



SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES – ARCHITECT/ENGINEER
OPEN INVITATION TO BID

The University of Connecticut is accepting sealed Bids for:

ITB RELEASE DATE: May 22, 2025

PROJECT NUMBER: GF250522-1

PROJECT NAME: Comprehensive Green Infrastructure Community Engagement Strategy for the Town of Groton

PROJECT LOCATION: Town of Groton

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

INTENT OF THIS SOLICITATION: The purpose of this Open Invitation to Bid (“ITB”) is to request cost proposals and statements of qualifications from qualified firms (hereafter referred to as “Companies”) to provide scoping and planning for sustainability and resilience focused projects (hereafter referred to as the “Services”) to support a Candidate (hereafter referred to as the “Awardee”) of the Long Island Sound Resilience Planning Support Program.

LOCATION OF THIS SOLICITATION: Submit a Bid 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-Bid Conference Date and Time

6/4/2025

1:00 pm

Pre-Bid Conference Location

Virtual Meeting (Registration below)

Q&A (RFI) Due Date and Time	6/12/2025	2:00 pm
Bid Due Date and Time	6/25/2025	2:00 pm
Scope Review Meeting (optional, at the discretion of UConn)	TBD	TBD

PRE-BID CONFERENCE: During the Pre-Bid Conference, the ITB and Scope of Work will be discussed. The Pre-Bid Conference is not mandatory, however, interested Bidders are strongly encouraged to attend. Please email the Procurement Agent listed in the Solicitation Information Sheet for access to the Pre-Bid Conference which will be held virtually via Microsoft Teams. The registration deadline is 1 hour prior to the event start time.

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: Bidders 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 Bidder to receive any such clarification/addendum or interpretation shall not release a Bidder from the obligations under its Bid as submitted.

CONSIDERATION OF BIDS: The Project shall be awarded to the responsible Bidder with the lowest overall cost after the University has reviewed the Bid Submissions. The lowest responsible Bidder shall also 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. Bids shall be evaluated utilizing the objective technical criteria listed within the ITB, as well as any additional information obtained from persons or other sources identified in the Bid.

PROJECT SCHEDULE/DURATION:

- Anticipated Contract Issuance/Notice to Proceed: **July 2025**
- MILESTONES: **See Tasks below. The specific schedule will be developed in consultation with the Awardees, depending on their specific needs.**
- Construction is planned to start: **July/August 2025**
- Construction Duration: **Up to two years.**

PROJECT DESCRIPTION/SCOPE OF WORK:

With guidance from the SRC EPs, the selected Company is expected to provide high quality Services to an Awardee of the Long Island Sound Planning Support Program throughout the CT portion of the Long Island Sound Coastal boundary (within Connecticut). The selected Company will use their experience to provide the Awardee with Services for a sustainability and resilience focused project that will impact communities within or partially within the Long Island Sound Coastal boundary. The Services should help foster a sustainable and resilient Long Island Sound and the end products supported through this program should advance a community’s efforts to anticipate, absorb, accommodate, and recover from the effects of

natural disturbances (e.g., sea level rise, storms and other extreme events, and human impacts), while promoting social, environmental, and/or economic well-being for all communities. The Services must advance the [Long Island Sound Study Comprehensive Conservation and Management Plan](#). The Services should also follow the [SRC Resilience Planning Guide](#) adopted and adapted from Connecticut Institute for Resilience and Climate Adaptation Resilient Connecticut Planning Framework (2020) by assisting the Awardee with considering the applicable decision support criteria questions. All Candidate Projects in CT that entail the development of actions included by Sustainable CT (e.g., Create a Watershed Management Plan, Implement Low Impact Development, Assess Climate Vulnerability), must follow Sustainable CT's Action guidance. Services are anticipated to be provided for up to 2 years, though the scope and duration of a PO will be determined by the specific project's needs.

Note that not all Candidate Projects may be determined to be Awardees, as all award determinations consider the Candidate and Awardee Selection Criteria outlined starting on page 5 within the [Long Island Sound Resilience Planning Support Program Request for Expressions of Interest](#).

Once a Company is hired by University of Connecticut ("UConn"), the Candidate will be notified that they are selected to receive an award and become an official Awardee. The Contractor must not reach out or communicate directly with the Candidate regarding this opportunity prior to the execution of a Purchase Order ("PO") by UConn.

The scope of the PO with the selected Company will depend on the specific needs of the Awardee, though there are tasks that are required as a part of each Scope of Work and should be included in the ITB submission and associated budget detail. Relevant criteria from the [SRC Resilience Planning Guide](#) should be considered as appropriate for the project and phase.

Task A: Form and Coordinate with Stakeholder Groups

The selected Company will hold an initial meeting with the designated SRC EP and Awardee to discuss formation of a comprehensive and relevant stakeholder group for the project. The Company will then assist the Awardee in forming the stakeholder group and is expected to meet with the Awardee's stakeholder group throughout the duration of the scope of work at a frequency to be determined based on the needs and resources of each Awardee and stakeholder group. At the first meeting with the Awardee stakeholder group, the Company will work with the group to establish project-specific goals and a shared project vision to inform and direct the project as it advances throughout the Scope of Work period.

Deliverables:

- 1) Meeting attendee list and written summaries for each meeting. These should be distributed in a timely manner to the Awardee, stakeholder group, and the designated regional SRC EP.
- 2) Final project goals and vision distributed to the Awardee, stakeholder group, and the designated regional SRC EP.

Task B: QAPP Development

The selected Company will develop and submit a Quality Assurance Project Plan (QAPP) to EPA for the Services, prior to the start of any task that requires data collection. The Company should consult with the designated regional SRC EP, the appropriate EPA contacts, and the Awardee's stakeholder group to develop and finalize the QAPP. Note the development and approval of a

QAPP is anticipated to take approximately 4 months. The designated SRC EP will be responsible for connecting and managing communication between the Company(ies) with the appropriate EPA contacts.

Deliverable:

- 1) Final QAPP, submitted to and approved by EPA.

Task C: Progress Reports

Deliverable:

- 1) Submission of a Progress Update accompanying the submission of an invoice and/or at least every 3 months, distributed to the Awardee, the designated regional SRC EP, and University of Connecticut.

Task D: Technical Services and Final Products Developed through Services

Deliverable:

- 1) Outputs of Technical Services tasks described above.
- 2) Submission of all final products, reports, or materials developed through the Services distributed to the Awardee, stakeholder group, the designated regional SRC EP, and University of Connecticut at the conclusion of the Scope of Work period/when all Services are completed.

Once a Company is selected, the Awardee will be sent an Acceptance of Support Letter by Connecticut Sea Grant ("CTSG") to outline the agreement and expectations of the Awardee, Company, and CTSG. After the Awardee returns the signed Acceptance of Support Letter, UConn will prepare a PO based on the proposal. The establishment of the PO is contingent upon the Awardee signing the Acceptance of Support Letter.

Awardees may be asked to approve products and deliverables before payment is dispersed to the Company. In all cases, the final required deliverable of the Scope of Work is copies of all final products, reports, or materials developed through the Services. Note that no funds will pass through the Awardee organization. Note the Company may be asked to present at meetings during and at the conclusion of the Scope of the Work period, such as the Long Island Sound Study Sustainable and Resilient Communities Work Group meetings.

Payment to the selected Company under this funding opportunity is administered as a Cost Reimbursable Award. The Company must submit invoices to University of Connecticut along with a Progress Update to the designated SRC EP for review and approval in order to receive payment. Please indicate the percentage of each task that is completed. Deliverables must be received before the final payment can be made. Payment to the Company will take place in compliance with University of Connecticut policies and procedures.

Up to approximately \$400,000 is available for completion of the Services for up to 5 CT Awardees. In the past, we funded projects ranging from \$35,000- \$115,000 and we are considering funding projects in the same range this year. This project has been funded wholly or in part by the EPA under assistance agreements LI-00A00578 and LI-00A01412 to CTSG, University of Connecticut. The contents of this document do not necessarily reflect the views and policies of the EPA, nor does the EPA endorse trade

names or recommend the use of commercial products mentioned in this document. Funding is subject to [Uniform Guidance \(2 C.F.R. Part 200\)](#).

DELIVERABLES: The selected Company will provide the following deliverables:

Candidate: Town of Groton

Project: Comprehensive Green Infrastructure Community Engagement Strategy in the Downtown Mystic Portion of the Town of Groton

Project Description:

The Town of Groton, CT would like to develop and pilot a comprehensive green infrastructure community engagement strategy in the Downtown Mystic portion of the town (see map below). The [2024 Downtown Mystic Resiliency and Sustainability Plan](#) specified that green infrastructure education and outreach should be conducted with private landowners in the 44 acres of land that drain into the Pearl Street stormwater system. The watershed is approximately bound by Pequot Ave on the west, 300 ft north of the intersection of Pearl and Eldridge Streets on the north, the intersection of Pearl Street and Route 1 on the south, and Pearl and Gravel Streets on the east. However, some of the outreach (such as project events) would allow community-wide participation. The stormwater authority evaluation would focus on the portion of Groton within the Mystic River watershed. There are two sub-watersheds within this area, and the evaluation would help determine whether best management practices (BMPs) and a stormwater authority should be pursued in one or both of them. In summary, the intent of the report's recommendation is to reduce the amount of stormwater flowing into Pearl Street by retaining it in the upper, largely residential watershed, while engaging private landowners in green infrastructure strategies and evaluating the potential for BMPs and a stormwater authority within the Mystic River watershed.

Desired Services:

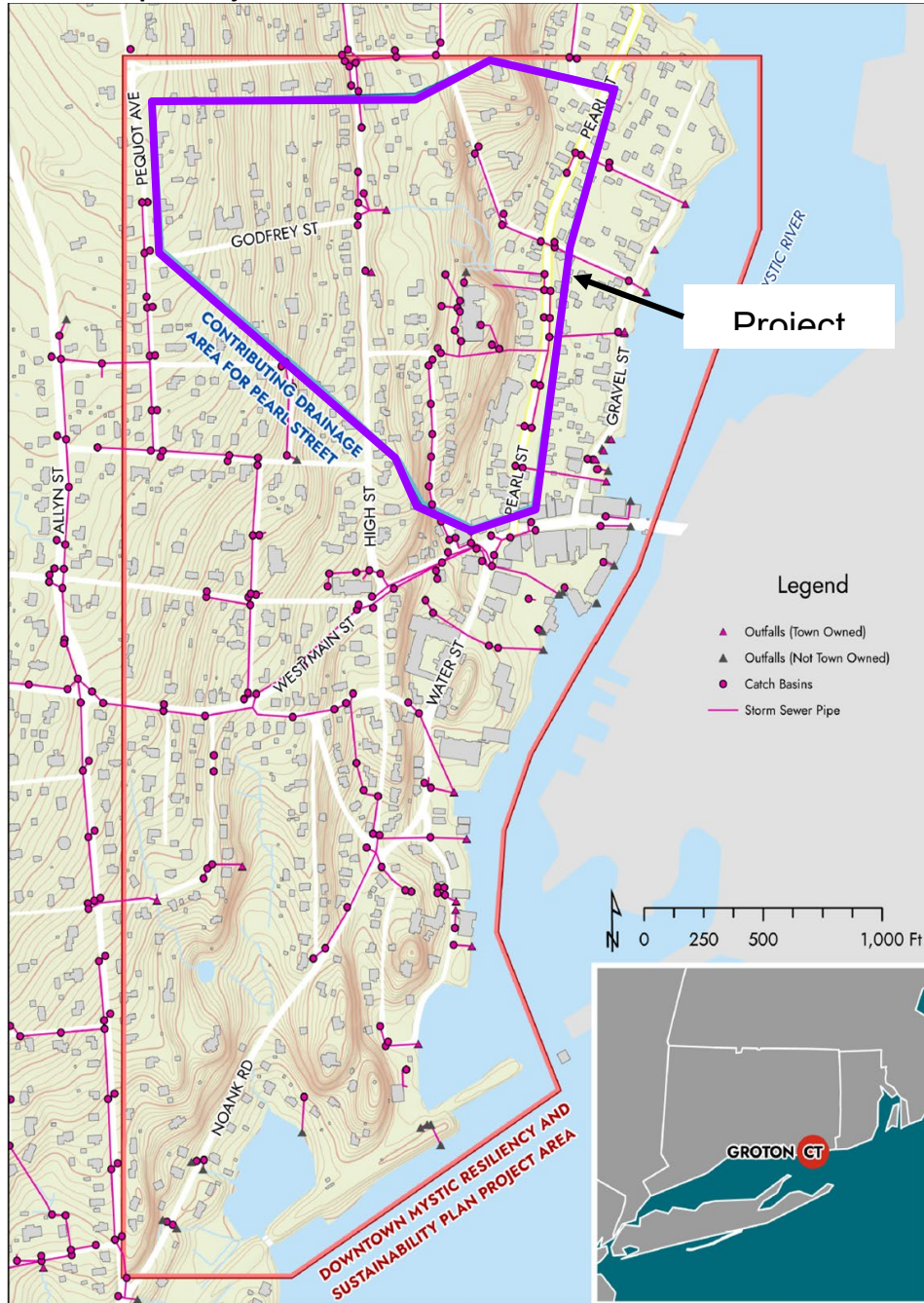
The following should be incorporated into the Required Tasks in Scope of Work listed in the RFP:

- 1) Develop a draft community engagement strategy, and create and disseminate materials to introduce green infrastructure concepts and BMPs to Mystic homeowners, focusing on those in the Pearl Street drainage area.
- 2) Evaluate barriers to adoption to determine the programs and resources that may be required to influence homeowners to implement green infrastructure BMPs on their properties.
- 3) Plan and help to conduct engagement experiences designed to reduce the barriers to green infrastructure adoption, as determined by the evaluation results.
- 4) Incorporate lessons learned from initial community engagement pilot into final community engagement strategy.
- 5) Evaluate the feasibility of enacting a stormwater authority within the Mystic River watershed.
- 6) Developing recommendations of funding programs that the town could apply to in order to support further green infrastructure implementation.

Deliverables:

- 1) Community engagement strategy report
 - a) Initial community engagement pilot
- 2) Feasibility report on enacting a stormwater authority
- 3) Green infrastructure implementation funding recommendations

Map of Project Area:



Designated Project Area outlined in purple (Contributing Drainage Area for Pearl Street). Downtown Mystic Resiliency and Sustainability Project Area outlined in red for reference.

COST PROPOSAL: Submit a Cost Proposal utilizing the Form provided. No substitution of the Form is permitted.

QUALIFICATIONS OF BIDDER: In addition to submitting a Cost Proposal, all Bidders must provide information/documentation with their submission (unless stated otherwise) that demonstrates the following:

- **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 quality of its documents.
- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Bidder, including background in this field and the services that it provides. Utilize the *Previous Relevant Experience Form, ProfServ-RFQ* provided with this ITB.
 - a. It is recommended that the Bidder provide three (3) examples of projects in progress or completed within the past ten (10) years, comparable in size, scope, and similar environment to this Project, **with an emphasis on sustainability.**
 - b. A detailed description of the work performed and how it relates to the Scope of Work outlined in the ITB shall be included.
 - c. Examples with any information on the Form stated as "confidential" may not be considered.
- **PROPOSED TEAM QUALIFICATIONS:** The Bidder 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 ITB.
 - a. It is recommended that the Bidder provide Resumes for the following positions: **Project Executive, Project Manager.**
 - 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.

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

1. **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.
2. **Supplier Diversity Certificate:** If certified, provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.

End of Solicitation Information Sheet