated Division Tab.

Instructions for the obtaining the following forms are contained in their individual Divisions as follows:
Division 13 D-B QBS "Team" Questions (1525).
Division 14 D-B QBS "Designer" Questions (1530).
Division 15 D-B QBS "Builder" Questions (1535).

End of Division 12 - QBS D-B Questionnaire Instructions

Table of Contents

QBS D/B Email Registration

CT DAS Prequalification Certificates

D-B QBS Questionnaires Instructions

D-B QBS Team Questionnaire Instructions

D-B QBS Designer Questionnaire Instructions

D-B QBS Builder Questionnaire Instructions



Design-Build (D-B) Supplement - QBS Submittal Booklet Requirements

Division 13 – D-B QBS “Team” Questionnaire Instructions

1. Insert one (1) copy of a completed the **D-B QBS “Team” Questionnaire (1525)** for their proposed teams behind the **Division 13 Tab** of each of the two (2) D-B Supplements - QBS Submittal Booklets.

For the D-B QBS Team Questionnaire (1525) 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 **D-B QBS “Team” Questionnaire” (1525)** link.

End of Division 13 - D-B QBS “Team” Questionnaire

Table of
Contents

D-B QBS Email
Registration

CT DAS
Prequalification
Certificates

D-B QBS
Questionnaires
Instructions

D-B QBS Team
Questionnaire
Instructions

D-B QBS Designer
Questionnaire
Instructions

D-B QBS Builder
Questionnaire
Instructions



Design-Build (D-B) Supplement - QBS Submittal Booklet Requirements

Division 14 - D-B QBS "Designer" Questionnaire Instructions

1. Insert one (1) copy of a completed the **D-B QBS "Designer" Questionnaire (1530)** for their proposed teams behind the **Division 14 Tab** of each of the two (2) D-B Supplement - QBS Submittal Booklets.

For the D-B QBS "Designer" Questionnaire (1530) 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 **D-B QBS "Designer" Questionnaire (1530)** link.

End of Division 14 - D-B QBS "Designer" Questionnaire Instructions

Table of
Contents

QBS D/B Email
Registration

CT DAS
Prequalification
Certificates

D-B Team QBS
Questionnaire
Instructions

D-B QBS
Questionnaires
Instructions

D-B QBS Designer
Questionnaire
Instructions

D-B QBS Builder
Questionnaire
Instructions



Design-Build (D-B) Supplement - QBS Submittal Booklet Requirements

Division 15 – D-B QBS “Builder” Questionnaire

1. Insert one (1) copy of a completed the **D-B QBS “Builder” Questionnaire (1535)** for their proposed teams behind the Division 15 Tab of each of the two (2) D-B Supplement - QBS Booklet Submittals.

For the D-B QBS Builder Questionnaire (1535) 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 **D-B QBS “Builder” Questionnaire (1535)** link.

End of Instructions for Division 15 - D-B QBS “Builder” Questionnaire Instructions

Table of
Contents

QBS D/B Email
Registration

CT DAS
Prequalification
Certificates

D-B QBS
Questionnaire
Instructions

D-B QBS Team
Questionnaire
Instructions

D-B QBS Designer
Questionnaire
Instructions

D-B QBS Builder
Questionnaire
Instructions

End of Design-Build Supplement - QBS Submittal Booklet Requirements