



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

The University of Connecticut is accepting sealed Bids for:

**ITB RELEASE DATE:** May 28, 2025

**PROJECT NUMBER:** GF250528-1

**PROJECT NAME:** Strategic Plan for a Stormwater Management Counseling Program – Neighborhood Housing Services of New Haven

**PROJECT LOCATION:** CT communities within the Long Island Sound Coastal Boundary

**PROCUREMENT AGENT:** Griffin Fehrs, [griffin.fehrs@uconn.edu](mailto: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.sciquest.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	<b>6/4/2025</b>	<b>1:00 pm</b>
Pre-Bid Conference Location	<b>Virtual Meeting (Registration below)</b>	

Q&A (RFI) Due Date and Time	<b>6/17/2025</b>	<b>2:00 pm</b>
Bid Due Date and Time	<b>7/1/2025</b>	<b>2:00 pm</b>
Scope Review Meeting (optional, at the discretion of UConn)	<b>TBD</b>	<b>TBD</b>

**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: **August 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: **August/September 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 (N/A)

A Quality Assurance Project Plan (QAPP) will not be required for the Neighborhood Housing Services of New Haven project.

## 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:** Neighborhood Housing Services of New Haven

**Project:** Strategic Plan for a Stormwater Management Counseling Program for CT communities within the Long Island Sound Coastal Boundary

**Project Description:**

The support will assist [Neighborhood Housing Services \(NHS\) of New Haven](#) in conducting project planning to incorporate residential stormwater management counseling into their existing I Heart My Home CT energy efficiency counseling program, which currently serves over 1300 households. This nonprofit organization's staff has over 10 years of experience in teaching and implementing residential stormwater management projects and in providing sustainability counseling to low- and moderate-income residents. Support would assist their staff with mapping out the internal systems, funding opportunities, and outreach that would lead to a formal launch of the stormwater management counseling program.

This project will focus on Connecticut municipalities within (or partially within) the Long Island Sound Coastal Boundary that contain distressed communities or have Combined Sewer Overflow (CSO) systems, including (but not limited to) Bridgeport, New Haven, Norwalk, and Norwich. Of these, New Haven and Bridgeport would be the highest priority. Stormwater management counseling will prepare residents with the knowledge and resources to reduce stormwater runoff from their properties into ponds and streams that eventually lead to the Long Island Sound. Stormwater carries nonpoint source pollutants into local waterways, contaminating water and overwhelming drainage systems with waste and sediments. Bridgeport, New Haven, Norwalk, and Norwich have CSO systems, which mix stormwater overflow with regular sewage. These CSO networks are most prevalent in high-density neighborhoods with distressed communities. As a result, stormwater mixes with human waste and other pollutants during rainfall events and overwhelms drainage systems, threatening flooding and severe health risks for residents. Stormwater management counseling would equip residents with what they need to manage stormwater runoff and benefit from the water that they retain on their properties. Example practices include installations of rain barrels, pervious pavement, or rain gardens. This would ultimately reduce flooding in these communities during major precipitation events and advance individual residents' environmental stewardship.

NHS of New Haven partners with local, state, and regional organizations that they could potentially involve in this project, including: Save the Sound, Statewide Legal Services of Connecticut, the Southwest Conservation District, offices at the Department of Energy and Environmental Protection, and UConn's CIRCA and NEMO programs, and numerous community-based organizations in the New Haven area.

**Desired Services:**

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

- 1) Conduct a needs assessment to identify challenges related to residential stormwater management in the target communities.
  - a) Engage with community members to gather insights and feedback on stormwater issues and their interest in counseling services.
- 2) Review existing programs and resources (including those offered by NHS of New Haven) and identify the gaps related to stormwater management incentives.

- a) Review and follow the guidance for [Sustainable CT Action 3.8 “Implement Low Impact Development”](#) (also known as Green Infrastructure or Green Stormwater Infrastructure) such that partner municipalities would have the opportunity to qualify for the maximum amount of points.
- 3) Map out potential internal systems and protocols for integrating stormwater management counseling into the existing I Heart My Home CT program.
- 4) Identify and assess funding opportunities available at local, state, and federal levels to support the new counseling program.
- 5) Develop outreach strategies to effectively communicate the program’s benefits to residents in distressed communities.
- 6) Create a timeline for the implementation of the stormwater management counseling program, outlining key milestones and deliverables.
- 7) Collaborate with partner organizations to leverage resources, expertise, and networks that will enhance the program’s effectiveness.
- 8) Draft a strategic plan document that outlines the program’s goals, objectives, strategies, and expected outcomes.
- 9) Present the strategic plan to the stakeholder group for feedback and final approval.

**Deliverable:** Stormwater management counseling program strategic plan.

**Map of Project Area:**

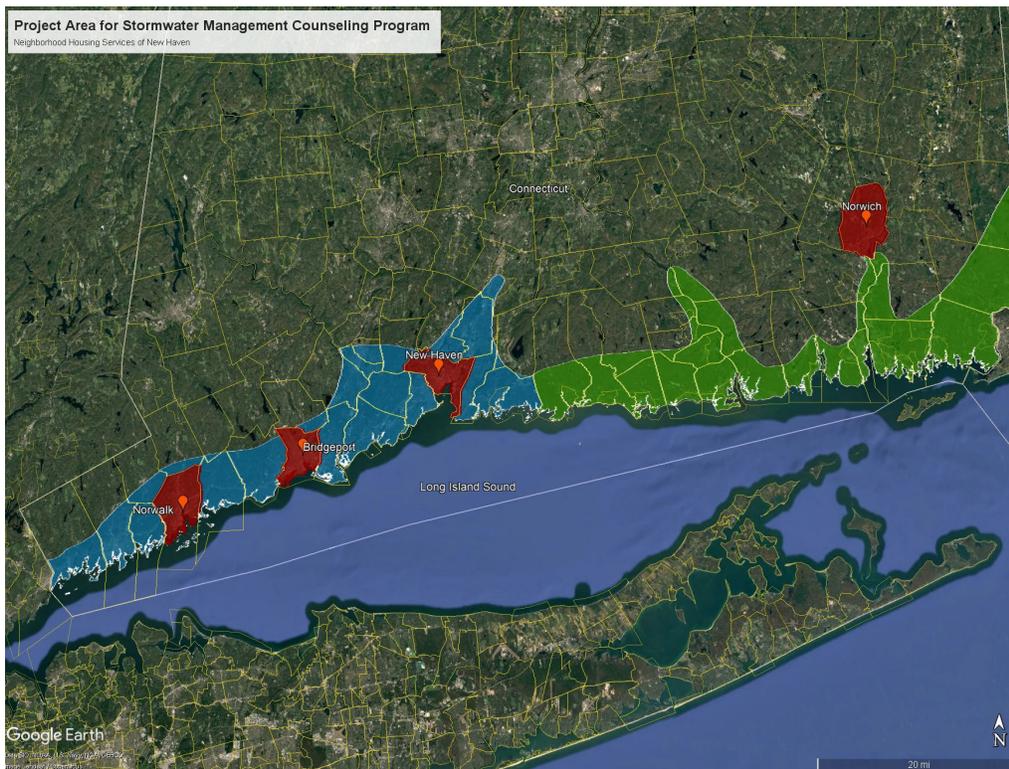


Figure 1. The blue (western CT) and green (eastern CT) areas represent the Long Island Sound Study (LISS) Coastal Boundary ([LISS Boundary NY & CT](#)). Municipalities in Connecticut with Combined Sewer Overflows that are at least partially within the LISS Coastal Boundary are highlighted in red (Norwalk, Bridgeport, New Haven, and Norwich; [CT DEEP: Combined Sewer Overflows Right to Know](#)).

**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](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***