



**SOLICITATION INFORMATION SHEET**  
**CONSTRUCTION – CONSTRUCTION MANAGER ANNUAL PREQUALIFICATION PROGRAM**  
**FOR PROJECTS ESTIMATED AT \$1,000,000 OR MORE**  
**REQUEST FOR STATEMENT OF QUALIFICATIONS**

The University of Connecticut is accepting Statement of Qualifications for:

**RFQ RELEASE DATE:** MARCH 14, 2024

**PROGRAM NUMBER:** APCM2024

**PROGRAM NAME:** ANNUAL PREQUALIFICATION PROGRAM CONSTRUCTION MANAGER

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

**PROCUREMENT AGENT:** CESAR ALONZO, [cesar.alonzo@uconn.edu](mailto:cesar.alonzo@uconn.edu), (860) 486-0012

**INTENT OF THIS SOLICITATION:** The purpose of this Request for Qualifications ("RFQ") is for the University of Connecticut (the "University") to request Statements of Qualifications from Companies that can provide Construction Manager at Risk services. Projects may include new construction, renovation or alteration of existing buildings, and infrastructure. 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.

**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:**

Q&A (RFI) Due Date and Time	<b>APRIL 2, 2024</b>	<b>2:00 p.m.</b>
Proposal Due Date and Time	<b>APRIL 11, 2024</b>	<b>2:00 p.m.</b>

**Note:** *The Annual Prequalification Program Outreach Event PowerPoint presentation is included in the Buyer Attachments Section for this event. Access to the Annual Prequalification Program Outreach Events video recordings presented on March 7, 2024 and March 12, 2024 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, financial 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:**

- Prequalification Certificate is planned to be issued by: May 2024
- Program duration: One (1) year. The University reserves the right to extend the Prequalification Certificates for up to two (2) additional 1-year extensions.

**PROGRAM DESCRIPTION:** The University of Connecticut has developed a program that will partner with the contractor community in order to streamline the selection process for Construction Managers for University projects valued at \$1,000,000.00 or more. The University makes the decision to prequalify an Company based on their Statement of Qualifications, including but not limited to: narrative of approach to projects, previous relevant experience, proposed team qualifications, financial ability, and integrity.

The Construction Managers will have the opportunity to prequalify for one or multiple Areas of Expertise during the RFQ process by submitting narrative of approach to projects, previous relevant experience, proposed team qualifications for each Area of Expertise, as follows:

- Student Housing: including, but not limited to new or existing residential facilities.

- Academic and Staff Buildings: including, but not limited to new or existing classrooms, offices, dining facilities and others.
- Energy and Infrastructure: including, but not limited to solar, fuel cell, power generation, utilities, telecommunication, transportation systems, water and wastewater treatment, others.
- Athletics and Recreational Facilities: including, but not limited to student centers, sports complexes, stadia, others.
- Healthcare and Science Facilities: including, but not limited to hospital work, medical offices, healthcare teaching facilities, laboratories, research facilities, others.

A certificate of prequalification will be effective for one year after issuance, and the University will have the option to extend the certificate of prequalification for up to two (2) additional 1-year extension. Prior to the expiration of the certificate of prequalification, the University will request from the prequalified companies the following updated documents: DAS Prequalification Certificate, Supplier Diversity Certificate (if applicable), Bonding Capacity Letter; in order to extend the certificate of prequalification for a period of one (1) year, up to a maximum of 2 (1) year periods.

Companies that do not prequalify for the program or for a specific Area of Expertise will be able to submit their Statement of Qualification during the next RFQ on the following annual prequalification cycle.

The University reserves the right to further shortlist firms prior to issuance of the Request for Proposal based on the specific scopes of work of the project, by requesting additional project specific information, including but not limited to narrative of approach and additional key personnel resumes.

The University will issue Requests for Proposal on any projects as needed, to those contractors who are issued a certificate of prequalification based on the following criterion:

- Financial Ability: contractors who meet the single project bonding capacity of the estimated construction cost of the project.
- Areas of Expertise for which the Construction Manager has prequalified.
- Licenses and registrations, as needed.
- Department of Administrative Services (DAS) prequalification classification.

The prequalified/shortlisted Construction Managers will submit a Cost Proposal during the Request for Proposal/Interview phase for any projects the University solicits, on an as needed basis. Annual Financial Statements will be requested during the Request for Proposal process for each individual project.

The University may choose to interview the prequalified/shortlisted Companies as part of the selection process for; however, the Proposer should not assume interviews will be conducted. During the Interviews, Companies will be evaluated on the presentation of their project specific approach, proposed team qualifications, pre-construction and construction phases scope of services and their cost proposal.

**SCOPE OF WORK:** The Owner intends to utilize the Construction Manager (CM) at Risk contract format with a Guaranteed Maximum Price, (GMP), with a separate negotiated pre-construction services contract, for projects in this category. The following are typical services anticipated from Construction Managers on University projects:

- Preconstruction Phase Services including, but are not limited to the following:
  - a. Establishing logistic plans.
  - b. Estimate of the Cost of Work at different phases of the design.
  - c. Recurring on-site job meetings during the at different phases of the design efforts and other meetings with key stakeholders as required.
  - d. Project scheduling:
  - f. Constructability/feasibility reviews; Budget controls and value engineering
  - g. Procurement services.
- Construction Phase Services including, but are not limited to the following:
  - a. Verification of existing conditions
  - b. Shutdown planning.
  - c. On-site OAC meetings and other meetings with key stakeholders as required.
  - d. Schedule management:
  - g. Construction administration.
  - i. Construction logistics management.
  - j. QA & QC through construction.
  - l. Construction phasing and execution
  - n. Cost controls and financial reporting.
  - p. Safety Plan and Compliance.
  - r. Project closeout; Commissioning Support.

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

- **DAS CLASSIFICATION:** Proposers must be prequalified by the Department of Administrative Services (DAS) in the specified classification for this program (CONSTRUCTION MANAGER AT RISK, GROUP B OR C) as of the due date of the Statement of Qualifications.
- **FINANCIAL ABILITY:** The Proposer must demonstrate the financial ability and bonding capacity to complete a construction project with a minimum value of at least \$1,000,000.
- **NARRATIVE OF APPROACH:** Prepare a Narrative that demonstrates your Company's approach to Projects for each Area of Expertise that your Company is submitting for. Each Narrative should be no more than **five (5) pages**. Concisely present an approach that includes the following:
  - a. **Technical Approach:** Describe your Company's process for completing a project's Scope of Work within the proposed schedule, including Pre-Construction and Construction activities.
  - b. **Quality Assurance/Quality Control:** Describe your Company's process and procedure for managing and assuring quality during construction activities.
  - c. **Cost Control and Budgeting:** Describe your Company's approach to developing both project and construction cost estimates and managing costs once budgets are developed.
  - d. **Supplier Diversity:** Describe your Company's approach to meeting the set-aside goals and CHRO requirements for Projects.

- e. **NOTE: Do not include additional project examples in the narrative, other than those provided as part of your Previous Relevant Experience examples.**
- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Proposer, including background in this field and the services that it provides. Utilize the *Previous Relevant Experience Form, Const-RFQ (3 Projects)* provided with this RFQ. The Proposer shall:
- Provide **three (3) examples** of projects that are in progress (at least 75% complete) or completed, representative of the scope for this program for each Area of Expertise your Company is applying for, with an emphasis on higher education new construction, renovations, alterations and/or additions; completed within the past **seven (7) years**. **Note: Only provide the required number of project examples listed in this section for each Area of Expertise.**
  - For a project to be considered, the value of that project must have a minimum value of \$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.
  - Note: only one (1) project performed for UConn may be included as part of your Proposal.**
  - Projects that are in progress shall include an estimated date of completion. Projects that state “tbd,” “on-going,” “active,” or “in progress,” instead of an actual date *may not be considered*.
  - Separate *Previous Relevant Experience Forms*, are required for each Area of Expertise that your Company is submitting for and shall represent the experience in projects related to the specific Area of Expertise.
  - Projects with any information on the Form stated as “confidential” or any information missing *will not be considered*.
- **PROPOSED TEAM QUALIFICATIONS:** The Proposer must demonstrate the ability to staff the project(s) with high quality, experienced personnel. Describe the qualifications and responsibilities of the key project team personnel who will be assigned to the program including their experience on similar assignments and their specific responsibilities for the proposed project(s). Utilize the *Resume for Proposed Key Personnel Form, Const-RFQ* provided with this RFQ.
- Resumes are required for the following positions: *Project Executive, Project Superintendent and Project Manager*. Multiple resumes can be submitted per position.
  - Note: Project relevant experience included on individual resumes must adhere to the criteria listed in the Previous Relevant Experience section above (relevancy, timeframe, and confidentiality rules) to be considered. In addition, if a UConn project is included as part of the Proposer’s project examples in the Previous Relevant Experience section, no additional UConn projects may be included on individual resumes.
  - Separate *Resume for Proposed Key Personnel Forms*, are required for each of the required positions for each Area of Expertise that your Company is submitting for and shall represent the experience in projects related to the specific Area of Expertise.

**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](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf).
- e. **Supplier Diversity Certificate:** If certified, provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.
- f. **Bonding Capacity:** Provide a letter from your bonding company or representative confirming bonding capacity and include if they have ever had to complete or finance work on your behalf. Bonding capacity shall be for, at a minimum, \$1,000,000 per Project.
- g. **Threshold Building Project:** This program may include projects defined as a "threshold building". All contractors and major subcontractors must possess for individual projects defined as "threshold building", a valid Major Contractor Registration Certificate issued by the CT Department of Consumer Protection in accordance with Connecticut General Statute §20-341gg.

**CONTRACT:** A draft of the contract that will be used for individual projects 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.

**SELF-PERFORMANCE REQUIREMENT:** The Construction Manager At-Risk is not permitted to complete any portion of the construction work with its own forces. The Construction Manager is responsible for developing subcontractor bid packages, conducting a solicitation process for each established bid package, and contracting with the subcontractors to complete the construction work.

**SET-ASIDE REQUIREMENTS:** The Set-Aside Requirement for all Projects is that (1) not less than thirty percent (30%) of the Cost of Construction of Guaranteed Maximum Price be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as "Small Business Enterprises" ("SBEs") and (2) not less than ten percent (10%) of the Guaranteed Maximum Price be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as "Minority Business Enterprises" ("MBEs") (the 10% set aside for MBEs may be included in the 30% set aside for SBEs). The Construction Manager is responsible for ensuring that the S/MBEs they have selected are eligible Connecticut-certified S/MBE contractors.

***End of Solicitation Information Sheet***