



SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES – ARCHITECT/ENGINEER
REQUEST FOR STATEMENT OF QUALIFICATIONS
REV1 – 1/2/2026

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: **12/08/2025**

PROJECT NUMBER: **CA120825**

PROJECT NAME: **PROJECT MANAGEMENT OVERSIGHT SERVICES - ENERGY SAVINGS PERFORMANCE CONTRACT (ESPC) PHASE 2**

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 to prequalify consultant that would help support project management oversight services for the Energy Savings Performance Contract (ESPC) Phase 2 located at the Storrs Campus.

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 **12/17/2025** **11:00AM**

Pre-Proposal Conference Location	Microsoft Teams Virtual Meeting	
Q&A (RFI) Due Date and Time	12/23/2025	2:00PM
Proposal Due Date and Time	1/13/2026	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. 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 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: **3/1/2026**
- Program Duration: **2 years. Option to extend contract for three (3) 1-year extensions.**

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

PROJECT DESCRIPTION/SCOPE OF WORK: The University is looking for a qualified consultant that would help support project management oversight services for the Energy Savings Performance Contract (ESPC) Phase 2 located at the Storrs Campus. The ESPC Phase 2 project includes an IGA audit with a potential list of energy conservation measures including but not limited to replacement of steam/condensate lines, solar canopies, battery storage, water conservation and reclaimed water

usage expansion, building envelop evaluation, steam trap installation, repair and monitoring, mechanical room and steam pit pipe insulation, interior/exterior lighting retrofit and controls, weather stripping, daylighting and occupancy control, modification of chiller plant sequences, fuel cell installations, HVAC and control system improvements, optimization of occupancy control strategies, continuous commissions/fault detection implementation, and retro commissioning. The scope of services includes but is not limited to management, direction, administration, quality assurance, and owner representation of all phases of a project (design, construction and closeout). This role will perform design and field work review and coordination with contractors, provide document control, support with requisitions, change administration, as-built document coordination, attend meetings, working with Utility companies to assist in the implementation of incentive programs and supporting various UConn departments. Additionally, Energy Conservation Measure (ECM) assignments may include analyzing energy data, completing energy calculations and savings including Rate of Investment (ROI) and greenhouse gas emissions data, reviewing cost estimates and supporting Federal, State and utility incentives and/or grants that are available.

We'd like to request a team of at least 2-3 people to support this request including at a minimum 1 project manager and 1 field technician that are experienced in the energy field to help support the ESPC Phase 2 project that is administered by Facilities Operations.

QUALIFICATIONS OF PROPOSER: All Proposers must provide information/documentation with their submission 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 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: **Project Manager and Field Technicians**. 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. **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.

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