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Selection of Design Professional Firms

Sec. 4-134e-1. Purpose

The purpose of this regulation is to implement the provisions of Public Act No. 79-450, in order to provide for the selection of design professional firms whose services are required in the planning and construction of capital improvements undertaken by the State, as provided by Section 4-126 of the General Statutes, as amended, and to prescribe the advance notice required for, the manner of submission, conditions and requirements of responses to public invitations for design professional services. This regulation is authorized by Public Act No. 79-450, Sections 4(a) and 6. (Effective April 11, 1980)

Sec. 4-134e-2. Advertising

After capital funds have been approved for purposes of design of any State project, as defined in accordance with Public Act No. 79-450, the Commissioner of the Department of Administrative Services shall invite responses from design professional firms by advertisements inserted at least once in one or more newspapers having a circulation in each county of the State. Advertising in this manner also shall be required whenever design professional services are needed for other State programs which do not qualify as projects.

(Effective April 11, 1980)

Sec. 4-134e-3. Time of responses

Responses shall be received within fourteen (14) days from the last date on which the advertisement is published, unless additional time is specifically authorized by the Commissioner.

(Effective April 11, 1980)

Sec. 4-134e-4. Submission, conditions and requirements of responses

Each response to perform design professional services shall include:

- (a) a synopsis of the scope of services performed by the respondent;
- (b) submission of completed forms provided by the Commissioner;
- (c) completed federal forms 254 and 255;

(d) a statement of the date of completion of the design professional firm's most recent contract, if any, with the Department of Administrative Services; and

(e) a statement of any and all contracts with the Department of Administrative Services which are currently being performed and a statement whether the design professional firm performed services under any name other than the one appearing in the response.

(Effective April 11, 1980)

Sec. 4-134e-5. Design professional services selection panel

The design professional services selection panel for the selection of design professional firms shall consist of six (6) members, five (5) of whom shall be employees of the Department of Administrative Services, and the remaining member who shall be appointed by the head or acting head of the user agency and shall serve only for deliberations involving the project for which he was appointed. The employees of the Department of Administrative Services appointed by the Commissioner will be an employee of the Bureau of Public Works with management responsibilities or his delegate, who shall serve as chairperson of the panel at its meetings; at least one (1) employee from the Construction Section of the Bureau of Public Works and such engineers or architects representing other units of the department or their

delegates to make up the required number of members. A delegate shall represent and vote in the stead of the appointee for whom he is substituting provided such delegate is first approved by the Commissioner.

(Effective April 11, 1980)

Sec. 4-134e-6. Meetings

Meetings of the panel may be called any time during normal working hours by the chairperson, and the presence of five (5) members or their delegates shall constitute a quorum for the purpose of rendering a decision. All motions and decisions shall require for passage the affirmative vote of at least three (3) of the members present.

(Effective April 11, 1980)

Sec. 4-134e-7. Review of responses

The panel shall screen all responses submitted for a project in proper form, and shall select five (5) design professional firms for further consideration for appointment and award of contract. If fewer than five (5) responses are received, all responses shall be considered as eligible for further consideration.

(Effective April 11, 1980)

Sec. 4-134e-8. Criteria of selection

In making its initial review of responses and in all further steps of the selection process, the panel shall be guided by the following objective criteria:

(a) specialized design and technical competence of the design professional firm regarding the types of service required;

(b) capacity and capability of the firm to perform the work, including any specialized services, within the time limitations;

(c) past record of performance on contracts with the State and other clients with respect to such factors as control of costs, quality of work, conformance with program, cooperation with client and supervision of construction;

(d) proximity to and familiarity with the area in which the project is located; and

(e) the volume of work previously awarded to the firm by the Department of Administrative Services with the objective of effecting an equitable distribution of contracts among qualified firms and of assuring that the interest of the public in having available a substantial number of qualified firms is protected; provided, however, that the principle of selection of the most highly qualified firms is not violated.

The panel may also reduce the list by (a) considering the last time each design professional firm received a contract from the Department of Administrative Services starting with the design professional firm with the most recent contract and working backwards chronologically; (b) by considering the volume of work, either by number of contracts or dollar amounts, previously awarded to a design professional firm by the Department of Administrative Services with the objective of achieving an equitable distribution of contracts. In both instances, the design professional firms so adjudged for selection must be the most qualified.

(Effective April 11, 1980)

Sec. 4-134e-9. Interviews

The panel shall conduct interviews with the five (5) design professional firms selected for further consideration for the purpose of reducing that number to three (3) design professional firms for presentation to the Commissioner. If only four (4)

responses are received, the panel shall conduct interviews with the four (4) design professional firms responding for the purpose of reducing that number to three (3) design professional firms for presentation to the Commissioner. If less than four (4) responses are received, the panel shall present the names of all the design professional firms responding to the Commissioner.

(Effective April 11, 1980)

Sec. 4-134e-10. Furnishing of list

The panel shall proceed to furnish a certified list of the three (3) remaining, most qualified design professional firms to the Commissioner. If fewer than three (3) responses for a project are received, the panel's list shall include the names of all the design professional firms submitting responses.

(Effective April 11, 1980)

Sec. 4-134e-11. Selection

The Commissioner shall negotiate a contract for design professional services with the most qualified design professional firm from among the list of firms submitted by the panel. If a fair and reasonable contract with any of the design professional firms recommended by the panel cannot be negotiated, the Commissioner shall negotiate with such design professional firms which he determines to be most qualified to render the particular design professional services under consideration.

(Effective April 11, 1980)

Sec. 4-134e-12. Notification

The Commissioner shall notify the panel and other appropriate staff personnel of the Bureau of Public Works of his final selection of a design professional firm, and a formal, written contract shall be prepared for execution prior to submission of the final selection for the approval of the State Properties Review Board, in accordance with Section 4-26b(i) of the General Statutes, as amended. Subsequent to the approval of the Board, the contract shall be executed and submitted for the approval of the Attorney General.

(Effective April 11, 1980)

Sec. 4-134e-13. Other services required

In all cases where design professional services are required for State programs other than projects, the Commissioner shall receive all proper responses to advertising and shall proceed to negotiate a contract with the design professional firm most qualified, in his judgment, at compensation which the Commissioner determines is both fair and reasonable.

(Effective April 11, 1980)