

**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:** CA050426

**PROJECT NAME:** Advancing Resilience Recommendations in the West Beach/Coral Sands/Pilots Point Neighborhood

**PROJECT LOCATION:** Town of Westbrook

**PROCUREMENT AGENT:** Cesar Alonzo, [cesar.alonzo@uconn.edu](mailto: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.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?language=en\\_US](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:	<b>5/15/2026</b>	<b>10:00 am</b>
Pre-Proposal Conference Location:	<b>The Pre-Proposal Conference will be held as a virtual video conference. The link is: <a href="#">Pre-Proposal Conference - LIS Resilience Planning Support Program</a></b>	
Q&A (RFI) Due Date and Time:	<b>6/4/2026</b>	<b>2:00 pm</b>
Proposal Due Date and Time:	<b>6/16/2026</b>	<b>2:00 pm</b>

**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:**

- [Four Shore Coastal Resiliency Plan \(2025\)](#)

**PROJECT DESCRIPTION/SCOPE OF WORK:** The Town of Westbrook, CT has identified coastal resiliency as a key municipal planning priority and has taken several important steps in recent years to address climate adaptation challenges. The Town partnered with neighboring communities, Clinton, Old Saybrook, and Fenwick, to develop and adopt the Four Shore Coastal Resiliency Plan (2025). The Town of Westbrook is seeking planning-level support to further develop neighborhood-scale recommendations for the West Beach/Coral Sands/Pilots Point area identified in the Four Shore Coastal Resiliency Plan. The project area is a predominantly single-family residential neighborhood bordered to the south by West Beach and Long Island Sound, and to the west and north by the Patchogue River and the Safe Harbor/Pilots Point Marina. The neighborhood includes important public and recreational assets, including West Beach (Town Beach), as well as critical coastal and riverine natural resources such as tidal wetlands, beaches and dunes, and designated coastal flood hazard areas. This area contains the largest concentration of at-risk properties in the Town of Westbrook, with more than 300 properties exposed to coastal and flood-related hazards.

To advance implementation of the Plan, Westbrook established a Coastal Resiliency Implementation Committee charged with advancing priority recommendations and the Town has begun setting aside funding to support these efforts. Through these actions, Westbrook is positioning itself to address its resiliency and adaptation issues with the goal of moving towards implementation. Building on this work, the Town of Westbrook seeks feasibility and assessment services to advance three sub-projects within the West Beach/Coral Sands/Pilots Point neighborhood: a dune management strategy, road elevation feasibility analysis, and stormwater management recommendations.

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 (*insert details on 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, 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 (also discussed on pages 157-158 of the Four Shore Resiliency Plan) should be incorporated into the Required Tasks in the Scope of Work listed in this RFP:

- A. Evaluate West Beach dune system and provide recommendations for strategies to maintain a healthy and protective profile. This can include habitat and species management, maintenance methods (including planting recommendations with a focus on salt tolerant plants), and the installation of dune protection measures (i.e. fencing or enforcement to discourage trespassing on the dune system).
- B. Perform a feasibility analysis for road elevations for selective portions of Seaside Avenue, Striper, Tarpon and Dolphin Avenues to enhance flood resilience. Coordinate with Town departments to assess flood risk, establish appropriate design elevations, evaluate drainage impacts, and consider effects on adjacent properties, utilities, and emergency access.
- C. Evaluate the existing stormwater system in the West Beach/Coral Sands/Pilots Point Neighborhood and recommend improvements. Develop a comprehensive inventory and map that includes locations and specifications of catch basins, outfalls and the distribution system network. The assessment should also examine the feasibility of installing backflow preventers and other best-practice stormwater management measures for flood resilience (using guidance from the [2024 CT Stormwater Quality Manual](#)).

The desired services described below should be incorporated as is relevant into the projects listed above:

- 1. Data Review - Review Four Shore Resiliency Plan and other relevant studies, data, and resources, some of which may be found on the [Westbrook Coastal Resiliency webpage](#).

2. Community Engagement - Develop and implement a community engagement plan to inform the feasibility assessment and conceptual design process. Engagement should be conducted in coordination with local partners, including beach associations, the Coastal Resiliency Implementation Committee, Town staff, and other stakeholders.
3. Project Development and Feasibility - Coordinate with Town staff, the Coastal Resiliency Implementation Committee, and other relevant agencies to develop a comprehensive feasibility assessment. This effort should include evaluation of a range of adaptation strategies (including nature-based, structural, and policy-based approaches), incorporation of future climate conditions such as sea level rise and storm surge, and development of a prioritized implementation strategy based on risk reduction, cost-effectiveness, and community benefit.
4. Conceptual Designs - Develop conceptual-level design plans (e.g., 30% design or equivalent) for each of the three priority projects, including supporting mapping, layouts, and design narratives.
5. Permitting pathway analysis - Identify required local, state, and federal permits necessary to advance the conceptual design plan and develop a roadmap to streamline the regulatory process with partner agencies.
6. Funding Guidance - Provide cost estimates and recommendations for funding opportunities for design and implementation phases.

**Deliverable:** Feasibility report and conceptual design plans for each of the three priority projects in the Town of Westbrook, including cost estimates and funding recommendations for next steps.

**Map of Project Area:** (on following page)



Refer to [Four Shore Coastal Resiliency Plan](#) (page 157-158)

(1) Dune Management

(3) Road Elevation

(4) Stormwater Management

(6) Not relevant to this project

**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](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***