UCONN
UNIVERSITY OF CONNECTICUT

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

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: **7/21/2025**

PROJECT NUMBER: **CA072125**

PROJECT NAME: **UTILITY FRAMEWORK CONSULTANT**

PROJECT LOCATION: **STORRS CAMPUS, REGIONAL CAMPUSES, UCONN HEALTH LOCATIONS, and ANY OTHER UNIVERSITY PROPERTY**

PROCUREMENT AGENT: CESAR ALONZO, CESAR.ALONZO@UCONN.EDU, 860-486-0012

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications ("RFQ") is solicit statement of qualifications from multidisciplinary civil/utility engineering firms to enter into a framework contract.

LOCATION OF THIS SOLICITATION: Submit a Statement of Qualifications ("Proposal") 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-Proposal Conference Date and Time	**7/28/2025**	**9:00 am**
Pre-Proposal Conference Location	**Microsoft Teams Virtual Meeting**	
Q&A (RFI) Due Date and Time	**8/5/2025**	**2:00PM**
Proposal Due Date and Time	**8/19/2025**	**2:00PM**

PRE-PROPOSAL CONFERENCE: During the Pre-Proposal Conference, the RFQ and Scope of Work will be discussed. The Pre-Proposal Conference is not mandatory, however, interested Proposers are strongly encouraged to attend. Email the Procurement Agent listed under this solicitation to request a link to the Microsoft Teams meeting.

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 All-Inclusive Hourly Rates 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.

PROGRAM SCHEDULE/DURATION:

- Anticipated Contract Issuance/Notice to Proceed: **11/5/2025**
- Contract Milestones: **Phase I to be completed within 6 months. Phase II will overlap with Phase I in terms of both schedule and scope of work**
- Contract Duration: **3 years. Option to extend contract for seven (7) 1-year extensions.**

NOTE: In order to maintain the integrity of the competitive bid process, the Proposer selected as the Consultant for this program will not be able to participate as the Engineer or as a subconsultant part of the design team for any projects throughout the duration of the contract.

PROGRAM BUDGET: The estimated budget for this program is between **$5,000,000 and $7,000,000**

LIST OF REFERENCE DOCUMENTS:

Master Plan: http://masterplan.uconn.edu/documents
Strategic Plan: https://strategicplan.uconn.edu/
Sustainability Action Plan: https://president.media.uconn.edu/wp-content/uploads/sites/3778/2024/02/2024-Sustainability-Action-Plan-Final.pdf

PROGRAM DESCRIPTION: The University operates a large network of utilities including: medium voltage electrical, steam & condensate return, chilled water, sewer & storm water, telephone & data, domestic water, fire protection, and reclaimed water. This network of utilities includes generation at the Central Utility Plant, Supplemental Utility Plant, the South Campus Chiller Plant, Well fields for production, treatment and delivery of potable water; a Water Pollution Control Facility and Reclaimed Water Treatment Facility. Additionally, renewable energy systems such as geothermal, fuels cells and solar have been added to the campus portfolio.

In support of the University of Connecticut's academic, strategic and operational needs, the 10 year Capital and Deferred Maintenance Programs and the University Master Plan, the University of Connecticut invites submission of Qualifications and Proposals from multidisciplinary civil/utility engineering firms to enter into a framework contract to assist the University with the following:

1. Review and cataloguing of the University's documentation of its existing utility distribution/collection, production and treatment systems. This information exists in various formats including drawings of existing systems, condition assessments, feasibility studies and reports. The information exists in various formats including AutoCAD, GIS, pdf, Tiff files, Microsoft word documents and hard copy files.
2. Review of the University's current modeling software utilized for the analysis of production, distribution/collection and consumption of centrally generated and distributed utilities and assessment and recommendation and implementation, training, updating and ongoing maintenance of appropriate modeling software for each utility/collection system.
3. Research, review and evaluate alternative and sustainable/renewable sources of energy and water for life cycle cost benefit compared to renovation and renewal of existing assets to support of the University's commitment to reduce its dependency on fossil fuel derived energy and conserve water resources. In particular, the selected firm will ensure consistency of this scope of work with the Sustainability Framework of the University's 2015 Campus Master Plan, and the 2024 Sustainability Action Plan with an emphasis on assessing and recommending those measures for energy utilization, production, transmission, distribution, storage and control/regulation.
4. Incorporation of utility and/or infrastructure specific design requirements associated with individual capital projects identified in the Master Plan. Such services may include but not be limited to review and incorporation of electrical coordination & arc flash studies; storm water retention systems; Low Impact Development initiatives; alternative energy sources. Confirmation, or otherwise that the utility service points have capacity to serve based on provided load information from design teams responsible for planned connected projects. The connections to the utility infrastructure framework will be designed by the UPDC teams for those projects, using the average measure of nearest interconnection point of the existing infrastructure capable of supporting the projects designed load without adverse impact to the existing supplying system loads and sources.
5. Conceptual options for the campus infrastructure including all systems listed below with an order of magnitude construction cost estimate and schedule.

6. The assessment, planning, design and construction administration and quality control inspections for multiple utility projects needed to support the planned expansion of the Storrs, Mansfield Depot and Regional Campuses, UConn Health and other satellite locations.

The University seeks a long-term, multi-year, multi- project engagement with the successful firm such that the evaluation, planning, mapping and preliminary design of the utilities infrastructure framework and its related future utility projects and the maintenance of utility system modeling necessary to support the Capital and Master Plans are under the purview of this contract.

Firms are required to demonstrate significant past experience in the mapping, planning computer modeling and design of large scale utility production, collection and distribution systems including the following:

1. Electrical, normal and emergency, with multiple sources integrated
2. Chilled water
3. Steam and condensate
4. Domestic and fire protection water distribution
5. Sanitary sewer and wastewater collection and treatment facilities
6. Telecommunications distribution including secure resilient SCADA, and sub-metering systems
7. Storm water drainage systems
8. Reclaimed Water distribution
9. Hot water distribution systems
10. Gas Service coordinated with the Utility Owner.

Firms are also required to demonstrate significant experience in the research, analysis and design of water conservation measures, and clean and efficient alternative energy sources and methods for transmission, distribution, storage and control/regulation - particularly in the context of assisting its clients in achieving climate action/carbon reduction and sustainability goals. Experience with medium voltage protective relaying, SCADA, capacity planning, arc flash mitigation, and achieving electrical coordination on 25-50 megawatt cogeneration, grid interactive campus distribution systems is required. Proponent shall have Utility Company sub-station design experience inclusive of minimum 115 kV transmission high side bussing design. Experience planning and designing urban, or large campus sewage, storm water, central loop heating & cooling, and water distribution is required.

Connecticut Public Act No 13-233 (July 1, 2013) authorized the University to undertake a special capital improvement program for the express purposes of the construction of infrastructure, renovation of existing buildings and the construction of new facilities in order to develop preeminence in the University's research and innovation programs, to hire and support outstanding faculty, and to train and educate graduates to meet the future workforce needs of Connecticut and to initiate collaborative partnerships to advance scientific and technological breakthroughs.

In order to achieve the goals established by PA 13-233, the University has developed a Master Plan which provides the framework for campus development at the Storrs and Depot Campus for the next 10 years. The Master Plan was approved by the University of Connecticut Board of Trustees on February 25, 2015, The University is in the beginning stages of conducting a major update to the 2015 Master Plan.

Public Act 13-233 may be viewed at: http://www.cga.ct.gov/2013/act/pa/2013PA-00233-R00SB-00840-PA.htm

Ensuring that appropriate utilities and infrastructure are in place, relocated, repaired or designed and constructed as necessary to provide utility services to both planned/funded and planned/unfunded building projects is critical to facilitate bringing new or renovated buildings on-line when completed, and is an integral part of this assignment.

The Capital Program includes the construction of new buildings; renovation, repurposing and/or demolition of existing buildings; replacement and upgrades of ageing and deteriorated utilities and infrastructure and relocation and expansion of existing utilities, as necessary, to support planned capital projects. The final draft of the Master Plan may be viewed at: http://masterplan.uconn.edu/documents

The successful firm will report, via a project executive, directly to the Vice President of Facility Services and University Planning or his/her designee whose organization, function and responsibilities are as outlined below:

- ***Facility Services and University Planning (FS & UP)***, comprised of Facilities Operations (FO) and University Planning, Design and Construction (UPDC), operates and maintains the Storrs, Depot and Regional Campuses Utility infrastructure serving over 12 million square feet of buildings and a population of 27, 000 people. The team ensures the campuses are continuously supplied with sustainably sourced, high reliability water, electricity, steam, chilled water, and reclaimed water services. The team recovers storm, condensate and sanitary waters for safe and environmental reuse and disposal. The University also owns, operates and maintains a 3 MGD Wastewater Pollution Control Facility and the associated sewer system connected thereto. The team economically acquires external utility commodities and delivery services from local distribution companies and vendors in order to support the University operational and sustainability goals. The team proactively seeks and implements energy and water conservation measures to reduce consumption and Greenhouse House Gas emissions. Additionally, the University produces and distributes Emergency Power, Steam, Domestic Water, and Fire Protection Water. An extensive Building Automation System (BAS) and sub-metering system collects data on utilities operation. Natural Gas is delivered and distributed to the campus by a Public Utility. Other than coordination of possible gas line relocations and extensions, it is not anticipated that the preliminary design of natural gas will be part of the work under this solicitation.

- UPDC is led by the University Master Planner and Chief Architect who is supported by the Directors of Design and STEM Projects; Infrastructure and Program Management; Regional Projects and Development; Accelerated Projects; and University Planning. Facilities Operations is closely aligned with UPDC and, in its role as the functional owner, is responsible for the production and delivery of a number of core utilities to the Storrs, Depot and Regional Campuses and for the maintenance and repairs of those systems.

SCOPE OF WORK: The scope of work is in two phases which will overlap in terms of both schedule and scope of work:

PHASE I: DOCUMENT REVIEW AND CATALOGING; REVIEW OF MODELING SOFTWARE; IMPLEMENTATION OF SOFTWARE; GENERATION OF CONCEPTUAL OPTIONS FOR THE CAMPUS INFRASTRUCTURE

The successful firm is required to provide the following professional services under Phase I of this RFQ/RFP:

1. Attend a kickoff meeting with University representatives from FS&UP.
2. Review and become familiar with the Reference Documents.
3. Review, organize, catalogue and index all available utility distribution plans, condition reports and studies of existing utilities servicing the Storrs, Depot and Regional Campuses (to be provided by the University):
    i. Inflow and Infiltration (I&I) Study of the Storm and Sanitary Sewer Systems for the Storrs Campus
    ii. Steam Infrared Plan and Report
    iii. Steam and Condensate Condition Survey and Schedule of Priorities Plan and Report
    iv. Chilled Water central distribution model and Report
    v. Water Pollution Control Facility Vulnerability Assessment Plan (Report)
4. Review, catalogue and index all current and proposed utility initiatives and energy conservation initiatives under the management FS&UP and coordinate and account for such initiatives into systems modeling (item 4 below) including Building Automation Systems (BAS) and Sub-metering data.
5. For all existing utilities and collection systems identified in items 1 through 10 below:
    a. Review the modeling software currently utilized by the University and identify and review alternative software which may be available. Software reviews will consider long term product viability and history of use, ease of use, appropriateness, accuracy, implementation costs and ongoing maintenance and upgrade costs including, licensing and other fees. For those systems where no models are currently in use, the firm will be required to recommend a preferred software model and one alternate and provide a lump sum proposal for implementation, training (including written manuals) and updating of the models based on phasing presented in the master plan and capital plan for a period of ten (10) years. All software will be hosted on University servers. With respect to the electrical distribution modeling software, dynamic electrical modeling, integrated with existing electrical metering on campus will be required. The selected software is required to have the ability to allow predictive analysis based on current loads to confirm capacity during source switching, and emergency recovery operations. Modeling solutions that can integrate with GIS systems for attribute or schematic preparation, and provide operating parameter data as a layer service or similarly are highly preferred. For all utilities/collection systems, the firm will provide recommendations to the University as to whether existing software in use is the most appropriate or whether the existing software should be replaced, the recommended replacement software and the reasoning therefore. The University will make the final selection as to maintaining or replacing existing software and the successful proponent, as part of Phase I, will be required to implement (if replaced) or update the software and develop for input all necessary information to ensure that the model is functional and accurately represents the current status of all utility/collection systems.

b. The models are required to allow the University to accurately depict existing utility capacities and system demand based on current conditions and to readily allow the prediction of impacts to the production and distribution of utilities as a result of planned expansion, contraction and/or changes in use of existing buildings, or to allow for the introduction of alternative energy supplies, power factor correction, voltage reduction, voltage regulation, water conservation measures, etc. to be introduced into the utility distribution and collection systems. The models will be calibrated with available utility metered data, and known operating characteristics. The predictive modeling will be extensively utilized by the successful proponent to inform the design of Phase II projects and all other projects identified in the Master Plan and other "what if " scenarios. The models will also be required to readily assess impacts on production, delivery or collection, and consumption capacities, actual demand and future demand. The models shall be analyzed for accuracy by measurement and verification using existing data sources and the installation of system appropriate measuring devices on at least a bi-annual basis for the duration of the engagement. The successful proponent is required to update the models as necessary as production and /or demand changes; as new buildings are planned, constructed and occupied; as existing buildings are remodeled or changed in use and; as conservation initiatives are planned or implemented or as software updates are available. The fees for this service are required to include costs for all updates and support during the period of the engagement. Any information from existing models which the successful proponent relies upon shall be validated by the successful proponent prior to introduction into the new model. Individual fees shall be provided for each utility modeled.
c. Develop individual comprehensive written user guides for all modeling software and provide in house training to University staff sufficient to enable operation and utilization of the modeling software to the extent required by their job function. The firm will be responsible for using the models for analysis and design recommendations to the University.
d. On a continuing basis maintain the currency, both in terms of patches and upgrades and with respect to planned, executed capital and energy conservation initiatives of each model for a minimum period of ten years and ensure that all information from capital projects, energy conservation measures affecting the utility production, demand, capacity, collection, or distribution are maintained current in the models.
e. As part of the RFP response include licensing for up to six University personnel for each software model.

At the conclusion of the engagement the firm will certify that the models and software are updated to reflect current status at the time of turnover to the University which will retain sole ownership of the software, the models, and all of the information contained therein. The proponent shall coordinate with the University or designated representative for the timely turnover of all passwords, licenses, service agreements, data backups, and status of works in progress. Systems to be included for review and/or implementation include:

1. Electrical Distribution System: 13.8 kV system, including generation and 69 kV (future115 kV) interconnections to Utility Provider

2. Emergency Power Distribution: 4160V system, including generation
3. Fuel Cell, Solar, and other potential renewable energy sources.
4. Chilled Water Distribution
5. Steam and Condensate Distribution
6. Geothermal heating and cooling systems
7. Hot Water Distribution Systems
8. Domestic and Fire Protection Distribution
9. Sanitary Collection System
10. Reclaimed Water Production and Distribution
11. Storm Drainage – Modeling of the Storm Drainage system is currently being undertaken under separate contract and will be provided to successful proponent. Anticipated completion of this project is August 2015.
12. Telecommunication and Information Technology Systems including SCADA and data collection.

Current system software in use is as listed below.

1. Electrical Coordination and Arc Flash Study – *"SKM"* - The University has a preference to implementing the electrical modeling with ETAP, Power Analytics Paladin, or superior package based on their documented capabilities. The software selected shall be capable of providing compatible data to ISO and or Eversource Transmission Engineering for interconnect studies related to adding generation to the University campus.
2. Chilled Water/Condensate Return – *"Pipe-Flo"*
3. Steam and Condensate Distribution System –"Pipe-Flo"
4. Reclaimed Water Distribution System – "InfoWater"
5. Storm water Distribution System – *"Autodesk Hydraflow Hydrographs" and "SewerGEMS"*
6. Sanitary Sewer Distribution System – "SewerGEMS"
7. Domestic and Fire Protection Distribution System – "InfoWater"

The existing models, where they exist, will be provided to the successful proponent.

PHASE II: PRELIMINARY DESIGN, BIDDING, CONSTRUCTION ADMINISTRATION AND CONSTRUCTION QUALITY CONTROL INSPECTIONS OF INDIVIDUAL PROJECTS AS ASSIGNED

Phase II of this RFQ/RFP is anticipated to be a multi-year, multi-project assignment. A broad overview of the anticipated scope includes, but is not necessarily limited to the following:

Based on the Phase I conceptual physical options for the campus infrastructure selected by the University and in support of planned capital construction projects, the successful firm will be tasked with planning, preliminary design and owner's representative services during design and construction of a series of individual utility upgrade, repair, replacement or relocation projects which will be informed by the Master Plan. The design of individual capital building projects which will be phased and scheduled to be coordinated with the Capital Plan and Master Plan in order to ensure that all new construction and/or change of use in existing buildings are provided with reliable and adequately sized utility services at the required location and at the time the buildings are intended to be occupied.

For any assigned projects, fees will be determined based on the scope and schedule of the project and a work effort analysis provided by the firm.

1. Standard engineering design phase services and construction phase services as outlined below.
2. Updating GIS information for all projects that impact utility production, distribution, collection, and demand including, but not limited to, those which are part of the Capital Plan, energy conservation initiatives, equipment changes and physical condition assessments.
3. Updating of utility models developed in Phase I of this assignment including, but not limited to, those that are part of the Capital Plan, Energy Conservation Initiatives and equipment changes; renovation or new construction projects and; Alternative Energy production.
4. Scope Development of Individual Projects in order to support planned campus improvements in accordance with the Master Plan and Capital Program and the Capital Program Schedule.
5. Continue research and assessment of alternative renewable or sustainable energy sources and costs and inclusion of selected sources.
6. Development of complete contract documents (plans and specifications) suitable for public bidding for projects as assigned and in accordance with the Master Plan as outlined below.
7. Research and evaluate water conservation measures and alternative clean or renewable sources of energy production, including but not necessarily limited to Fuel Cells, Solar, Geothermal, Wind and Water Power and their integration into the utility distribution system, with an emphasis on assessing and recommending those measures for energy production, transmission, distribution, storage and control/regulation that would achieve the greatest greenhouse gas (GHG) emissions reductions, at relatively lower costs per ton of GHG reductions, and over a comparatively shorter payback period, consistent with the intent of a draft 2015 report by Facilities Operations, UPDC and on achieving interim Climate Action Plan goals. The measures will include power factor correction assessment, both active and passive at the reactive loads or on the distribution grid. Measures such as conservation voltage reduction and voltage regulation shall be assessed for practical execution, effect on loads, effect on equipment failure rates, and assurance nominal building utilization services will operate within PURA voltage limits if implemented.
8. On an "on demand basis", evaluate impacts on the utility distribution/collection/production on the individual utility system and determine whether necessary system upgrades are required

Design and Construction Phase Services (on a Peer Review basis):

Bidding Phase: In consultation with the University Office of Capital Projects and Facilities Procurement (CPFP) and depending upon the project specific delivery method, the selected consultant will review with the design team the construction documents to be provided to the Construction Manager for development of bid packages or for bidding by open solicitation by the General Contractor. The successful firm will be required to attend the pre-bid conference for Contractor selection, respond through CPFP to all requests for information from Contractors (within 2 calendar days), and review bids.

Bid Scope Reviews: Following receipt of bids, for General Contractor Lump Sum bids, the consultant will be required to attend scope review meetings and assist the project architect/engineer in reviewing bids with the lowest responsible bidder or bidders and ensure that the contractors bid is complete and has fully includes the scope of the work and that the contractors construction schedule is complete and is reflective of the scope of the work necessary to complete the work required by the construction documents.
For projects which utilize the CMR delivery system, the consultant will be present at the bid scope reviews conducted by the Construction Manager at Risk in order assist the project architect/engineer in ensuring that all subcontractor scopes of work necessary to complete the construction has been included.

Construction Administration: Unless otherwise directed, the consultant will act as the University's representative. They will assist in review of all construction submittals, attending weekly construction meetings, responding to Requests for Information, and final punch list inspections.

Construction Quality Control Inspections: The successful firm will act as the University's representative for inspection of construction to ensure that all work is proceeding in accordance with the construction documents.

FEE SCHEDULE: After the University has provided a particular assignment, the Company will receive a Request for Services. After discussion of the scope of services and walk-through (if applicable), the Company will submit a Cost Proposal. Fee assignments will be one of the following:

- Lump Sum fixed fee for the Assignment.
- Lump Sum fixed fee by phases.
- Hourly Rate Fee

Once the terms and cost are agreed to by the University and the Company, a Purchase Order will be issued for the Assignment.

DELIVERABLES: The Consultant will provide the following deliverables:

PHASE I DELIVERABLES AND SCHEDULE:

1. Attend a kick off meeting – within 10 calendar days of award.
2. Review organizing and cataloguing and indexing and issuance of report of existing information, planned energy conservation initiatives – within 30 calendar days following the kick off meeting. Provide individual reports of findings and individual excel spread sheets for each utility/infrastructure system.
3. Review, recommend and implement individual utility/infrastructure modeling software and develop comprehensive specific user guides and pricing for a recommended software model and one alternative– within 45 days following the kickoff meeting. Provide written assessment report for each utility/infrastructure software evaluated. Provide copies of software and all necessary licenses including 5 licenses for University staff for each software model.
4. Develop and deliver comprehensive on-site training program for University selected users – within 90 calendar days of kick off meeting.

5. Update individual utility/infrastructure models based on existing conditions in order to develop a baseline model(s) within 60 calendar days following kick off meeting.
6. Run scenarios of all models based on the master plan and capital implementation plan to ensure that capacities of all production, distribution and/or collection infrastructure is assessed.
7. Maintain currency of individual utility/infrastructure models – ongoing for a period of ten (10) years.
8. Conceptual Design, Estimates and Schedules:
    a. Develop and document up to three (3) alternative conceptual design approaches based on the review of existing information and the proposed program infrastructure.
    b. Evaluate each approach in a decision matrix with respect to the overall framework goals and the current/future needs of the campus infrastructure.
    c. Develop conceptual construction cost estimates and project schedules for each alternative.
    d. Prepare and submit a report documenting the deliverables above including any drawings
9. Phase I to be completed within 6 months

PHASE II DELIVERABLES AND SCHEDULE:

1. Requirements will be based on a per project based and will vary based on the particular assignment's scope per the individual project Request for Services.

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. Professional Engineering Company – Provide a copy of the Company's License (as per Connecticut General Statutes Section 20-306a and 20-306b). This certificate must remain effective for so long as the design professional is under contract to provide professional services for this Program.
    b. At least one proposed team member must have a current Connecticut Professional Engineer license.

- **NARRATIVE OF PROJECT APPROACH:** Prepare a Narrative that demonstrates your Company's understanding of the Scope of Work for this Program. Concisely present an approach that includes the following:
    a. Technical Approach: Describe your Company's approach, which demonstrates your understanding of the needs of this Program, including your Company's process for completing a Scope of Work within a proposed schedule.
    b. Quality Assurance/Quality Control: Describe your Company's process and procedure for managing and assuring quality of its documents and those of its sub-consultants.
    c. Cost Control and Budgeting: Provide your Company's approach for developing both project and construction cost estimates and managing costs once budgets are developed.
    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.
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. Examples with any information on the Form stated as "confidential" may not be considered.
d. 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: **Project Managers, Project Engineers, MEP Manager and Construction Inspectors (including Special Inspections for Construction)**. Only provide Resumes for the key personnel who may be assigned to this Program, do not include Resumes for personnel not assigned to the team.

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 will be provided to the shortlisted Proposers with the Request for Proposal. 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