

**Construction Manager At Risk (CMR)  
 QBS Submittal Booklet Requirements**

<b>General Requirements</b>	
<b>The Deadline for the receipt of the CMR - QBS Submittal Booklets is as stated in the CMR - RFQ Web Advertisement for this Project.</b>	
1.	Submit a <b>total</b> of <b>six (6)</b> CMR QBS Submittal Booklets <b>per contract</b> .
2.	Insert all required information as specified into each of the <b>six (6)</b> CMR QBS Submittal Booklet. 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.
3.	Each of the <b>total six (6)</b> CMR QBS Submittal Booklets shall contain all of required information; in the specified format; at the designated location; by the deadline; or the Firm may be deemed Non-Responsive and/or the Submittal shall be deemed Deficient for this project.
4.	<b>Five (5)</b> of the <b>total six (6)</b> QBS Submittal Booklets shall have a cover and back with 8-1/2"x11 clear vinyl covered (GBC Clear Rounded Clear Heavy- Round 8 <sup>3/4"</sup> x 11 <sup>1/4"</sup> , 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.)
5.	<b>One (1)</b> of the <b>total six (6)</b> 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.)
<i>End of Instructions for General Requirements</i>	

<b>CMR QBS Submittal Booklet Cover Page</b>	
1.	Insert one Cover page into each <b>six (6)</b> CMR QBS Submittal Booklet with the following information and as formatted for each <b>six (6)</b> CMR QBS Submittal Booklet. (Exactly as per the web advertisement for this contract.)
2.	See page 2 for a Sample of the CMR QBS Submittal Booklet Cover Page format.
<p><b>Firm Name</b></p> <p><b>Firm Street Address</b></p> <p><b>Firm town, State, Zip</b></p> <p><b>Type of Legal Entity</b></p> <p><b>CMR QBS Submittal Booklet</b></p> <p><b>Type of Consultant Services</b></p> <p><b>CT DCS Contract Number</b></p> <p><b>Project Name</b></p> <p><b>Project Location</b></p> <p><b>QBS Submittal Due Date</b></p>	
<i>End of Instructions for Cover Sheet</i>	



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

*Binder Comb*

*Indicate Precise Firm's Legal Name*

**Firm Name**

**Firm Street Address**

**Firm Town, State Zip**

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

**Type of Legal Entity**

**Construction Manager At Risk (CMR)  
QBS Submittal Booklet**

**Major Capital Project  
CMR – GMP Services**

*CT DCS Contract Number*

**BI-RS-123 - CMR**

**New Educational Building  
Southern Connecticut State University  
New Haven, CT**

**Submittal Due Date:  
February 28, 2009**

*Submittal Due Date*

*Type Selection Services  
(As per CT DCS Legal  
Notice or Web  
Advertisement)*

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

*Customize Division Tab Names*

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# 1730 Construction Manager At Risk (CMR) QBS Submittal Booklet Requirements

## 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 1 Tab for each of the six (6) CMR QBS Submittal Booklets.

*End of Instructions for Division 1- Table of Contents*

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# 1730 Construction Manager At Risk (CMR) QBS Submittal Booklet Requirements

## 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 that have the CMR qualifications and past performance to be selected for this specific contract behind this Division 2 Tab for each of the six (6) CMR QBS Submittal Booklets.

**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: **Project No:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_

*End of Instructions for Division 1- Letter of Interest*

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

## Division 3 – CMR QBS Email Registration

1. **Contract No:** Insert Contract Number
2. **Contract Name:** Insert Contract Name
3. Email one (1) completed **CMR QBS Email Registration** (1740) 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 **CMR QBS Email Registration** (1740) 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 Service:** 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. **1<sup>st</sup>. Contact Name:** First contact name.
    - 5.1 **1<sup>st</sup>. Contact Phone Number:** Self Explanatory.
    - 5.2 **1<sup>st</sup>. Contact Email Address:** Self Explanatory.
  6. **2<sup>nd</sup>. Contact Name:** Second contact name.
    - 6.3 **2<sup>nd</sup>. Contact Phone Number:** Self Explanatory.
    - 6.4 **2<sup>nd</sup>. 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 1<sup>st</sup>. Contact Name person shall submit this **CMR QBS Email Registration** (1740) to CT DCS. All CT DCS responses and addendum to the QBS process for a specific contract shall be sent by CT DCS to 1<sup>st</sup>. Contact Name person's email address. The 1<sup>st</sup>. Contact's email address should be continuously monitored by the Contact to ensure timely receipt of all communications from CT DCS.

For the **CMR QBS Email Registration (1740)** follow the steps below:

1. Go to the DPW Website: **www.ct.gov/dpw**;
2. On the left hand side of the CT DPW Home Page click on the **Forms** link.
3. Under the **Alphabetical Listings** or the **Design and Construction** title click on the **CMR - QBS Email Registration (1740)** link.

*End of Instructions for Division 3 – CMR QBS Email Registration*

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**Division 4 – Pre-qualification Certificates And Major Contractor's License:**

1. **DAS Pre-qualification Certificate:** Insert one (1) copy of the DAS Pre-qualification Certificate and one (1) copy of the DAS Update Certificate for the DAS Contractor Prequalification Classification for **Construction Manager At Risk (Group A)** behind this Division 4 Tab for each of the six (6) CMR QBS Submittal Booklets.  
See <http://das.ct.gov> for more information about the DAS Pre-qualification Certificate and Update Certificate.

2. **Connecticut Major Contractor's License:**  
For all CT DCS projects designated CT DAS General Building Construction Classification Group A, the CMR shall insert one (1) copy must submit a Connecticut Major Contractor's License issued by the Connecticut Department of Consumer Protection (DCP) behind this Division Tab for each of the six (6) CMR QBS Submittal Booklets.

See [www.ct.gov/dcp](http://www.ct.gov/dcp) for more information about the Connecticut Major Contractor's License.

*End of Instructions for Division 4 – Prequalification Certificates & Major Contractor License*

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**Division 5 – Affidavits & Certifications Requirements**

**1. Affirmation of Receipt of State Ethics Laws Summary of Electronic Submittal Requirements:**

In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy’s “Business Friendly Initiatives”, the following must be adhered to:

**1.1** When the Department of Construction Services (CT DCS) is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), CT DCS shall provide all potential consultant and contractor firms with the **“Guide to the Code of Ethics For Current or Potential State Contractors”** that is available from the website of Office of State Ethics (OSE).

**Questions concerning the “Guide to the Code of Ethics For Current or Potential State Contractors” can be directed to the Office of State Ethics (OSE) at 860-263-2400.**

**1.2** CT DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must electronically submit an **“Affirmation of Receipt of State Ethics Laws Summary”** affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics law. Instructions on how to electronically submit an **“Affirmation of Receipt of State Ethics Laws Summary”** are available from the website of the Connecticut Department of Administrative Services (CT DAS).

**Questions concerning the “Affirmation of Receipt of State Ethics Laws Summary”-electronic submittals can be directed to the Department of Administrative Services (DAS) at (860) 713-5100.**

**2. Additional Affidavits & Certifications Requirements:**

At the time a Firm is notified of their “Conditional Selection” by CT DCS they will be given instructions from CT DAS on how to “upload” or submit additional certificates, affidavits, and other information necessary for the processing of their Contract by CT DAS Legal Services.

***End of Instructions for Division 5 – Affidavits & Certifications Requirements***

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**Division 6 – CMR Screening Shortlist Questionnaire**

1. Insert one (1) completed copy of a **CMR- QBS Screening Shortlist Questionnaire (1710)** behind this Division 6 Tab of each of the six (6) CMR QBS Submittal Booklets.

To access the **CMR - QBS Screening Shortlist Questionnaire (1710)** for this Project:

1. Go to the DPW Website: [www.ct.gov/dpw](http://www.ct.gov/dpw);
2. Under **Requests For Qualifications** click on the **Construction Manager at Risk** link;
3. Under the **Construction Manager at Risk Open Requests for Qualifications (RFQs)** locate the "Contract Number" Column and the Contract Number for this Project, then click on the **CMR - QBS Screening Shortlist Questionnaire's (1720)** link to obtain the CMR - QBS Screening Shortlist Questionnaire for this Project.

*End of Instructions for Division 6 – CMR Screening Shortlist Questionnaire*

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**Division 7 – CMR Organizational Charts**

1. Insert one (1) copy of your **CMR Organizational Charts** for the following types of CMR Scope of Services behind the Division 7 Tab of each of the six (6) CMR QBS Submittal Booklets.
  - 1.1 **Preconstruction Scope of Services Organizational Chart:** Submit a proposed organizational chart the indicating the names and roles of Key Personnel that shall provide Preconstruction Scope of Services as described in Subsection 2.0 of the **CMR –GMP Best Value Selection Procedure Manual (0370)**.
  - 1.2 **Construction Scope of Services Organizational Chart:** Submit a proposed organizational chart the indicating the names and roles of Key Personnel that shall provide Construction Scope of Services as described in Subsection 2.0 of the **CMR –GMP Best Value Selection Procedure Manual (0370)**.

To access the **CMR–GMP Best Value Selection Procedure Manual (0370 )** for this Project:

1. Go to the DPW Website: [www.ct.gov/dpw](http://www.ct.gov/dpw);
2. At the left hand side of the DPW Home Page click on the **Publications** link;
3. Under the **Alphabetical Listings** or the **Design and Construction** title, click on the **CMR-GMP Best Value Selection Procedure Manual (0370)** link.

***End of Instructions for Division 7 – CMR Organizational Charts***

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**Division 8 – CMR Key Personnel Resumes**

- 1. Insert one (1) copy of your **CMR Key Personnel Resumes** describing the following types of CMR Scope of Services behind the Division 8 Tab for of each of the six (6) CMR QBS Submittal Booklets.
  - 1.1 Attach resumes that include the following information, for all **CMR Key Personnel** shown in the two (2) Organization Charts required in Division 7 that provide **CMR Preconstruction Phase Services** and **Construction Phase Services**:
    - 1.1.1 Position/Job Function Description;
    - 1.1.2 Staff Member Name;
    - 1.1.3 Staff Member Title;
    - 1.1.4 Years Employed By Your Firm;
    - 1.1.5 Years In Present Position/Job Function.

***End of Instructions for Division 8 – CMR Key Personnel Resumes***

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**CMR Key Personnel Resumes**

**End**

**CMR QBS Submittal Booklet Requirements**