



SOLICITATION INFORMATION SHEET
CONSTRUCTION -
ON-CALL SITE WORK TRADE CONTRACTOR
SET-ASIDE PROGRAM FOR PROJECTS UNDER \$100,000
REQUEST FOR STATEMENT OF QUALIFICATIONS

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: 8/5/2025

PROGRAM NUMBER: OC.SITE2026.SBE

PROGRAM NAME: On-Call \$0-\$100K Site Work Set-Aside Program

PROGRAM LOCATION(S): Storrs Campus, Regional Campuses, UConn Health Locations, and Any Other University Property

PROCUREMENT AGENT: Chris Peters, chris.peters@uconn.edu, 860-486-6324

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications ("RFQ") is to solicit on-call Site Work services from Small and Minority Business Enterprises for projects estimated at under \$100,000.

Note: Companies that are currently on the On-Call List must submit a new Statement of Qualifications for consideration as the current contracts expire 12/31/2025 and are not automatically renewed.

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, this Program is reserved solely for 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>.

CRITICAL DATES:

| | | |
|-----------------------------|------------------|----------------|
| Q&A (RFI) Due Date and Time | 8/19/2025 | 2:00 PM |
| Proposal Due Date and Time | 9/16/2025 | 2:00 PM |

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 such clarification/addendum or interpretation shall not release a Proposer from the obligations under its Proposal as submitted.

CONSIDERATION OF PROPOSALS: This is a Quality-Based Selection solicitation process. A Proposer shall demonstrate, to the satisfaction of the University, that it possesses the proven managerial ability, technical ability, and the integrity, necessary to perform the Scope of Work for this Program faithfully and efficiently, 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. The University reserves the right to make multiple awards for this Program, if it is deemed to be in its own best interest.

PROGRAM SCHEDULE/DURATION:

- The Master Agreement is planned to start: **January 1, 2026**
- Program Duration: **3 years**

PROGRAM DESCRIPTION/SCOPE OF WORK: The goal of the University is to give all Companies awarded an On-Call Contract a fair opportunity to participate in providing services within its designated category. The University shall have absolute discretion to issue and/or withhold purchase orders that best serve the interests of the University and there is no guarantee of any dollar value or number of purchase orders a Company will receive, or an obligation on the part of the University to provide a Company with any projects.

Project values will vary depending upon the project type, scope, size and/or complexity but will not exceed \$100,000.00 per project.

The selection of a Company for a project is determined by the UConn Project Manager on an as need basis. Criteria that may be considered in the selection process include the following:

- The size and complexity of the project.
- A Company’s performance on previous similar projects, including quality, timeliness, and cost of services.
- A Company’s ability and sufficiency of staff resources to complete the project in a timely manner.
- Location of the project.
- Impact the project may have on other work the Company is currently performing.

- The fee proposal for the scope of services.
- Other criteria unique to a particular project.

After the University has selected a Company for a particular project, the Company will receive a request for quote directly from the UConn Project Manager. 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
- Time & Materials

Note: The prevailing wage rates may apply in certain instances where the particular on-call project is only a portion of a larger project valued over \$100,000.00.

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

Note: On-Call Companies that repeatedly fail to timely respond to requests for services or repeatedly decline to submit responses to requests for services may, at the University's discretion, have their On-Call Contract terminated.

The University may also select to issue a request for quote to a pool of three (3) or more contractors within the On-Call category. When this method is chosen, the Company with the lowest fee proposal will be selected and issued a Purchase Order, assuming the Company meets all other technical criteria.

This is a **SET-ASIDE program for State of Connecticut Small Business Enterprises or Minority Business Enterprises certified under the State of Connecticut's Supplier Diversity Program.** Only Companies that are certified as a Connecticut SBE/MBE/WBE/DisBE as of the due date of this solicitation will be considered for this program. Companies must remain certified by the State of Connecticut Department of Administrative Services as SBE/MBE for the term of the contract.

The Company should have the experience and ability to self-perform the majority of the services for this category.

Examples of the services that may be required under the Site Work category are listed below. Services may include, but are not limited to the following:

- Grading
- Excavating, earthwork, and hauling
- Concrete work and finish, including foundation/footings, walls, sidewalks, etc.
- Paving and patching
- Masonry and pavers
- Demolition, waste removal, disposal and waste recycling
- Landscape maintenance, including landscape installations, repairs, irrigation
- Utility installation and repair, including drainage, water, sewer, electrical, data and communications
- Exterior improvements
- Permanent and temporary fencing installation

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

- **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, Const-RFQ/ITB* provided with this RFQ. The Proposer shall:
 - a. It is recommended that the Proposer provide three (3) examples of projects that are in progress or completed within the past ten (10) years, comparable in size, scope, and similar environment to this Program.
 - b. It is recommended that the examples have a construction value of **under \$100,000.00**.
 - c. A detailed description of the work performed and how it relates to the Scope of Work outlined in the RFQ shall be included.
 - d. *Companies are encouraged to submit a variety of project examples that demonstrate their experience with the types of buildings/services listed in the Program Scope of Work.*
 - e. Projects with any information on the Form stated as “confidential” may not be considered.
 - f. On-Call Programs cannot be submitted as a project example, however an individual project performed under an On-Call Program may be submitted as one of the Company’s examples.
- **PROPOSED TEAM QUALIFICATIONS:** The Proposer must demonstrate the ability to staff the Program with high quality, experienced personnel. Describe the qualifications and responsibilities of the key personnel who will be assigned to the Program including their experience on similar assignments and their specific responsibilities for the proposed Program. Utilize the *Resume for Proposed Key Personnel, Const-RFQ/ITB* provided with this RFQ.
 - a. It is recommended that the Proposer provide Resumes for the following positions: *Project Superintendent and Project Manager*. Only provide resumes for key personnel who may be assigned to the Program; do not include resumes for personnel who may not be assigned to the Program.
 - b. Multiple resumes may be submitted for each position listed in “a” above.

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/seecform10final.pdf>.
2. **Bidder Contract Compliance Monitoring Report:** Review the *Commission on Human Rights and Opportunities Bidder Contract Compliance Regulations Notification to Bidders* and upload the completed Report where applicable. The Form can be found at: <https://portal.ct.gov/-/media/DDS/conversion/NotificationtoBidders1.pdf>.
3. **Hourly Rate Sheet:** Provide All Inclusive Hourly Rates for the key project team personnel. The hourly rates will be used to establish compensation for each assigned Project under the Time and Materials compensation method.
4. **Supplier Diversity Certificate:** Provide your Company’s current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.

CONTRACT: A draft of the contract will be provided at a later date via an addendum in the HuskyBuy Event.

SELF-PERFORMANCE REQUIREMENT: If awarded this contract, the Trade Contractor shall be required to perform not less than fifty percent (50%) of the total cost of the work for each assignment with its own forces.

SET-ASIDE REQUIREMENTS: The Set-Aside Requirement for this Program is that not less than seventy-five (75%) of the total cost of the work for each assignment be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as “Small Business Enterprises” (“SBEs”). The seventy-five (75%) requirement may include your Company’s self-performed portion of the work. The Contractor is responsible for ensuring that they, and the S/MBEs they have selected, are eligible Connecticut-certified S/MBE contractors.

End of Solicitation Information Sheet