



SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES – ARCHITECT/ENGINEER
REQUEST FOR STATEMENT OF QUALIFICATIONS
REV 1 – 1/22/2026

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: 1/13/2026

PROJECT NUMBER: 300309

PROJECT NAME: MAIN CAMPUS PARKING DEVELOPMENT

PROJECT LOCATION: STORRS CAMPUS, STORRS CT

PROCUREMENT AGENT: CESAR E ALONZO, cesar.alonzo@uconn.edu, 860-486-0012

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications (“RFQ”) is to hire a BRIDGING ARCHITECT to complete all design-phase services necessary to enable the University to issue a Request for Proposals (RFP) for the Design-Build delivery of additional parking capacity at the Storrs Campus.

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 | 1/28/2026 | 9:00AM |
| Pre-Proposal Conference Location | <u>TEAMS VIRTUAL MEETING</u> | |

| | | |
|-----------------------------|------------------|---------------|
| Q&A (RFI) Due Date and Time | 2/4/2026 | 2:00PM |
| Proposal Due Date and Time | 2/17/2026 | 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. Please follow the link provided above to the Microsoft Teams virtual 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 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: **MAY 2026**
- Contract Milestones:
 - 50% Bridging Documents to be completed by August 2026.
 - 100% Bridging Documents to be completed by December 2026.
- Construction Duration: **18-24 months**

PROJECT BUDGET: The proposed construction budget for this project is **\$30,000,000**

PROJECT DESCRIPTION/SCOPE OF WORK: The purpose of this Project is to complete all design-phase services necessary to enable the University to issue a Request for Proposals (RFP) for the Design-Build delivery of additional parking capacity at the Storrs Campus. The Project will include structured parking

facilities, surface parking lots, or a combination of both, as determined through the feasibility study that is currently underway.

The University of Connecticut (the “University”) is soliciting proposals from qualified architectural firms to provide Bridging Architect Services in support of the design, and procurement of new parking capacity at the Storrs Campus. The selected Bridging Architect will assist the University in developing design criteria, performance standards, and bridging documents to support subsequent procurement and delivery of the Project through a Design-Build model. These services will guide the development of the Project’s technical, aesthetic, and functional requirements to ensure alignment with the University’s goals, schedule, and budget.

The Design Team shall review the University’s previously conducted site feasibility and analysis studies and confirm that the analyses, cost estimates, and timelines align with the University’s expectations for scope, schedule, and budget.

As part of the Schematic Design Phase, the Design Team will further develop the Project by providing services that include, but are not limited to, those outlined in the following detailed scope of work. The work will culminate in the completion of comprehensive Bridging Documents suitable for use in the Design-Build procurement process.

NOTE: In order to maintain the integrity of the competitive bid process, the Bridging Architect and it’s consultants selected through this solicitation process will not be able to participate as part of the team for any Design Builder submitting a Proposal for the construction of this Project.

DELIVERABLES: The Consultant will provide the following deliverables:

Kick-Off Meeting

The Design Team shall conduct a Project Kick-Off Meeting to establish and validate the Project goals, objectives, and overall process. The team will develop a work plan and schedule for University review, defining key milestones to ensure completion of the Bridging Documents no later than December 15, 2026.

Program Verification (2-3 Weeks)

The Design Team shall work closely with the University representatives to confirm the project program and explore implementation strategies. The team will:

- Review previously prepared project materials, including site feasibility documents, design standards, and University guidelines

- Evaluate existing information based on the Design Team’s professional experience and comparable facilities
- Provide recent cost and delivery data from similar regional and national projects
- Collaborate with the University to define and track programmatic, financial, and schedule metrics that represent key thresholds to be maintained throughout design development
- Provide final program recommendations that are achievable within the established project requirements, budget and schedule

Preliminary Design (3-4 Weeks)

Upon completion of the program verification phase, the Design Team will advance the design from preliminary ideas to schematic-level studies. Working in collaboration with the University stakeholders, the team will explore alternative design frameworks to define the architectural and landscape vision. This work will include:

- Identifying site planning opportunities and constraints, massing options, and design goals related to scale, proportion, and campus context
- Conducting a design image workshop to establish the desired aesthetic and character of the Project, supported by visual references and precedents from comparable facilities
- Preparing “image benchmarks,” including photographic studies of the campus context, material palettes, and other visual aids to facilitate visioning discussions
- Conducting a sustainability workshop to address the University’s LEED certification goals and broader environmental performance objectives

Schematic Design Phase and Bridging Documents (13-15 Weeks)

The Design Team shall develop the Schematic Design and associated Bridging Documents to define the Project’s scope, intent, and technical framework for Design-Build Procurement.

Specific responsibilities include:

- Developing design criteria that identify both minimum acceptable and preferred standards for design quality, durability, and maintenance
- Formatting the Bridging Documents to clearly define the Design-Builder’s scope and responsibilities, while establishing procedures that allow consideration of value-added alternatives
- Collaborating with the University to prepare General Conditions, Division 01 specifications, and bid forms to be issued as part of the Design-Build ITB package

The Bridging Documents shall be developed to approximately a 50% Design Development level, prepared in accordance with the professional standard of care expected of architects and engineers with relevant expertise. These documents will illustrate the site, size, and character of the Project—including its architectural, structural, mechanical, electrical, and civil systems—sufficient to define the design intent for the Design-Build procurement.

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. Architecture Firm – If your Company is a corporation, it must have a current Certificate of Authorization from the Connecticut Architectural Licensing Board (as per Connecticut General Statutes §20-298a and §20-298b). This certificate must remain effective for so long as the design professional is under contract to provide professional services for this Project.
 - b. At least one proposed team member must have a current Connecticut Architect license.
 - c. At least one proposed team member must have a current Professional LEED AP Accreditation.

- **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 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. The Proposer shall highlight a Proposer's experiences with its sub-consultants and their successful projects together.
 - d. Examples 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, ProfServ-RFQ* provided with this RFQ.
 - a. It is recommended that the Proposer provide Resumes for the following positions:
 - Principal-in-charge
 - Project Manager
 - Project Architect/ Design Lead
 - 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.
 - c. Sub-Consultants (as applicable): The Proposal shall include Resumes for key project team personnel for any subconsultants the Proposer deems necessary to complete the Project.
 - d. 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.

End of Solicitation Information Sheet