



SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES – ARCHITECT/ENGINEER
REQUEST FOR STATEMENT OF QUALIFICATIONS

The University of Connecticut is accepting Statement of Qualifications for:

PROJECT NUMBER: 300249

PROJECT NAME: PBB RESEARCH SUPPORT EXPANSION

PROJECT LOCATION: STORRS CAMPUS

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

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications (“RFQ”) is to solicit experienced firms to provide architectural services for program confirmation, planning, and design/engineering services for the PBB research support expansion project located on the University’s Storrs campus.

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

<https://bids.scquest.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:

Pre-Proposal Conference Date and Time	12/6/2023	10:00 AM
Pre-Proposal Conference Location	PURCHASING BID ROOM. 3 DISCOVERY DR, STORRS CT, 06238	
Q&A (RFI) Due Date and Time	12/18/2023	2:00 PM
Proposal Due Date and Time	1/4/2024	2:00 PM

PRE-PROPOSAL CONFERENCE: During the Pre-Proposal Conference, the RFQ and Scope of Work will be discussed. There also will be an opportunity to view existing conditions (if applicable). The Pre-Proposal Conference is not mandatory, however, interested Proposers are strongly encouraged to attend.

There are limited short-term and PayByPhone parking spaces around the University Business Services building. The North Parking Garage is recommended to all vendors as parking on campus is at your own risk. The North Garage parking is paid via online app (PaybyPhone or Flowbird) or at a kiosk and is required when parking vehicle and not when exiting the garage.

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 any such clarification/addendum or interpretation shall not release a Proposer from the obligations under its Proposal as submitted.

CONSIDERATION OF PROPOSALS: This is a two-part Quality-Based Selection solicitation process. During the first part, a Proposer shall demonstrate, to the satisfaction of the University, that they possess the proven managerial ability, technical ability, and the integrity, necessary to perform the Scope of Work faithfully and efficiently for this Project, 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 with the intent of developing a shortlist of qualified Proposers.

During the second part of the process, the short-listed Proposers are invited to submit a Cost Proposal during the Request for Proposal phase. The University may choose to interview the short-listed Proposers as part of the selection process; however, the Proposer should not assume interviews will be conducted. The technical proposal shall be a “stand-alone” document and may be the sole basis of selection.

PROJECT SCHEDULE/DURATION:

- Anticipated Contract Issuance/Notice to Proceed: **April 1, 2024**
- Design Milestones:
 - Preliminary Design 100% **June 2024**
 - Design Development **August 2024**
 - Construction Documents **December 2024**
- Construction is planned to start: **May 2025**
- Construction Duration: **Nine (9) Months**

PROJECT BUDGET: The proposed construction budget for this project is **\$6,000,000**.

PROJECT DESCRIPTION/SCOPE OF WORK:

The University intends to fit-out the shell space adjoining the existing research support facility within the Pharmacy Biology Building, on the Storrs Campus. The project also includes a redesign of the sewage ejection pump system located separately but adjacent to the shell space (SE of project proper). The scope of the project is approximately 3,615 NSF (with the pump pit area an additional 187 NSF). The proposed renovations will assist with the recruiting of new faculty and help facilitate the competitiveness of UConn in grant competitions, therefore increasing the quality of research at the University.

Scope of Work: It is expected that the construction will include (but not be limited to):

- Demolition/rework of drainage, venting in concrete floors
- Partial demolition of CMU and/or gypsum board walls
- New CMU and/or gypsum board walls – including floor infill where elevations differ
- New mechanical, electrical, plumbing and fire protection work
- Installation of new (or re-worked) sewage ejection pump system for entire vivarium
- New epoxy resin floors
- New interior doors, frames, ceilings, etc.
- New interior finishes & signage

Design services shall consist of all disciplines necessary to meet the needs of the programmatic requirements including but not limited to: architectural, programming, laboratory planning, structural, mechanical, electrical, lighting, plumbing (including a sewage injection system analysis and design), fire protection, civil, telecommunications and data, code compliance, vivarium regulatory and health & safety compliance, security and a cost-estimating consultant.

A Construction Manager at Risk (CMAR) will be the delivery method for this project.

DELIVERABLES: The Consultant will provide the following deliverables:

1. **PRE-DESIGN SERVICES.** Based on the preliminary program prepared by UConn, the Architect will confirm the program including any updates that result from constituent meetings, benchmarking or budget parameters and will prepare several concept designs and site layout options for the building and review the same with Owner for approval.
2. **DESIGN SERVICES.** Upon agreement of the preferred concept design, provide all necessary design and engineering work to provide Design Documents and full specifications for bid for the new School of Nursing Building. The Architect will prepare Design Documents in alignment with University's Design Standards (<https://updc.uconn.edu/contractors-working-at-uconn/>) to allow the University to prepare a bid. An estimate of probable construction costs (provided by 3rd. a party consultant) is to be included in each design phase as follows;
 - 100% Preliminary design approval
 - 50% Construction Documents
3. **BIDDING PHASE.** The Architect will be required to participate in the Pre-Bid Conference, answer RFI's and prepare Addenda as required.
4. **CONSTRUCTION ADMINISTRATION.** Unless otherwise directed, the Architect will be responsible for on-site construction administration, including review and approval of all construction submittals,

attending construction meetings, responding to Requests for Information, Addenda to the drawings and final punch list inspections.

5. PROJECT CLOSEOUT. The Architect will be responsible for submitting final as-builts to the University within 3 months of project completion. The as-builts will be in conformance to the University's Planning and Design Electronic Document and Plan Submission Requirements which can be found at: <https://updc.uconn.edu/wp-content/uploads/sites/1525/2022/04/Appendix-II-Electronic-Document-Plan-Submission-Requirements-April-2022.pdf>.

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

- **REQUIRED LICENSES AND CERTIFICATIONS:**

- a. Architecture License – Provide a copy of the Company's Connecticut License (as per Connecticut General Statutes §20-298a and §20-298b). This license must remain effective for so long as the design professional is under contract to provide professional services for this Project.
- b. Provide a copy of at least one proposed project team member's current Connecticut Architect license.
- c. Provide a copy of at least one proposed Project team member's current Professional LEED AP Accreditation.

- **NARRATIVE OF PROJECT APPROACH:** Prepare a Narrative that demonstrates your Company's understanding of the Scope of Work for this Project. The Narrative should be no more than **six (6) pages**. Concisely present an approach that includes the following:

- a. Technical Approach: Describe your Company's process for completing the Scope of Work within the proposed schedule.
- b. Quality Assurance/Quality Control: Describe your Company's process and procedure for managing and assuring quality of its documents and those of its sub-consultants.
- c. Cost Control and Budgeting: Describe your Company's approach for developing both project and construction cost estimates and managing costs once budgets are developed.
- d. If submitting as a joint venture, describe the proposed joint venture arrangement between the joint venture partners.

- **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 (3 Projects)* provided with this RFQ. The Proposer shall:

- a. Provide **three (3) 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 Project, *with an emphasis on academic research facilities*, completed within the past **ten (10) years**.
- b. A detailed description of the work performed and how it relates to the Scope of Work outlined in the RFQ shall be included.
- c. The Proposer shall highlight a Proposer's experiences with its sub-consultants and their successful projects together.
- 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. If a joint venture is proposed, provide project examples demonstrating that the joint venture partners have worked together. Include a description and percentage of the work performed by each joint venture partner.

- **PROPOSED TEAM QUALIFICATIONS:** The Proposer must demonstrate the ability to staff the project with high quality, experienced personnel. Describe the qualifications and responsibilities of the key project team personnel who will be assigned to the Project including their experience on similar Projects and their specific responsibilities for the proposed Project. Utilize the *Resume for Proposed Key Personnel Form, ProfServ-RFQ* provided with this RFQ.
 - a. Resumes are required for the following positions: *Principal-In-Charge, Project Manager, Project Architect/Lab Planner*.
 - b. Sub-Consultants (as applicable): The Proposal shall include resumes for key project team personnel for any subconsultants the Proposer deems necessary to complete the project.
 - c. Provide an Organizational Chart that identifies the primary team members' roles, including any subconsultants for this project. 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 the key project team; do not include resumes for personnel not assigned to the team.

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

- a. **Supplier Diversity Certificate:** If certified, provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.
- b. **Joint Venture Agreement:** If a joint venture is proposed, provide the Joint Venture Agreement.

Note: During the Request for Proposal phase, the short-listed Proposers will be required to submit a copy of their current Certificate of Legal Existence or Authorization from the CT Secretary of State (or copy of the Application submitted to the State of Connecticut). No information is required during the RFQ phase.

CONTRACT: A draft of the contract has been provided with the solicitation documents. 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.

JOINT VENTURE: If submitting as a joint venture, a new HuskyBuy Vendor Profile must be created with the joint venture company name and the Proposal must be submitted under this profile; it cannot be submitted under one of the joint venture partners' profile.

End of Solicitation Information Sheet