



SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES – ARCHITECT/ENGINEER
REQUEST FOR STATEMENT OF QUALIFICATIONS
REV 1 DATED 5/29/2025

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: May 5, 2025

PROJECT NUMBER: 300288

PROJECT NAME: High-Powered Engineering Laboratory Building

PROJECT LOCATION: Storrs Campus – Lot K, Discovery Drive, Storrs, CT 06268

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 architectural design firms to provide architectural design services for the programming confirmation, planning, design and engineering for the construction of an approximately 15,500 square foot new building for College of Engineering’s high voltage power-dependent research 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	5/14/2025	9:00 am
Pre-Proposal Conference Location	PURCHASING BID ROOM, 3 DISCOVERY DRIVE, STORRS CT 06238	
Q&A (RFI) Due Date and Time	5/21/2025	2:00 pm
Proposal Due Date and Time	6/10/2025	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: **September 15, 2025**
- Schematic Design Completion: **November 14, 2025**
- Construction is planned to start: **TBD**

- Construction Duration: **12 Months**

PROJECT BUDGET: The proposed construction budget for this project is **\$12 Million**.

PROJECT DESCRIPTION/SCOPE OF WORK:

This project will encompass the building of a new 15,500 GSF modular/prefabricated facility intended to house: the Materials Science & Engineering (MSE) Foundry and Advanced Materials Processing Lab, the Connecticut Power Electronics Center for Excellence (CONPEX), space for future research (which may or may not be determined by the time design commences), and various collaboration/support spaces. Building location: K Lot on Discovery Drive.

DELIVERABLES: The Consultant will provide the following deliverables but not limited to:

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 and floor plan layout options for the **new High-Powered Engineering Laboratory 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 package for bid for **the new High-Powered Engineering Laboratory 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 party consultant) is to be included in each design phase as follows;
 - Conceptual design
 - 100% Enhanced Schematic Design/ Design Development
 - 50% Construction Documents per Phase
 - 90% Construction Documents per Phase
3. **BIDDING PHASE.**
 - The Architect will be required to participate in the Pre-Bid Conference, answer RFI's and prepare Addenda as required.
 - Conformance Set Issued for Construction: At the end of the scope review stage of subcontractors, and while the contractor's construction contract is being finalized, the design team shall complete and submit a "Conformance Set Issued for Construction" in which drawings and specifications are updated to incorporate all addenda, architect supplemental information, sketches and request for information responses communicated during the bid phase. This set will also be incorporated into the Stamped Contract Documents.
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.

6. 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-Documents-Plan-Submission-Requirements-April-2022.pdf>.
- LEED Certificate: Consultant will follow LEED Certification process to completion and will provide the university with updates from the US Green Building Council until a hard copy of the LEED Certificate has been issued to the University.

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

- **REQUIRED LICENSES AND CERTIFICATIONS:** If selected as the Vendor of Choice, your Company will be required to provide a copy of the following during the Letter of Intent process.
 - a. Architecture Firm – If your Company is a corporation, it must have a current Certificate of Authorization from the Connecticut Architectural Licensing Board (as per Connecticut General Statutes §20-298a and §20-298b). This certificate must remain effective for so long as the design professional is under contract to provide professional services for this Project.
 - b. At least one proposed team member must have a current Connecticut Architect license.
- **NARRATIVE OF PROJECT APPROACH:** Prepare a Narrative that demonstrates your Company's understanding of the Scope of Work for this Project. 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 Project, 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 the quality of its documents and those of its sub-consultants. **Describe your company's approach to delegated design.**
 - 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.
 - 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 that it provides. Utilize the *Previous Relevant Experience Form, ProfServ-RFQ* provided with this RFQ.
 - a. It is recommended that the Proposer provide three (3) examples of projects with design in progress or completed within the past ten (10) years, comparable in size, scope, and similar environment to this Project, **with an emphasis on laboratory, fabrication, or similar facilities.**
 - 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. Examples with any information on the Form stated as "confidential" may not be considered.

- e. 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 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, ProfServ-RFQ* provided with this RFQ.
 - a. It is recommended that the Proposer provide Resumes for the following positions:
 - Principal-in-charge
 - Project Manager
 - Project Architect/ Design Lead
 - b. Only provide Resumes for the key personnel who may be assigned to this Project, do not include Resumes for personnel not assigned to the team.
 - c. 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. Recommended sub-consultants for this project may include but are not limited to: MEP/Utilities Engineer
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 - d. Provide an Organizational Chart that identifies the primary team members' roles, including any subconsultants for this Project.

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

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

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