

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

The University of Connecticut is accepting sealed Proposals for:

RFP RELEASE DATE: 5/5/2026

PROJECT NUMBER: CA043026

PROJECT NAME: Comprehensive Update of the City of New Haven Coastal Program

PROJECT LOCATION: City of New Haven

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

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 planning services for sustainability and resilience-focused projects (hereafter referred to as the “Services”) to support a Candidate (hereafter referred to as the “Awardee”) of the Long Island Sound (LIS) Resilience Planning Support Program. Connecticut Sea Grant (CTSG) operates this program through the University of Connecticut (UConn) with funding from the United States Environmental Protection Agency (US EPA) through the Long Island Sound Partnership (LIS Partnership).

LOCATION OF THIS SOLICITATION: Submit a 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?language=en_US. To learn about the University of Connecticut’s Supplier Diversity Program, visit: <https://supplierdiversity.procurement.uconn.edu/>. Additionally, the University encourages Connecticut-based businesses to participate in this public solicitation process.

CRITICAL DATES:

Pre-Proposal Conference Date and Time:	5/15/2026	10:00 am
Pre-Proposal Conference Location:	The Pre-Proposal Conference will be held as a virtual video conference. The link is: Pre-Proposal Conference - LIS Resilience Planning Support Program	
Q&A (RFI) Due Date and Time:	5/27/2026	2:00 pm
Proposal Due Date and Time:	6/9/2026	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.**

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 CFPF 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: **September 2026**
- **MILESTONES: See Required Tasks and Desired Services sections below.**
- Services are planned to start: **September 2026**
- Services Duration: **Up to 18 months.**

LIST OF REFERENCE DOCUMENTS:

- [New Haven Coastal Program, 2006](#)
- [Vision 2034: New Haven's Plan of Conservation and Development](#)

PROJECT DESCRIPTION/SCOPE OF WORK: The City of New Haven, CT is a coastal city on Long Island Sound with significant and complex water resources, including the Quinnipiac, Little, Mill, and West Rivers, extensive shoreline areas, tidal wetlands, and coastal infrastructure. In recent years, New Haven has experienced increased coastal and inland flooding driven by sea level rise and the growing intensity and frequency of extreme weather events. These evolving risks pose challenges to coastal development, public safety, infrastructure protection, ecosystem health, and long term resilience.

The New Haven Coastal Program is a foundational planning and regulatory guidance document used by City staff, residents, developers, and land use boards to inform coastal land use decisions, public investments, zoning standards, and development review within the Coastal Management District (Figure 1). Originally adopted in 1983 and last updated in 2006, the Coastal Program has not kept pace with changes in environmental conditions, regulatory requirements, or local planning priorities. As a result, the Program requires a comprehensive update to align with current federal, state, and municipal policies and to effectively address emerging coastal challenges and resilience needs.

In October 2025, the City adopted New Haven Vision 2034, its Plan of Conservation and Development, which identifies coastal resilience, climate adaptation, and hazard mitigation as core priorities. Updating the Coastal Program is a critical next step in implementing the goals and strategies articulated in Vision 2034 by aligning coastal policy recommendations with the best available science and current planning practices.

The City of New Haven is seeking professional planning support to conduct a comprehensive update of the Coastal Program. This effort will assess present and future coastal risks, develop citywide and neighborhood specific resilience strategies, refine policy and regulatory tools, and engage stakeholders. The updated Program will serve as a clear, effective framework for sustainable and resilient coastal management along the Long Island Sound that can be used to guide future coastal land use decisions, public investments, and development review.

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 within the Connecticut portion of the [Long Island Sound \(LIS\) Coastal Boundary](#). The Services should advance the SRC Goal in the [2025 Long Island Sound Partnership Comprehensive Conservation and Management Plan \(CCMP\)](#) to empower Long Island Sound communities to plan for and respond to environmental challenges in ways that prioritize well-being for all (see [LIS Partnership CCMP](#), Goal 3: Sustainable and Resilient Communities, pp. 23-26).

The Services should also follow the [SRC Resilience Planning Guide](#) PERSISTS Criteria (see below) adopted and adapted from Connecticut Institute for Resilience and Climate Adaptation Resilient Connecticut Planning Framework (2020). The selected Company is expected to assist the Awardee with considering the applicable decision-support criteria questions and incorporating those into the project, as appropriate.

P - Permittable - Can get all necessary permits and/or permissions.

E - Engaged - Considers input from and impacts to all communities.

R - Realistic - Has community support and can be realistically achieved.

S - Safe - Enhances or maintains the wellbeing of communities.

I - Innovative - Process has considered innovative options including nature-based solutions.

S - Scientific - Incorporates the best available science.

T - Transferable - Can serve as a model for other communities.

S - Sustainable - Socially, economically and ecologically sustainable.

The maximum Service duration is 18 months, 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 an Awardee, as all award determinations consider the Candidate and Awardee Selection Criteria outlined starting on page 6 within the [Long Island Sound Resilience Planning Support Program Request for Expressions of Interest](#) and are subject to the availability of funds and resources to support the needs identified and the engagement of a Company qualified to complete the work.

Required Tasks

The proposed Scope of Work and associated budget detail should reflect the Desired Services of the specific Candidate Project, along with each of the additional required tasks defined below (Tasks A-C).

Task A: Form and Coordinate with Project Advisory Committee

The selected Company will coordinate an initial meeting with the designated SRC EP and Awardee to review the project goals, scope, and timeline, and discuss formation of a comprehensive and relevant Project Advisory Committee (PAC) for the project. The Company will then assist the Awardee in forming the PAC and is expected to meet with the PAC throughout the duration of the Scope of Work at a frequency to be determined based on the needs and resources of each PAC. At the first meeting with each PAC, the Company will work with the group to confirm shared project vision to inform and direct the project as it advances through the Scope of Work period.

Deliverables:

- 1) Establish a Project Advisory Committee (PAC).
- 2) Meeting attendee list and written summaries for each meeting. These should be distributed in a timely manner to the Awardee, PAC, and the designated regional SRC EP.

Task B: QAPP Development

The selected Company must develop and submit a Quality Assurance Project Plan (QAPP) (see the [US EPA QAPP Standard](#) and [EPA QAPP Guidance](#)) to be approved by US EPA for the Services, prior to the start of any task that requires data collection or utilizes secondary data. **A QAPP is required for the project listed in this RFP.** Note that 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 with the appropriate US EPA contacts. The Company should consult with the designated regional SRC EP, the appropriate US EPA contacts, and the Awardee's PAC to develop and finalize the QAPP.

Deliverable:

- 1) Final QAPP approved by US EPA.

Task C: Technical Services and Final Products Developed through Services

Relevant criteria from the [SRC Resilience Planning Guide](#) should be considered as appropriate for each project. **All projects should include engagement with relevant/impacted stakeholders and communities throughout the project period.**

Deliverables:

- 1) Outputs of Technical Services tasks described above.
- 2) Submission of all final products, reports, or materials developed through the Services distributed to the Awardee, PAC, the designated regional SRC EP, and UConn at the conclusion of the Scope of Work period/when all Services are completed.

Roles of Company, Awardee, and CTSG

Once a Company is selected, the Awardee will be sent an Acceptance of Support Letter by CTSG to notify that they have been selected to be an Awardee and outline the agreement and expectations of the Awardee, Company, and CTSG. After the Awardee returns the signed Acceptance of Support Letter, CTSG (UConn) will develop a PO with the selected Company based on their proposal for the Candidate Project. 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 the Company is paid. In all cases, the final required deliverable is a complete set of all final products, reports, or materials developed through the Services. **Note that no funds will be dispersed to or pass through the Awardee.** The Company may be asked to present at LIS Partnership meetings or workshops during and after the conclusion of the Scope of Work period, such as the LIS Partnership SRC Work Group meetings and the Annual Sustainable and Resilient Communities Workshop.

Payment

Payment to the selected Company under this funding opportunity is administered as cost reimbursement. Invoices should be submitted based on the percentage of each task that is completed. The Company is required to submit a Progress Update accompanying the submission of an invoice distributed to the designated regional SRC EP and UConn. 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.

Funding

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement LI-00A01412 to Connecticut Sea Grant, University of Connecticut. The contents of this document do not necessarily reflect the views and policies of the U.S. Environmental Protection Agency, nor does the U.S. EPA endorse trade names or recommend the use of any products, services or enterprises mentioned in this document. Funding is subject to Uniform Guidance (2 C.F.R. Part 200).

All final products funded through this agreement must be in alignment with current [Federal administrative priorities](#) and the [Long Island Sound Partnership 2025 Comprehensive Conservation and Management Plan \(CCMP\)](#). All final products also must include funding acknowledgment language which will be provided by the designated SRC EP.

DELIVERABLES: The Company will provide the following deliverables:

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

1. Conduct a technical assessment of current and projected coastal conditions and vulnerabilities in New Haven, including flooding, erosion, sea level rise, storm surge, and impacts to coastal resources and infrastructure.
2. Identify and evaluate citywide and neighborhood-specific strategies to address coastal risks and enhance resilience, including natural hazard mitigation, shoreline management, and adaptation approaches.
3. Develop policy, regulatory, and procedural recommendations to strengthen coastal management, which may include zoning amendments, development standards, administrative processes, and capital improvement guidance.
4. Ensure consistency with applicable federal, state, regional, and local plans and regulations, including the Federal Coastal Zone Management Act of 1972, Connecticut Coastal Management Act, Connecticut Stormwater Quality Manual, SCRCOG Hazard Mitigation Plan, Vision 2034, New Haven Zoning Ordinance Section 55 - Coastal Management District, and New Haven's Title IV Flood Damage Prevention Ordinance, Mill River Imagine Next, the Long Wharf Responsible Growth Plan, the Long Wharf Mixed Use Zone, the Transit

Oriented Community Zone, Greenways 2030, the New Haven Port Authority Strategic Plan, and the Hill to Downtown Plan.

5. Coordinate closely with City departments and internal stakeholders (including City Plan, Engineering, Economic Development, and the Office of Climate and Sustainability), providing a clear understanding of the division of roles and responsibilities and ensuring technical accuracy, implementability, and the most clear and accessible format for materials.
6. Design and support a community engagement process to inform analysis and recommendations, including outreach to residents, land-use boards, and other key stakeholders.

Deliverable:

A comprehensive, updated New Haven Coastal Program, including technical analysis, policy and regulatory recommendations, and public engagement documentation, suitable for formal adoption by the City of New Haven and use by City staff, boards, and commissions.

Map of Project Area: (on following page)

Project Area Map

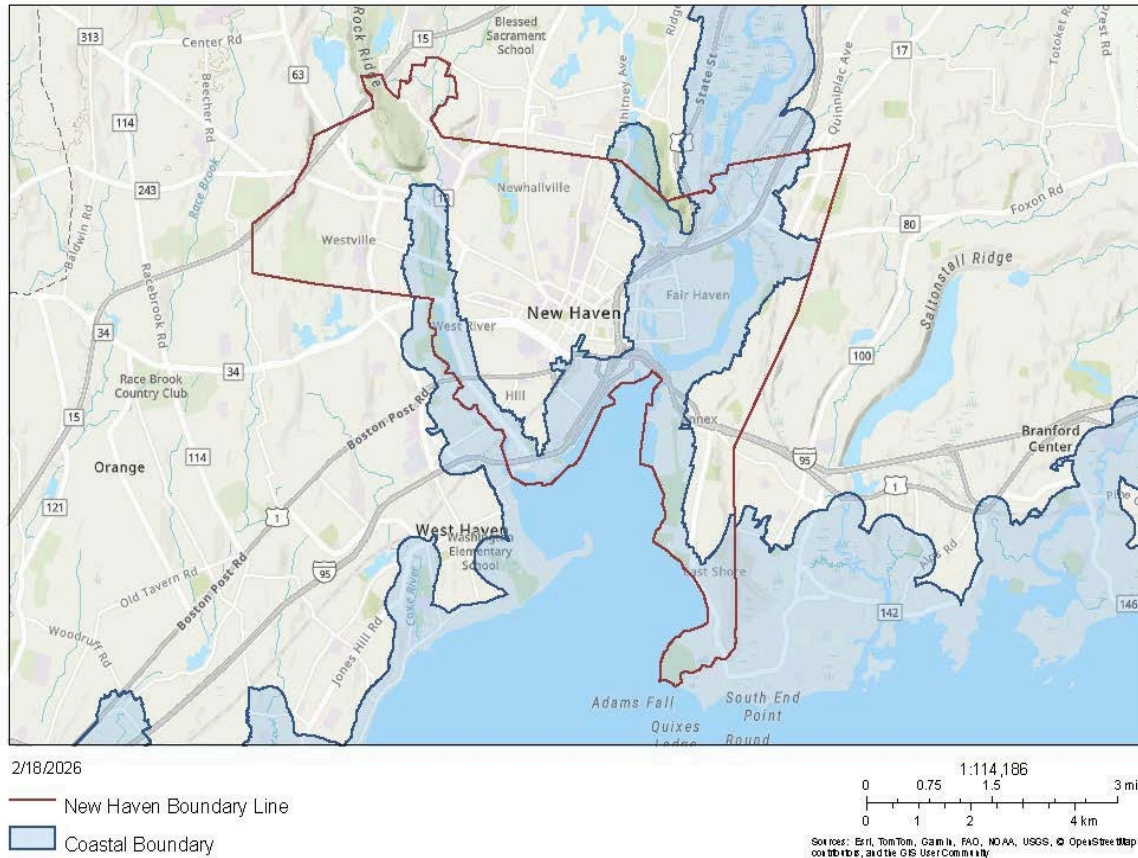


Figure 1. The project area is defined by the overlap between the City of New Haven boundary (in red) and the Coastal Management District (in blue), delineated by [CT DEEP's Coastal Boundary layer](#).

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:

- **REQUIRED LICENSES AND CERTIFICATIONS:** If selected as the Vendor of Choice, your Company will be required to provide a copy of the following prior to issuance of an Acceptance of Support Letter.
 - a. Provide either a Professional Architectural Firm license or a Professional Engineering Company License:
 - Architecture Firm – If your Company is a corporation, provide a copy of your Company's 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 Program.

- Professional Engineering Company – Provide a copy of the Company’s License (as per Connecticut General Statutes Section 20-306a and 20-306b). This License must remain effective for so long as the design professional is under contract to provide professional services for this Program.
 - b. Provide a copy of at least one proposed Program team member’s current Connecticut Architect license or current Connecticut Professional Engineering (PE) License.
- **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, as well as maintaining good organization and communication. Include a timeline with an implementation schedule and key task delivery milestones, indicating the month the task will be completed following contract execution (e.g., month 1, month 2, month 3; do not insert specific dates).
 - 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**, environmental planning work, working with municipalities, community groups, nonprofits, and Federally and State recognized Tribes/Nations as well as unrecognized indigenous communities.
 - 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.

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 Bid, your Company accepts the contract and any modifications that the University deems necessary to it without exception. Bidders will be notified of any modifications to the contract made by the University. Any exceptions to the contract submitted by the Bidder will not be considered.

End of Solicitation Information Sheet