



SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES - ON-CALL PROGRAM
(With Design)
REQUEST FOR STATEMENT OF QUALIFICATIONS
REV1 DATED 12/11/2023

The University of Connecticut is accepting Statement of Qualifications for:

PROJECT NUMBER: 009.1-OC.SMPROJECTS27

PROJECT NAME: ARCHITECTURE SERVICES, SMALL PROJECTS (Set-Aside)

PROJECT LOCATIONS: STORRS CAMPUS, REGIONAL CAMPUSES, UCONN HEALTH LOCATIONS, and ANY OTHER UNIVERSITY PROPERTY

PROCUREMENT AGENT: GRIFFIN FEHRS, griffin.fehrs@uconn.edu, (860) 486-2618

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications ("RFQ") is for the University of Connecticut (the "University") to request submissions of Statement of Qualifications from Connecticut SBE/MBE/WBE/DisBE Companies that can provide general architectural services for small campus projects whose design fees typically are under \$100,000. These projects have a smaller scope of work and are usually considered "fast-track" projects (from design through construction close-out may take several days to several months). Projects may include new construction, renovation of existing buildings, interior design, exterior design, and infrastructure renovations. The services requested may be for the University's main campus at Storrs-Mansfield, regional campuses (Avery Point, Hartford School of Law, downtown Hartford, Stamford, and Waterbury), UConn Health (UCH) (Farmington, satellite locations), and any other University property.

Note: Companies that are currently on the On-Call List must submit a new Statement of Qualifications for consideration as the current contracts expire April 2024 and are not automatically renewed.

LOCATION OF THIS SOLICITATION: Submit a Statement of Qualifications ("Proposal") for this solicitation through the HuskyBuy Portal:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UConnFullSuite>.

SBE/MBE PARTICIPATION: The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience. As such, we encourage participation by Small (SBE) businesses, Minority-Owned (MBE) businesses, Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the Connecticut's Department of Administrative Services Supplier Diversity Division. For further information, visit: <https://portal.ct.gov/DAS/Services/Licensing-Certification->

[Permitting-and-Codes/Small-Minority-Business-Center](#). To learn about the University of Connecticut's Supplier Diversity Program, visit: <https://supplierdiversity.ubs.uconn.edu>. Additionally, the University encourages Connecticut-based businesses to participate in this public solicitation process.

CRITICAL DATES:

| | | |
|-----------------------------|-------------------|----------------|
| Q&A (RFI) Due Date and Time | 12/07/2023 | 2:00 PM |
| Proposal Due Date and Time | 12/19/2023 | 2:00 PM |

Note: *The Professional Services On-Call Program Outreach Event PowerPoint presentation is included in the Buyer Attachments Section for this event. Access to the On-Call Program Outreach Events video recordings presented on November 14, 2023 and November 16, 2023 may be requested by contacting the Procurement Agent listed for this Sourcing Event.*

REQUEST FOR INFORMATION QUESTIONS: All Requests for Information (“RFI”) questions are to be posted under the Q&A Board Tab in the HuskyBuy sourcing event for this Solicitation. No phone calls or RFI questions emailed directly to the Procurement Agent will be accepted.

CLARIFICATIONS, ADDENDA, and INTERPRETATIONS: Proposers shall promptly notify the University of any ambiguity, inconsistency, or error which they may discover upon examination of the contract documents.

Any and all interpretations of the RFI Responses, contract documents, and supplemental instructions, will be in the form of a clarification/addendum, and posted as part of the HuskyBuy sourcing event. Failure of a Proposer to receive such clarification/addendum or interpretation shall not release a Proposer from the obligations under its Proposal as submitted.

CONSIDERATION OF PROPOSALS: This is a Quality-Based Selection solicitation process. A Proposer shall demonstrate, to the satisfaction of the University, that it possesses the proven managerial ability, technical ability, and the integrity, necessary to perform the Scope of Work for this Program faithfully and efficiently, without conflict of interest. Proposals shall be evaluated utilizing the objective technical criteria listed within the RFQ, as well as any additional information obtained from persons or other sources identified in the Proposal. The University reserves the right to make multiple awards for this Program if it is deemed to be in its own best interest.

PROGRAM SCHEDULE/DURATION:

- The Master Agreement is planned to start: **MAY 1, 2024**
- Program Duration: **THREE (3) YEARS**

PROGRAM DESCRIPTION: The goal of the University is to give all Companies awarded an On-Call Contract a fair opportunity to participate in providing services within its designated category. The University shall have absolute discretion to issue and/or withhold Assignments that best serve the interests of the University and there is no guarantee of any dollar value or number of Assignments a Company will receive, or an obligation on the part of the University to provide a Company with Assignments.

The Assignments to be issued under the On-Call Contract may vary from studies, reviews, services for small renovation projects and minor design work to services in connection with larger infrastructure,

renovations, or new building projects. Assignment values will vary depending upon the project type, scope, size and/or complexity but will not exceed \$1 million per Assignment.

The selection of a Company for an Assignment is determined on a rotational/equalization basis, taking into consideration the number and value of a Company's previous Assignments. Other criteria that may be considered in the selection process include the following:

- The size and complexity of the Assignment.
- A Company's performance on previous similar Assignments, including quality, timeliness, and cost of services.
- A Company's ability and sufficiency of staff resources to complete the Assignment in a timely manner.
- Impact the Assignment may have on other work the Company is currently performing.
- The fee proposal for the scope of services.
- Other criteria unique to a particular Assignment.

Note: On-Call Companies that repeatedly fail to timely respond to requests for services or repeatedly decline to submit responses to requests for services may, at the University's discretion, have their On-Call Contract terminated.

After the University has selected a Company for a particular Assignment, the Company will receive a Request for Services. After discussion of the scope of services and walk-through (if applicable), the Company will submit a Cost Proposal. Fee assignments will be one of the following:

- Lump Sum fixed fee for the Assignment.
- Lump Sum fixed fee by phases.
- Hourly Rate Fee up to an agreed maximum aggregate amount.

Once the terms and cost are agreed to by the University and the Company, a Purchase Order will be issued for the Assignment.

The University may also select to issue a Request for Proposal to the entire On-Call category pool. When this method is chosen, the Company with the lowest fee proposal will be selected and issued a Purchase Order, assuming the Company meets all other technical criteria.

SCOPE OF WORK: *This is a **SET-ASIDE category for State of Connecticut Small Business Enterprises or Minority Business Enterprises certified under the State of Connecticut's Supplier Diversity Program.** Only Companies that are certified as a Connecticut SBE/MBE/WBE/DisBE will be considered for this category. Companies must remain certified by the State of Connecticut Department of Administrative Services as SBE/MBE for the term of the contract.*

The Company should have the experience and ability to self-perform the majority of the services for this category.

Examples of the services that may be required under the Architectural Services, Small Projects On-Call category are listed below. Services may include, but are not limited to the following:

- New construction, existing building renovation design, demolition, interior building design, exterior building design, infrastructure (underground and above ground), and utilities.

- Program review, existing conditions assessment with recommendations, conceptual/feasibility studies, forensic analysis and investigations, cost estimating for constructability and budgeting, schematic design, design development, construction documents, bidding, construction administration, and project closeout.
- New or renovation of existing: laboratories, health service buildings (hospital, medical, treatment and exam facilities), food service facilities, student housing, classrooms, office spaces, and historical buildings (which may include coordination with the State Historic Preservation Office), athletic facilities, and landscaping.
- Furniture layout and specifications, finish materials selection and specifications, equipment layout and specifications, office layouts, reflected ceiling plan and lighting, signage and wayfinding.
- Repair and/or replacement of typical window, roof and masonry renovation work (which may include forensic analysis).
- Design for small HVAC systems, fire detection device moves and/or additions, and electrical review and circuit availability.
- Peer review of projects designed by others for code compliance; performing detailed technical reviews of construction documents for interdisciplinary coordination & constructability; and/or review of various LEED rating systems.

QUALIFICATIONS OF PROPOSER: All Proposers must provide information/documentation with their submission that demonstrates the following:

- **REQUIRED LICENSES AND CERTIFICATIONS:**

- a. Architecture Firm – If your Company is a corporation, provide a copy of your Company’s **Architect License** from the Connecticut Architectural Licensing Board (as per Connecticut General Statutes §20-298a and §20-298b). This certificate must remain effective for so long as the design professional is under contract to provide professional services for this Program.
- b. Provide a copy of at least one proposed Program team member’s current Connecticut Architect license.
- c. Provide a copy of your Company’s Connecticut Supplier Diversity Program S/MBE Certification.
- d. **It is preferred (not required) that at least one proposed Program team member have a current Professional LEED AP or LEED Green Associate Accreditation.**

- **NARRATIVE OF PROJECT APPROACH:** Prepare a Narrative that demonstrates your Company’s understanding of the Scope of Work for this Program. The Narrative should be no more than **eight (8) pages**. Concisely present an approach that includes the following:

- a. Technical Approach: Describe your Company’s approach, which demonstrates your understanding of the needs of this On-Call Program, including your Company’s process for completing a Scope of Work within a proposed schedule.
- b. Specialty Services: Describe any expertise or specialty services related to the Scope of Work for this Program that your Company has experience with.
- c. Quality Assurance/Quality Control: Describe your Company’s process and procedure for managing and assuring the quality of its documents.
- d. Cost Control and Budgeting: Provide your Company’s approach for developing both project and

construction cost estimates and managing costs once budgets are developed.

- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Proposer, including background in this field and the services it provides. Utilize the *Previous Relevant Experience Form, ProfServ-RFQ (5 Projects)* provided with this RFQ. The Proposer shall:
 - a. Provide **five (5) examples** of projects with design in progress (at least 75% of the design complete) or completed, comparable in size, scope, and similar environment to this Program, with an emphasis on *sustainable design, work in occupied buildings, academic facilities (preferably higher education), collegiate student housing, healthcare facilities (hospital, medical, treatment, and exam facilities), and research facilities*, completed within the past **seven (7) years**.
 - b. For a project to be considered, the value of the design fees for that Project must have a maximum value under \$1,000,000. A detailed description of the work performed and how it relates to the Scope of Work outlined in the RFQ shall be included.
 - c. *Companies are encouraged to submit a variety of project examples that demonstrate their experience with the types of buildings/services listed in the Program Scope of Work.*
 - d. **Note: Only provide the required number of project examples listed in this section and only one (1) project performed for UConn may be included as part of your Proposal.**
 - e. Projects with any information on the Form stated as “confidential” will not be considered.
 - f. On-Call Programs cannot be submitted as a project example, however an individual project performed under an On-Call Program may be submitted as one of the Company’s examples. If submitting a project example from an On-Call Program, include a brief description of the program with that example.

- **PROPOSED TEAM QUALIFICATIONS:** The Proposer must demonstrate the ability to staff the Program with high quality, experienced personnel. Describe the qualifications and responsibilities of the key personnel who may be assigned to the Program including their experience on similar assignments and their specific responsibilities for the proposed Program. Utilize the *Resume for Proposed Key Personnel Form, ProfServ-RFQ* provided with this RFQ.
 - a. Resumes are required for the following positions: *Principal, Project Manager, Project Architect*.
 - b. Provide an Organizational Chart that identifies the primary team members’ roles for this Program. **Note:** if the Company’s Organizational Chart lists additional roles from those that are listed in “a” above, then the Company may also provide a resume for each additional role. However, only provide resumes for personnel that may be assigned to this Program.

MISCELLANEOUS REQUIRED DOCUMENTS: The Proposal shall include the following documents:

- a. **CT Certificate of Authorization:** Provide your Company’s current *Certificate of Legal Existence or Authorization from the CT Secretary of State*. If your Company does not have a Certificate of Legal Existence or Authorization, you may include a copy of the Application submitted to the State of Connecticut. Note: date of Application must be prior to the due date of this RFQ.
 - i. If your Company is organized/formed in a state other than Connecticut, also include your Company’s current Certificate of Legal Existence or Authorization from that state.
- b. **CT Department of Revenue Service Status Letter:** Provide a Status Letter from the Connecticut Department of Revenue Services. This letter must be dated within the past three (3) months from the due date of this RFQ.
- c. **Summary of Revised Ethics Laws and Affidavits:** Review the *State of Connecticut Summary of Revised Ethics Laws and Affidavits* document and upload the executed document where applicable.
- d. **SEEC Form 10:** Review the *SEEC Form 10: Notice to Executive Branch State Contractors and*

Prospective State Contractors of Campaign Contribution and Solicitation Limitations (acknowledgment of receipt of the explanation of prohibitions) and upload the executed Form where applicable. The Form can be found at: https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf.

- e. **Hourly Rate Form:** Provide All Inclusive Hourly Rates for the key project team personnel. The hourly rates may be used to establish compensation for each assigned Project under the time compensation method.
- f. **Supplier Diversity Certificate:** Provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.

CONTRACT: A draft of the contract has been provided with the solicitation documents via an Addendum. The University reserves the right to modify the contract or waive any informality as it deems to be in the best interest of the University. By submitting a Proposal, your Company accepts the contract and any modifications that the University deems necessary to it without exception. Proposers will be notified of any modifications to the contract made by the University. Any exceptions to the contract submitted by the Proposer will not be considered.

End of Solicitation Information Sheet