



SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES – ARCHITECT/ENGINEER
REQUEST FOR PROPOSAL

The University of Connecticut is accepting sealed Proposals for:

RFP RELEASE DATE: 10/10/2025

PROJECT NUMBER: GF250924

PROJECT NAME: Old Lyme Strategic Resiliency Action Plan

PROJECT LOCATION: Town of Old Lyme

PROCUREMENT AGENT: GRIFFIN FEHRS, griffin.fehrs@uconn.edu, 860-486-2618

INTENT OF THIS SOLICITATION: The purpose of this Request for Proposal (“RFP”) is to request Cost Proposals and Statements of Qualifications from qualified Companies to provide scoping and planning for sustainability and resilience focused projects 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 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	10/20/2025	2:00 pm
Pre-Proposal Conference Location	Virtual Meeting (Registration Below)	
Q&A (RFI) Due Date and Time	10/30/2025	2:00 pm
Proposal Due Date and Time	11/13/2025	2:00 pm

PRE-PROPOSAL CONFERENCE: During the Pre-Proposal Conference, the RFP and Scope of Work will be discussed. The Pre-Proposal Conference is not mandatory, however, interested Proposers are strongly encouraged to attend. Please email the Procurement Agent listed in the Solicitation Information Sheet for access to the Pre-Proposal 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: 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 Quality-Based Selection solicitation process. Proposals shall be evaluated utilizing the objective technical criteria listed within the RFP, as well as any additional information obtained from persons or other sources identified in the Proposal. Note: The Cost Proposal is evaluated by CPFP and the Proposer with the lowest overall cost is assigned the maximum points allocated for this evaluation criteria. All other proposals receive a percentage of the points available based on their cost relationship to the lowest Cost Proposal. The selection committee will only see the points assigned to each Cost Proposal; they do not see the actual Cost Proposal.

PROJECT SCHEDULE/DURATION:

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

PROJECT DESCRIPTION/SCOPE OF WORK: With guidance from the Sustainable and Resilient Communities Extension Professionals (“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 Partnership 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 Purchase Order ("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 the University of Connecticut ("UConn"), the Candidate will be notified that they are selected to receive an award and become an official Awardee. The Company must not reach out or communicate directly with the Candidate regarding this opportunity prior to the execution of a PO.

The scope of the PO with the selected Company should reflect the Desired Services of the specific Candidate Project, along with the tasks defined below (Tasks A – D) that are required as a part of each Scope of Work and should be included in the RFP 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 and the appropriate EPA contacts.

Deliverables:

- 1) Draft version(s) of QAPP, submitted to EPA.
- 2) 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 UConn.

Task D: Technical Services and Final Products Developed through the Services

Deliverables:

- 1) Output of Desired Services tasks described below (detail the specific tasks and deliverables that the Company proposes to complete for the Candidate Project).
- 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 UConn 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, the University 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 Partnership 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 UConn 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 UConn policies and procedures.

Up to approximately \$400,000 is available for completion of the Services for up to 7 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 \(2 C.F.R. Part 200\)](#). An EPA funding acknowledgement, CTSG logo, and LIS Partnership logo must appear on all final products, reports, or materials.

DELIVERABLES: The Consultant will provide the following deliverables:

Candidate: Town of Old Lyme

Project: Old Lyme Strategic Resiliency Action Plan

Project Description:

The Town of Old Lyme would like to develop a townwide Strategic Resiliency Action Plan that reviews existing risk and vulnerability assessments and prioritizes actions for implementation. The Town of Old Lyme is currently updating their Natural Hazard Mitigation Plan, and therefore, the Resiliency Action Plan would build on the [2021 Natural Hazard Mitigation Plan](#) and incorporate new findings from the [2026 updated version](#) as it becomes available. The Plan will also incorporate the [feedback from the Connecticut Institute of Climate Resilience and Adaptation \(CIRCA\)](#).

As identified in the 2021 Natural Hazard Mitigation Plan, the Town is vulnerable to sea-level rise, coastal and riverine flooding, drought, and wildfires and the resulting impacts to town infrastructure including our roads, public utilities, and our residential neighborhoods. Unique to coastal towns is the saltwater intrusion resulting from sea level rise. The Town has been working on implementing actions identified in the Natural Hazard Mitigation Plan related to emergency response and fire preparedness. This effort has been led by our Town Emergency Management Director. The Town now needs to focus on actions identified that are specific to land use.

The Town of Old Lyme has also indicated that there is “naturally occurring” affordable housing in low-lying areas that are threatened by both sea level rise and increasingly powerful storms that cause adjacent watercourses to flood their banks. Increasingly threatened by flooding or isolation during such events, it is imperative that the Town of Old Lyme assess the vulnerability of these various assets as the most vulnerable of the town’s population will most likely bear the brunt of climate change and sea level rise.

The Town anticipates that the First Selectwoman will establish a Resiliency Committee to serve as a stakeholder committee to assist with the creation and implementation of the Strategic Resilience Action Plan, that will include the following town departments and land use board representatives: Emergency Management, Public Works, Land Use, Planning Commission, Zoning Commission, Inland Wetlands Commission, Conservation Commission, Open Space Commission, Flood and Erosion Control Board, and the Affordable Housing Commission. The Second Selectman will serve as the point person for the Town. The Executive Assistant to the First Selectwoman, will provide administrative support to the project.

Base Fee Desired Services:

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

- 1) Review of the Hazard Mitigation Plan and [UConn CIRCA follow-up notes](#)
- 2) Identify additional resources to assist with risk assessment and vulnerability planning (e.g. update flood maps and SLR projections)
- 3) Work with an assembled team from the Town (Resiliency Committee) to prioritize specific actions for implementation and create a strategic plan complete with actions, timelines, and resources needed for implementation.

- 4) Assist the Town with a minimum of two public engagement sessions on risk assessments and resiliency planning, with follow-up reports

Base Fee Deliverables:

- 1) Establishment of a Resiliency Committee developed in partnership with the Town of Old Lyme to assist with the creation and implementation of the Strategic Resilience Action Plan
- 2) Strategic Resiliency Action Plan with actions, timelines and resources needed identified.

Additional Basic Services: The Candidate may accept one of, or a combination of the following activity items in the [2021 Natural Hazard Mitigation Plan](#), from the following list:

- 1) **Additional Basic Service No. 1 – Activity # 4 Flood Zone Study:** Review other flood study work (i.e. CIRCA SLR Study) currently available and prepare recommendations for incorporation the next time there is a FEMA flood study. Evaluate incorporation into planning initiatives before there is a FEMA flood study update.
- 2) **Additional Basic Service No. 2 – Activity # 6 Local Sea Level Rise Study:** Review and use CIRCA SLR Study, UCONN Sea Grant education outreach, flood susceptibility mapping to investigate possible mitigation actions and to assess legal, financial and policy implications. Establish an ad hoc committee to look at impacts and make recommendations.
- 3) **Additional Basic Service No. 3 – Modified Activity # 28 Engineering study to mitigate Town-owned infrastructure:** Conduct an engineering study to mitigate various Town-owned structures in need of repair, culverts, pipes, bridges, etc., on Town - owned roadways that are causing flooding and overtopping problems. Note that Cross Lane Underpass is a top priority.
- 4) **Additional Basic Service No. 4 – Modified Activity # 29 Stormwater management improvement:** Support (via planning, assessment, or concept designs) a mitigation project that will result in protection of public or private property from natural hazards through stormwater management improvements for areas identified by the Town.

Map of Project Area:



Figure 1. Map of Old Lyme, CT

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

QUALIFICATIONS OF PROPOSER: In addition to submitting a Cost Proposal, all Proposers 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 Proposer, including background in this field and the services that it provides. Utilize the *Previous Relevant Experience Form, ProfServ-RFP* provided with this RFP.
 - a. It is recommended that the Proposer 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 RFP shall be included.
 - c. Examples with any information on the Form stated as “confidential” may not be considered.
- **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 Form, ProfServ-RFP* provided with this RFP.
 - a. It is recommended that the Proposer provide Resumes for the following positions: **Principal, 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