

Event Summary - CIRCA Resilient Connecticut Phase III Pilot Projects (Additional)

Type	CPFP- A/E Request for Statement of Qualifications	Number	KK060123 - CIRCA Phase III Continuation
Organization	UConnFullSuite	Currency	US Dollar
Event Status	Open	Work Group	UConn
Exported on	7/10/2023	Exported by	Kathleen Kearney
Estimated Value	1,500,000.00 USD	Payment Terms	0% 45, Net 45

Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No	Confidential Pricing	No

Visibility and Communication

Visible to Public Yes


Enter a short description for this public event

CIRCA Resilient CT Phase III Continuation - Pilot Projects & Additional Services

Commodity Codes

Commodity Code	Description
133	Consulting Services - Grant Funded
125	A/E On Call
131	A/E Open
132	Consulting Services
306	Professional Services

Event Dates

Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Released	6/30/2023 2:00 PM EDT
Open	7/8/2023 2:00 PM EDT
Close	8/4/2023 2:00 PM EDT
Sealed Until	8/4/2023 2:00 PM
	 Show Sealed Bid Open Date to Supplier
Q&A Close	7/20/2023 2:00 PM EDT

Event Users

Event Creator

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Description

REQUEST FOR QUALIFICATIONS - CIRCA Resilient Connecticut Phase III (Continuation)

Introduction: The towns of Connecticut are believed to be under-prepared for the consequences of climate change. With the support from the U.S. Department of Housing and Urban Development (HUD), the Connecticut Institute for Resilience and Climate Adaptation (CIRCA) piloted the [Resilient Connecticut](https://resilientconnecticut.uconn.edu/phase-ii/) planning process in the towns of New Haven and Fairfield Counties. Activities included risk assessments, community engagement, and project development for addressing flooding and extreme heat. Products included map viewers, policy recommendations, research, and identification of opportunity areas for developing local and regional resilience projects. The Resilient Connecticut planning process has three phases: (I) Develop Resilience Planning Framework; (II) Conduct Resilience Planning through vulnerability and risk assessments, and (III) Synthesize, prioritize, and develop implementation plans. Steps (I) and (II) have been [completed in Fairfield and New Haven Counties](https://resilientconnecticut.uconn.edu/phase-ii/) (<https://resilientconnecticut.uconn.edu/phase-ii/>), resulting in the identification of zones of shared risk, completion of a regional vulnerability assessment and the delineation of a series of Resilience Opportunity Areas (ROARs) through extensive stakeholder collaboration. The [ROARs](#) identified and mapped across Fairfield and New Haven Counties represent the intersection of climate induced flooding and heat risks with vulnerable populations and key regional assets. Assets include affordable housing, transportation assets, critical infrastructure, and valuable ecological systems along with other assets that impact the long-term resilience and potential of the region. Additional regional and municipal engagement is underway in Hartford, Tolland, Middlesex, and New London Counties (working through Capital Region Council of Governments (CRCOG), Lower Connecticut River Valley Council of Governments (RiverCOG), and Southern Connecticut Council of Governments (SCCOG)) to map zones of shared risk, assess vulnerabilities, and identify ROARs.

Phase III of the planning process focuses on developing a pipeline of location specific projects that build on the ROARs through collaborative engagement, detailed technical analysis, and development of implementable concept plans. An initial round of [7 municipal-to-neighborhood-to-site scale planning projects](https://resilientconnecticut.uconn.edu/phase-iii/) is currently underway in Fairfield and New Haven Counties (<https://resilientconnecticut.uconn.edu/phase-iii/>). These planning projects include site-scale risk assessment and climate impact modeling, extensive community engagement, stakeholder driven development of concept designs for flooding and extreme-heat risk mitigation, benefit/cost analysis, and development of implementation plans for resulting projects.

As a next step, CIRCA proposes to extend the Phase III planning process to additional communities in Hartford, Tolland, Middlesex, and New London Counties, as well as the initial pilot area in Fairfield and New Haven Counties, as we work in collaboration with towns and State agencies to move projects down the pipeline to implementation. Through this Request for Qualifications, CIRCA seeks to develop a cohort of professional services teams to work with us in support of this planning process over the next 2 years (2023-24) or more as funding allows.

RFQ PRE-SUBMISSION CALL

A call to review the RFQ and respond to questions related to the RFQ will be held 7/14/23 at 10:00AM EST. To RSVP for the meeting contact kathleen.kearney@uconn.edu. Also see the Question section 1.1 for more details. Additional questions & clarifications are to be submitted through the bid portal no later than 7/20/23 2:00PM EST, with responses posted by 7/24/23 12:00PM EST.

INSTRUCTIONS FOR APPLICANTS

"Applicant," as used in these documents, shall include the actual legal entity or entities submitting and executing an Application in Response to the Request for Qualification ("RFQ").

"Joint Venture" If the Applicant is a "joint venture", identify the nature and percentage of the work of this Project for which each joint venture partner will be primarily responsible. Whenever the words "you," "your firm," "your organization," etc. appear, the responses to any such question must be responded to by each firm represented in the joint venture.

1. Application: The Qualifications Application shall be submitted using the HuskyBuy system and using the forms provided.

1.1 The HuskyBuy sourcing system will allow submissions up to the closing date and time for this event.

1.2 Note: Questions that require an uploaded file: One upload per question is allowed. Multiple uploads erase prior uploads. If additional uploads are required; either a) upload all documents for the question in one upload, or b) upload additional documents under the Supplier Attachment Tab. There is a 50 MB size limit per file upload in the HuskyBuy system. Should you encounter problems uploading documents due to size limitation of each upload, please contact the Procurement Agent listed on the Project Information Sheet, prior to the closing date and time for this event.

2. Application Completeness: The Applicant must completely, fully and fairly respond to all questions and requests for information contained in the Application. Applicants should submit a completed Qualifications Application contained within this RFQ and submit all required documentation requested. Applications with blank spaces or incomplete and inaccurate answered questions may result in the University's refusal to accept the submitted Application.

2.1 The making of any false, deceptive, fraudulent, or intentionally misleading or inaccurate statements or representations in the Application may constitute grounds for a refusal to qualify the Applicant and/or grounds for a nonresponsive Request for Qualifications Application.

2.2 The University reserves the right to request the Applicant provide, or to obtain from any source it deems appropriate, additional information to obtain a fuller explanation of any response. If the Applicant believes that it is necessary or appropriate to explain, in the Application, the circumstances surrounding any response, they shall have the right to do so.

3. University expressly reserves the following rights:

3.1. To reject any and all Applications and to waive any informalities, irregularities or technical defects in the Application, if it is deemed to be in the best interest of the University.

3.2 To solicit, receive and/or utilize information from any persons or entities identified in the Application as references, or from persons or entities having knowledge of the Applicant's experience, abilities, past performance, integrity, or any other item referenced in the Qualifications Application.

3.3 To find any Applicant to be non-responsible or non-qualified with respect to a specific project, notwithstanding the fact that it may have previously been prequalified or selected for previous projects for the University.

4. Notification:

4.1 All prospective firms who submit Applications will be notified of their firm's status as soon as possible via email once the University has completed its review of all Applications.

5. Authorization:

5.1 The submission of a completed Application shall constitute an express authorization by the Applicant to the University to obtain all information it deems pertinent with respect to the Applicant and the Applicant's Statement of Qualifications.

5.2 Responses submitted to this RFQ are subject to public disclosure under the Connecticut Freedom of Information Act (FOIA). If information submitted is confidential or proprietary it may qualify for an exemption from public disclosure. To qualify for exemption, at the time the RFQ response is submitted, respondents must mark information as "CONFIDENTIAL". Markings should be narrowly tailored and must constitute "trade secrets" and/or "commercial of financial information given in confidence" under Conn Gen. Stat. Section 1-210(b)(5). Additionally, the information so marked must not be fundamental to

proving the respondent's qualification to receive the work described in the RFQ. Wholesale confidentiality markings will be rejected.

UConn will use reasonable efforts to not disclose information properly marked confidential. UConn provides no assurance whether any such submitted information shall be legally exempt from release pursuant to FOIA. In the event that a requestor files a complaint with the FOIA Commission challenging such exemptions, UConn will make reasonable efforts to notify respondents and acknowledges and agrees that respondent has the right to petition to intervene and become a party to the complaint and any subsequent judicial appeal proceedings. As long as respondent is, in accordance with FOIA law and regulations, engaged in efforts to prevent the disclosure of the contested information, UConn shall not disclose the contested information without a final order from the FOIA Commission requiring such disclosure. Should respondent not intervene, disclosure of all information submitted in response to an RFQ may occur at UConn's sole discretion. Respondent shall be responsible for the costs and expenses it incurs contesting the disclosure of any contested information.

6. Communications:

6.1 Under no circumstances may any Applicant or its representative contact any employee or representative of the University regarding the RFQ prior to the closing date, other than as provided in this section. The University considers this process as "open" from the date this RFQ is posted until a binding contractual agreement is executed. The contact for any communications during this process is the Procurement Agent listed in this RFQ. Informal communications with any University personnel (outside the Procurement Agent) shall not occur. Informal communication shall include, but is not limited to:

- Requests from the Applicants to any department(s) or employees at the University, for information, comments, speculation, etc.
- Requests from any department or employees at the University, to any Applicant for Information, comments, speculation, etc.

Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in the Applicant being considered non-compliant and ineligible for award.

7. Vendor Code of Conduct:

7.1 Corporate Social Responsibility: In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University requires all Vendors to adhere to the "[Vendor Code of Conduct](#)" policy.

SUPPLIER DIVERSITY

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 they are afforded equal access to the bid process that transfers goods and services to the campus communities. As such, we encourage participation by Small (SBE), Minority-Owned (MBE), Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the State of Connecticut's Department of Administrative Services (DAS) Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e.

To become a DAS-Certified S/M/W/DisBE, your company must meet the qualifications as determined by legislation, under §4a-60g of the Connecticut General Statutes (CGS). For further information, please visit this website: <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 (USDP), please

visit <https://supplierdiversity.ubs.uconn.edu>, or contact the USDP by e-mail at supplierdiversity@uconn.edu or by phone at (860) 486-2614.

UNIVERSITY COVID-19 MITIGATION GUIDELINES: As part of UConn’s on-going effort to ensure a secure and safe working environment for its students, workforce, clients, and visitors, the University has developed the “University COVID-19 Mitigation Guidelines for the Contractor Community.” A copy of the Guidelines can be found by visiting the following website: <https://updc.uconn.edu/contractors-working-at-uconn/> and clicking on the document located under the Resources section. You may also find additional information at: <https://ehs.uconn.edu/ehs-covid-resources/>. These guidelines establish consistent standards for mitigating the spread of COVID-19 that must be undertaken by the Contractor and are intended to assist UConn in meeting its commitments.

Buyer Attachments

Attachment B - PROJECT RELEVANT EXPERIENCE FORM - CIRCA KK060123.docx	Attachment B - PROJECT RELEVANT EXPERIENCE FORM - CIRCA KK060123.docx	../Attachments/Attachment B - PROJECT RELEVANT EXPERIENCE FORM - CIRCA KK060123.docx
Attachment E - Hourly Rate Form (Prime & Sub).docx	Attachment E - Hourly Rate Form (Prime & Sub).docx	../Attachments/Attachment E - Hourly Rate Form (Prime & Sub).docx
Attachment H - A-E-C Seal Data Form (Blank).pdf	Attachment H - A-E-C Seal Data Form (Blank).pdf	../Attachments/Attachment H - A-E-C Seal Data Form (Blank).pdf
Attachment C - PROJECT TEAM & RELEVANT EXPERIENCE - CIRCA KK060123.docx	Attachment C - PROJECT TEAM & RELEVANT EXPERIENCE - CIRCA KK060123.docx	../Attachments/Attachment C - PROJECT TEAM & RELEVANT EXPERIENCE - CIRCA KK060123.docx
UCONN Terms-and-Conditions_3.20.23.docx	UCONN Terms-and-Conditions_3.20.23.docx	../Attachments/UCONN Terms-and-Conditions_3.20.23.docx
Attachment A - Definitions.docx	Attachment A - Definitions.docx	../Attachments/Attachment A - Definitions.docx
OPM Form 2 (new) - Consulting \$50k+ (Dec'21).docx	OPM Form 2 (new) - Consulting \$50k+ (Dec'21).docx	../Attachments/OPM Form 2 (new) - Consulting \$50k+ (Dec'21).docx
OPM_Form_1_07222021 (new July2021).pdf	OPM_Form_1_07222021 (new July2021).pdf	../Attachments/OPM_Form_1_07222021 (new July2021).pdf
Non-Collusion.docx	Non-Collusion.docx	../Attachments/Non-Collusion.docx
Connecticut Economic Impact Form (DAS-46).pdf	Connecticut Economic Impact Form (DAS-46).pdf	../Attachments/Connecticut Economic Impact Form (DAS-46).pdf
seec_form_10_final.pdf	seec_form_10_final.pdf	../Attachments/seec_form_10_final.pdf
Bidder's Compliance Monitoring Report.pdf	Bidder's Compliance Monitoring Report.pdf	../Attachments/Bidder's Compliance Monitoring Report.pdf

Questions

★ Supplier Response Is Required

REQUEST FOR QUALIFICATION

Group 1.1: RFQ Questions & Clarifications Meeting & Submission Deadline Information

RFQ QUESTIONS & CLARIFICATIONS CALL: A call is scheduled for July 10, 2023 10:00AM EST to review the RFQ and address any questions & clarifications. To attend via MS TEAMS use the following or send an email to kathleen.kearney@Uconn.edu to receive an invite.

1.1.1 Meeting Details:
Meeting ID: 251 770 231 64
Passcode: N9QT68
Download Teams | Join on the web
Or call in (audio only)
+1 475-282-1761,,272384636# United States, Bridgeport Phone Conference ID: 272 384 636#
Yes/No

1.1.2 Deadline for Questions & Clarifications: all submitted questions & clarifications are due by 7/20/23 2:00PM EST, responses will be issued as questions are received. A summary of all questions & responses will be available via the RFQ by 7/24.23 12:00PM EST.
Yes/No

Group 1.2: ORGANIZATION

- | | | |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.2.1 | Firm Name
Text (Single Line) | ★ |
| 1.2.2 | Firm Address
Text (Single Line) | ★ |
| 1.2.3 | Is this the principal office/headquarters?
Yes/No | ★ |
| 1.2.4 | Please provide the Firm's principal office/headquarters address.
Text (Single Line) | ★ |
| 1.2.5 | Name of Authorized Agent submitting as Primary Contact
Text (Single Line) | ★ |
| 1.2.6 | Title of Authorized Agent
Text (Single Line) | ★ |
| 1.2.7 | Phone Number for Primary Contact
Text (Single Line) | ★ |
| 1.2.8 | Email for Primary Contact
Text (Single Line) | ★ |
| 1.2.9 | Confirm if your company is certified through State of CT (CT Dept Admin Services) as one of the following (if none apply select N/A):
Multiple Select (Pick Many)
SBE
MBE
DBE
WBE
N/A | ★ |
| 1.2.10 | If applicable, provide a copy of your Company's current SBE/MBE Certificate issued by the Connecticut Department of Administrative Services. (a) Upload the certificate and label the file "SBE/MBE CERT".
File Upload | |

- 1.2.11** Number of years your firm has been in business ★
Numeric Text Box
- 1.2.12** Number of years your firm has been in business under its present business name ★
Numeric Text Box
- 1.2.13** Other or former names that your firm has operated under (Put "N/A" if not applicable.) ★
Text (Single Line)
- 1.2.14** List any parent company (if any), and all subsidiaries and/or affiliates associated with your firm
Text (Single Line)
- 1.2.15** Indicate the legal structure of your firm. ★
Multiple Choice (Pick One)
Corporation
Sole Proprietor or Single-Member LLC
Partnership
Joint Venture
Other
- 1.2.16** Incorporated date ★
Date
- 1.2.17** Indicate the State of incorporation ★
Text (Single Line)
- 1.2.18** Partnership organization date ★
Date
- 1.2.19** Type of partnership ★
Text (Single Line)
- 1.2.20** Individually owned business organization date ★
Date
- 1.2.21** If your firm is other than, those listed above, indicate the type of firm and name the principals. ★
Text (Multi-Line)
- 1.2.22** Applicant acknowledges they shall make a good faith effort to fully and completely respond to each question on the Application Questionnaire truthfully and accurately. The University shall have a right to rely on such responses and information to help determine whether an Applicant meets the qualification criteria. ★
Multiple Choice (Pick One)
Agree
Disagree

Group 1.3: Qualifications of the Applicant

- 1.3.1** Has your firm for the last year:
a) Operated as a professional providing the services as requested in the RFQ, and
b) Held throughout that time period, and continues to hold, its professional association/ organization or as is recommended pursuant to applicable industry standards in order to perform such professional services in the State of Connecticut. ★
Yes/No

1.3.2 CT Certificate of Authorization: Upload your firm's current Certificate of Existence or Authorization from the CT Secretary of State. If your firm does not have a Certificate of Existence, 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 RFP. If your firm is organized in a State other than Connecticut, also include your firm's current Certificate of Existence or Authorization from that state. ★
File Upload

1.3.3 A/E/C SEAL DATA FORM: provide an up to date A/E/C Seal document (Attachment H) ★
File Upload

Group 1.4: PROPOSED PROJECT TEAM QUALIFICATIONS

1.4.1 Acknowledge, this RFQ is intended to develop a pool of contractors to work with CIRCA and the University to expand the Resilient Connecticut Phase III planning process. Work will include but not be limited to site-scale risk assessment and climate impact modeling, extensive community engagement, stakeholder driven development of concept designs for flooding and extreme-heat risk mitigation, benefit/cost analysis, and development of implementation plans for resulting projects. For examples of projects already underway for Phase III go to <https://resilientconnecticut.uconn.edu/phaseiii/> ★
Yes/No

1.4.2 Team Narrative: Provide a narrative demonstrating the team's experience in one or more of the following: climate modeling and analysis, infrastructure design and engineering, risk assessment and management, urban planning and design, transportation planning and engineering, renewable energy systems, building and energy codes, water resources management, and public and stakeholder engagement. ★
Each Team Narrative will be no more than 2 pages.
File Upload

1.4.3 Provide an Organizational Chart delineating the Proposer's project organization, including program and project manager(s), other professional and technical personnel, the role/function each will perform. The use of any subcontractors should be detailed. To respond to this question, upload as a file labeled "ORG CHART". ★
File Upload

1.4.4 The qualified Applicant shall be led by a principal or partner of an established professional firm, and include landscape architect(s), architects and/or engineer(s) licensed in the State of CT. Using Team & Relevant Experience Form, identify all licenses & certifications held by the team members to be included under this proposal. Acknowledge this requirement by selecting "YES". ★
Yes/No

1.4.5 For projects included on the "Project Relevant Experience Form", identify the team members from the organizational chart, who participated on each project and their role. Confirm "YES" to acknowledge this requirement for proposers. ★
Yes/No

1.4.6 Resumes: provide resumes for the management and technical staff who will be directly engaged in the activities expected to be covered by this contract. A single combined file is preferred, but multiple files will be accepted under "Supplier Attachments" if required. Confirm "YES" to acknowledge this requirement. ★
Yes/No

Group 1.5: PROJECT APPROACH NARRATIVE

1.5.1 Project Experience: using the "Project Relevant Experience Form" upload this form to provide an overview of 3 completed projects, which demonstrate your firm's/team's experience working on similar climate resilient projects, and involve working with a variety of federal, state, regional, municipal land use departments and the public, to implement the projects. ★
File Upload

Group 1.6: COST CONTROL AND BUDGETING NARRATIVE

- History with Governmental Entities: provide 1 page itemizing:
- a.No previous record of default on a government contract;
 - b.No applicant entity, or principal thereof, may be awarded a Federal contract if subject to a debarment, suspension, or limited denial of participation under 24 CFR Part 24.
 - c.No formal debarment or suspension from entering into contracts with a Connecticut governmental agency; or other notification of ineligibility or prohibition against bidding or proposing on government contracts.
 - d. Upload this document as PDF, using name "History with Govt Entities.pdf".
- 1.6.1 File Upload ★

Group 1.7: LITIGATION/CLAIMS/PROCEEDINGS

- 1.7.1 Has your firm, your parent company, your subsidiaries or your affiliates, any officer or partner thereof, or any member of management thereof ever had any civil or criminal judgments, claims, litigation or arbitration proceedings or suits pending or outstanding against your firm or its officers? ★
Yes/No
- 1.7.2 Provide judgements, claims, litigation, arbitration, suits, and civil or criminal incident details/additional information. ★
(a) Upload all documents in one file and label the file "JUDGEMENTS EXP".
File Upload
- 1.7.3 Has your firm, your parent company, your subsidiaries or your affiliates, any officer or partner thereof, or any member of management thereof ever had any civil or criminal judgments, claims, litigation or arbitration proceedings or suits initiated by your firm or against your firm involving a public Owner? ★
Yes/No
- 1.7.4 Provide judgements, claims, litigation, arbitration, suits, and civil or criminal incidents involving a public owner details/additional information. ★
(a) Upload all documents in one file and label the file "PUBLIC OWNER JUDGEMENT EXP".
File Upload
- 1.7.5 Are there any other litigation or arbitration proceedings including out of court settlements initiated by your firm or against your firm within the past five (5) years including both pending and closed/settled cases not previously included as part of your firm's response to the questions listed above? ★
Yes/No
- 1.7.6 Provide a list of all these other litigation or arbitration proceedings. ★
(a) Upload all documents in one file and label the file "OTHER LITIGATION".
(Note: One upload per question is allowed. Multiple uploads erase prior uploads. If additional uploads are required, please do so under the Supplier Attachment Tab.)
File Upload

Group 1.8: INTEGRITY

- 1.8.1 During the past five (5) years, does the Applicant have a satisfactory record of compliance with Connecticut General Statutes Sections 1-79 through 1-101, pertaining to Codes of Ethics for Public Officials and Lobbyists, including but not limited to Section 1-84, listing prohibited activities including the giving of "gifts", as defined therein, to public officials and employees? ★
Yes/No
- 1.8.2 Provide details/additional information. ★
(a) Upload all documents in one file and label the file "CODE OF ETHICS".
(Note: One upload per question is allowed. Multiple uploads erase prior uploads. If additional uploads are required, please do so under the Supplier Attachment Tab.)
File Upload

1.8.3 Have there been any instances during the past five (5) years in which any complaint has been made to, or any investigation or inquiry has been conducted by the State of Connecticut Ethics Commission, or by any other State of Connecticut Agency or Department, regarding any alleged non-compliance by your firm, or anyone employed by your firm or acting in your firm's behalf, with Connecticut General Statutes Sections 1-79 through 1-101, pertaining to Codes of Ethics for Public Officials and Lobbyists, and particularly Section 1-84, listing prohibited activities including the giving of "gifts" as defined therein to public officials and employees? ★
Yes/No

1.8.4 Provide details/additional information on the complaint or investigation regarding non-compliance of your firm in detail each alleged violation and the circumstances pertaining thereto, including but not limited to the date or dates of such alleged violation, the factual background, nature and specifics of the alleged violation, the source, if known, of any complaint giving rise to the investigation, the penalty, if any, imposed or other action taken by the investigating agency or any other agency to which the matter was referred, any remedial action which has been taken and any other resolution of any such complaint or alleged violation (a) Upload all documents in one file and label the file "NON-COMPLIANCE". ★
File Upload

Group 1.9: CONFLICT OF INTEREST

1.9.1 Does the Applicant have any relationship and/or potential conflicts of interest with CIRCA, Procurement Services, University Planning, Design & Construction, Facilities Operations, Capital Projects and Facilities Procurement, or any other University organization or department or any employee of said departments? ★
Multiple Choice (Pick One)
Yes
No

1.9.2 Provide details/additional information of the relationship for the purpose of determining whether a conflict of interest exists. ★
(a) Upload all documents in one file and label the file "CONFLICT OF INTEREST".
File Upload

Group 1.10: CERTIFICATIONS

1.10.1 The Applicant acknowledges that by submitting an Application, it shall constitute an express authorization by the Applicant to the University to obtain all information it deems pertinent with respect to its experience, abilities, past performance, integrity or any other item referenced in the Application documents, from any person identified in the Application as references, or any other persons having business transactions with the Applicant. ★
Multiple Choice (Pick One)
Agree
Disagree

1.10.2 (I/We) certify that by submitting this Qualifications Application, the Applicant is attesting to the review, reading, understanding, and acceptance of the information and requirements of the Project contained within the RFQ documents without exception. ★
Yes/No

1.10.3 (I/We) certify that the answers to the foregoing questions and all statements contained in this Qualifications Application are true and correct. ★
Yes/No

Group 1.11: Professional Rates

1.11.1 Proposers are requested to provide all-inclusive hourly rates by discipline to be held for the term of any resulting contract. The University reserves the right to negotiate the rates submitted as a condition of final award. Use form UConn Hourly Rates – Appendix E and include subcontractors rates. UConn standard practice allows up to 5% mark-up on subcontractor rates, subject to negotiation. ★
Professional, all-inclusive hourly rates for the Applicants shall be based on all-inclusive prices per hour, which prices shall be in effect for the duration of the initial term of the contract. The University will not pay or reimburse the Applicant for any costs or expenses that are not included in the proposed professional hourly rates.
Yes/No

- Professional, all-inclusive hourly rates include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal costs, consumables, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication, and all mailings.
- 1.11.2 Yes/No
- 1.11.3 The University will not provide office space, desks, copiers, office supplies or telecommunications equipment. The Applicant shall be responsible for providing computer equipment and support compatible with the University computing environment. ★
Yes/No
- Rate will hold for the initial term of the award. Rate changes shall be allowed at the beginning of the extension term. Contractor's shall notify the University at least 30 days in advance of the extension period's initiation date.
- 1.11.4 Price changes will not exceed the Consumer Price Index (CPI-U), appropriate for the commodity, as published by the United States Department of Labor, or when price increases are based on a documented change in the firm's net cost associated with services provided and said documentation is provided to the University. Confirm acceptance by checking "YES". ★
Yes/No
- 1.11.5 Payments will be based on the University's standard net 45 day terms. ★
Text (Single Line)

Group 1.12: Award Under this RFQ

- Evaluation Process: Submissions to this RFQ will be evaluated based on the following criteria, check YES to acknowledge:
- 1.12.1 Project Team: including narrative, assigned team members, team's relevant experience: 50 points. ★
Project Approach: includes project relevant experience: 50 points
Yes/No
- The University intends to establish a cohort or pool of qualified contractors under this RFQ. The selection process shall be a one-stage quality-based selection focusing on Proposer's experience, including their area of practice and qualifications, as well as team make up.
- 1.12.2 The project assignments and values under an this contract award will vary depending upon the project type, scope, size and/or complexity. ★
Phase III pilot project contracts to date have ranged from ~ \$100-300K .
Acknowledge by checking "YES"
Yes/No
- The University & CIRCA will consider various criteria when assigning or seeking cost proposals for a specific project, including and without limitation, the following:
- 1.12.3 1) The size and complexity of the related project;
2) A firm's past performance on previous assignments, including quality and cost of services, as well as timeliness of performance;
3) A firm's ability, and sufficiency of staff, to deliver the services to be assigned in a timely and effective manner;
4) The fee proposal from the solicited firm(s);
5) The impact the assignment may have on other work the firm may currently be assigned;
6) The number and value of previous task orders issued for services under this award. ★
Yes/No

- The University and CIRCA may seek cost proposals for specific pilot projects directly from one or multiple firms. For single solicitations CIRCA may negotiate the final fee with the firm. For solicitations from multiple firms selection will be based on the lowest priced proposal which meets all requirements outlined.
- 1.12.4** Firms shall provide pricing/ quotations with adequate detail, labor/ supervisor rates, list of subcontractors (if applicable), and services performed based on the Scope of Work provided by CIRCA to selected contractor(s) for the project under consideration. Quotations will be provided at no cost to the University. ★
Yes/No
- 1.12.5** All proposal fees will be in accordance with the RFQ and will either follow a:
1) lump sum fixed fee format
2) pre-approved hourly rate up to an agreed maximum payable, or
3) a fixed fee by Phases ★
Yes/No
- 1.12.6** Upon selection of a firm, a Scope of Work will be finalized for the selected proposal and a Purchase Order (PO) issued. Firms may have one or more POs in play, and will be responsible for ensuring all costs are accurately billed to the PO for each project assignment. ★
Yes/No
- 1.12.7** Given the possibility of increasing demand for services, or specialized needs of certain projects, consideration may be given to contractors outside of this award. Such instances may include but not be limited to schedule, budget, stakeholder, or sponsor requirements. ★
Yes/No
- 1.12.8** The Proposer acknowledges, by checking YES, they have read and accept the University's Term & Conditions. (<https://contracting.ubs.uconn.edu/terms-and-conditions/>). A copy is also available under "Buyers Attachments". ★
Yes/No
- 1.12.9** Term of Award: the initial contract term will be 2 years, with option to extend up to 3 (three) additional one-year terms, or parts thereof, as project timelines and funding allow. ★
Qualified Proposers shall understand there is no guarantee of work under this award.
Yes/No

Group 1.13: Required State Forms & Acknowledgements

- 1.13.1** Bidder Contract Compliance Monitoring Report
<http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf> ★
File Upload
- 1.13.2** SEEC Form 10 - Please review and acknowledge the attached file. ★
Yes/No
SEEC Form 10 - ../Attachments/QuestionAttachments/seec_form_10_final.pdf
- 1.13.3** CT Economic Impact Form, complete & upload the form available at:
[http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut Economic Impact Form \(DAS-46\).pdf](http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut Economic Impact Form (DAS-46).pdf) ★
File Upload
- 1.13.4** Non-Collusion Affidavit: access the form provided under "Buyer Attachments" complete & upload to complete this question. ★
File Upload

Large State Contract Representation: Confirm/Acknowledge by checking "YES":

1.13.5 Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents: (1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotia ★
Yes/No

1.13.6 (continued from above) or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency; (2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and (3) That the Contractor is submitting bids or proposals without fraud or collusion with any person. ★
Yes/No

1.13.7 (continued from above) Large State Contract Representation for Official or Employee of State Agency. Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the State agency official or employee represents that the selection of the most qualified or highest ranked person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person. ★
Yes/No

1.13.8 Consulting Agreement Representation (Form 2): complete attached form 2 and upload here. ★
File Upload

1.13.9 Nondiscrimination Certification (acknowledge by checking "YES"). Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by either (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, or (B) agreeing to this nondiscrimination affirmation with the appropriate response below. ★
Yes/No

Summary of Ethics Laws (acknowledge by checking "YES").

1.13.10 Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes (a) the State has provided to the Contractor the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract; (b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary and agree to comply with the provisions of state ethics law; (cont below) ★
Yes/No

(continued from above): (c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law; (d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and (e) each contract with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms. The Summary of Ethics Laws can be found at [-https://portal.ct.gov/-/media/Ethics/Guides/2021/Contractors-Guide-to-the-Code-of-Ethics-R ev-11-2021.pdf](https://portal.ct.gov/-/media/Ethics/Guides/2021/Contractors-Guide-to-the-Code-of-Ethics-R ev-11-2021.pdf)

1.13.11

★

Yes/No

Executive Orders. Check "YES" to acknowledge/agree:

1.13.12

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(a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. At the Contractor's request, University shall provide a copy of these Enactments to the Contractor. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the University's authority to require compliance with the Enactments. (cont. to below)

Yes/No

1.13.13

★

(Cont from above) (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it. This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and;

Yes/No

1.13.14

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(cont from above) (2) Executive Order Nos. 13F and 13G of Governor Ned Lamont, promulgated September 3, 2021 and September 10, 2021, respectively, concerning protection of public health and safety during COVID-19 pandemic, as extended by Executive Order No. 14A of Governor Ned Lamont, promulgated September 30, 2021. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

Yes/No

RESERVED FOR ADDENDA

Group 2.1

There are no question(s) added to this group

Product Line Items

There are no Items added to this event.

Service Line Items

There are no Items added to this event.

Price Components

There are no Price Components added to this event.

Suppliers

AECOM

Progress Invitation Unaccepted

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Dewberry

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SLR

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ARCADIS

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