



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

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: 2/27/2024

PROJECT NUMBER: CA022124

PROJECT NAME: NOAA GREEN STORMWATER INFRASTRUCTURE IMPLEMENTATION

PROJECT LOCATION: MULTIPLE LOCATIONS IN NEW YORK AND CONNECTICUT

PROCUREMENT AGENT: CESAR ALONZO, cesar.alonzo@uconn.edu, 860-486-0012

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications (“RFQ”) is to prequalify Engineering Firms to provide proposals for design and construction oversight in support of a proposed grant program focused on implementing green stormwater infrastructure in urban communities in New York (Hudson River and Long Island) and Connecticut.

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	3/5/2024	1:00PM
Pre-Proposal Conference Location	Purchasing Bid Room, 3 Discovery Dr, Storrs CT 06269	

Q&A (RFI) Due Date and Time	3/12/2024	2:00PM
Proposal Due Date and Time	3/21/2024	2:00PM

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 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.

PROJECT SCHEDULE/DURATION:

- Anticipated Contract Issuance/Notice to Proceed: **12/1/24**
- **Milestones:**
 - **Year 1 engineering designs due** **11/1/25**
 - **Year 1 construction oversight** **3/1/26 – 10/31/26**
 - **Year 2 engineering designs due** **11/1/26**
 - **Year 2 construction oversight** **3/1/27 – 10/31/27**
 - **Year 3 engineering designs due** **11/1/27**
 - **Year 3 construction oversight** **3/1/28 – 10/31/28**
 - **Year 4 engineering designs due** **11/1/28**

- **Year 4 construction oversight** **3/1/29 – 10/31/29**
- Construction is planned to start: **March 2026**
- Construction Duration: **4 years**

PROJECT BUDGET: The proposed maximum allowable design fee budget for this project is **\$4,550,000**.

LIST OF REFERENCE DOCUMENTS: The following documents are included in the HuskyBuy Event under the Buyer Attachments section:

- **Examples of Potential Retrofits**

PROJECT DESCRIPTION/SCOPE OF WORK: UConn is responding to a federal grant request requiring engineering designs. The federal sponsor will select awardees and begin negotiations in May 2024. There is no guarantee of funds at this time.

Engineering services are sought to support a green stormwater infrastructure implementation program in Connecticut and New York. The UConn Center for Land Use Education and Research (CLEAR) is proposing a large, 5-year project in New York and Connecticut that will provide communities with recommendations for green stormwater infrastructure retrofits that are focused on improving community resilience to flooding and reducing climate risk, particularly for underserved & vulnerable populations. Through this program, 5 communities per state per year (10 communities total per year) would receive recommendations for retrofits of existing stormwater infrastructure with nature-based practices designed to infiltrate stormwater and reduce stormwater runoff (this work will be performed by university faculty/students). Communities will then select a practice or series of practices from those recommendations that they would like to have implemented. Examples of these practices include but are not limited to bioretention, permeable pavements, green roofs, and water harvesting. Typical installations will likely include design elements such as pretreatment structures/devices, underdrains and overflow structures. It is expected that these will be primarily located in urban and heavily developed suburban areas. Funding would then be made available to those communities to cover the cost of installations (bid process to be managed by each municipality). The process will then repeat for 3 more years, yielding a total of 40 installations over the 5 years of the program.

Engineering services are sought to complete construction documents for the selected projects (in both Connecticut and New York) and then construction oversight of those implementations (in both Connecticut and New York) in each of the 10 towns per year for 4 years. The awardee is expected to prepare separate proposals for each project and it is anticipated that each project will have estimated value between \$100,000 to \$150,000 in design fees.

DELIVERABLES: The Consultant will provide the following deliverables: the Consultant will be expected to perform engineering functions for the different projects including, but not limited to:

1. **INITIATING PHASE SERVICES.** Based on the preliminary program prepared by the University, the Engineer 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 and review the same with Owner for approval.
2. **DESIGN SERVICES PHASE.** 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 selected projects, including Schematic Design, Design Development and

Construction Documents, as applicable. An estimate of probable construction costs (provided by 3rd. party consultant) is to be included in each design phase as follows:

- 100% Preliminary design approval
 - 50% Construction Documents
3. BIDDING/NEGOTIATION PHASE. The Engineer will be required to participate in the Pre-Bid Conferences, answer RFI's and prepare Addenda as required.
 4. CONSTRUCTION ADMINISTRATION PHASE. Unless otherwise directed, the Engineering firm 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. CLOSEOUT PHASE. The Engineer will be responsible for submitting final as-builts to the University and selected towns within 3 months of project completion.

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

- **REQUIRED LICENSES AND CERTIFICATIONS:**

- a. Engineering Firm – If your Company is a corporation, provide a copy of your Company's Certificate of Authorization from the Connecticut Professional Engineers and Land Surveyors Licensing Board (as per Connecticut General Statutes §33-182a and §34-243a) and your Certificate of Authorization to Provide Engineering or Land Surveying Services from the New York State Education Department (as per New York State Education Law Sections 7209(6) and 7210). These certificates must remain effective for so long as the design professional is under contract to provide professional services for this Program. Firms submitting their Statement of Qualification are required to hold both licenses (New York and Connecticut). Certificates from sub-consultants will not be accepted.
- b. Provide a copy of at least one proposed project team member's (one per state) current Connecticut and New York Engineering license.

- **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 approach, which demonstrates your understanding of the needs of this Program, including your Company's process for completing a Scope of Work within a 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: 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 that 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 Program, **with an emphasis on green stormwater infrastructure practices in urban areas**, 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. **Note: Only provide the required number of examples listed in this section and only one (1) assignment performed for UConn may be included as part of your Proposal.**
 - d. Examples with any information on the Form stated as “confidential” will not be considered.
- **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 personnel who will be assigned to the Project including their experience on similar assignments 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.** 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.
 - b. Provide an Organizational Chart that identifies the primary team members’ roles. 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.

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), and Certificate of Status from the NY State Department of State, Division of Corporation (or copy of the Application submitted to the State of New York). No information is required during the RFQ phase.

CONTRACT: A draft of the Master Agreement 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