



SOLICITATION INFORMATION SHEET
CONSTRUCTION - CONSTRUCTION MANAGER AT RISK
REQUEST FOR STATEMENT OF QUALIFICATIONS

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: November 10, 2025

PROJECT NUMBER: 300172

PROJECT NAME: New Commissary Building

PROJECT LOCATION: Storrs Campus – W-Lot

PROCUREMENT AGENT: Cesar Alonzo, cesar.alonzo@uconn.edu, (860) 486-0012

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications (“RFQ”) is to solicit experienced Construction Manager at Risk companies to provide pre-construction, planning, and construction services construct a New Commissary Building at the Storrs Campus W Lot that is approximately 28,800 gross square feet in size.

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, 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	November 18, 2025	10:00 am
Pre-Proposal Conference Location	PURCHASING BID ROOM, 3 DISCOVERY DRIVE, STORRS CT 06238	
Q&A (RFI) Due Date and Time	December 3, 2025	2:00 pm

PRE-PROPOSAL CONFERENCE: During the Pre-Proposal Conference, the RFQ and Scope of Work will be discussed. There also will be an opportunity to view existing conditions (if applicable). The Pre-Proposal Conference is not mandatory, however, interested Proposers are strongly encouraged to attend.

There are limited short-term and PayByPhone parking spaces around the University Business Services building. The North Parking Garage is recommended to all vendors as parking on campus is at your own risk. The North Garage parking is paid via online app (PaybyPhone or Flowbird) or at a kiosk and is required when parking vehicle and not when exiting the garage.

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 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 financial ability, 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 a Cost Proposal 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.

PROJECT SCHEDULE/DURATION:

- Anticipated Contract Issuance/Notice to Proceed: **March 1, 2026**
- Construction is planned to start: **March 1, 2027**
- Construction Duration: **15 months**

PROJECT DESCRIPTION/SCOPE OF WORK: The project will construct a New Commissary Building at W Lot that is approximately 28,800 gross square feet in size.

Site elements will include site utilities, emergency generator, tractor trailer delivery access, landscape, hardscape and regrading to adjacent parking areas.

Program elements include but are not limited to a central kitchen, bulk freezers, bulk refrigeration, bulk dry storage, loading docks, shipping/receiving, Husky Harvest Food Pantry, coffee production, test kitchen, bakery sales, dish room/pot wash, offices, conference room, laundry and support spaces (ie locker rooms, restrooms, elevator, stairs, janitorial, MEP tel/data rooms, equipment maintenance room, etc.)

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

- **DAS CLASSIFICATION:** Proposers must be prequalified by the Department of Administrative Services in the specified classification for this Project (**CONSTRUCTION MANAGER AT RISK GROUP (B OR C)**) as of the due date of the RFQ.
- **FINANCIAL ABILITY:** The Proposer must demonstrate the financial ability and bonding capacity to complete a construction project with a minimum value of at least **\$23,000,000**. See the *Financial Ability Prequalification Requirements* Document for further information.
- **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, including Pre-Construction and Construction activities.
 - b. Quality Assurance/Quality Control: Describe your Company's process and procedure for managing and assuring quality during construction activities.
 - c. Cost Control and Budgeting: Describe your Company's approach to developing both project and construction cost estimates and managing costs once budgets are developed.
 - d. Supplier Diversity: Describe your Company's approach to meeting the set-aside goals and CHRO requirements for this Project.
 - e. 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, Const CM-RFQ* provided with this RFQ.
 - 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 Project, **with an emphasis on primary scope of food service and extensive kitchen equipment installation**.
 - b. It is recommended that the examples have a construction value of **\$15,000,000**.
 - 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. Projects with any information on the Form stated as "confidential" may not be considered.
 - e. 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, Const-RFQ/ITB* provided with this RFQ.
 - a. It is recommended that the Proposer provide Resumes for the following positions: *Project Executive, Project Manager, and Project Superintendent*. Only provide resumes for the key project team; do not include resumes for personnel not assigned to the team.
 - b. Provide an Organizational Chart that identifies the primary team members' roles, including any subconsultants for this Project.

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 has been provided with the solicitation documents. 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.

SELF-PERFORMANCE REQUIREMENT: The Construction Manager At-Risk is not permitted to complete any portion of the construction work with its own forces. The Construction Manager is responsible for developing subcontractor bid packages, conducting a solicitation process for each established bid package, and contracting with the subcontractors to complete the construction work.

SET-ASIDE REQUIREMENTS: The Set-Aside Requirement for this Project is that (1) not less than thirty percent (30%) of the Guaranteed Maximum Price be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as "Small Business Enterprises" ("SBEs") and (2) not less than ten percent (10%) of the Guaranteed Maximum Price be awarded to subcontractors who are certified by the Connecticut Department of Administrative Services as "Minority Business Enterprises" ("MBEs") (the 10% set aside for MBEs may be included in the 30% set aside for SBEs). The Construction Manager is responsible for ensuring that the S/MBEs they have selected are eligible Connecticut-certified S/MBE contractors.

End of Solicitation Information Sheet