SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES - ON-CALL PROGRAM
(With Design)
REQUEST FOR STATEMENT OF QUALIFICATIONS

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: **11/3/2026**

SOLICITATION NO.: **012.4-OC.ROOF30**

PROGRAM NAME: **Roof Consultant Services**

LOCATION(S): **Storrs, Regional, UConn Health Campuses, and any other UConn Property**

PROCUREMENT AGENT: Chris Peters, chris.peters@uconn.edu, 860-486-6324

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications ("RFQ") is for the University of Connecticut (the "University") to request Statements of Qualifications from Companies that can provide roof design services for campus projects and may include services in connection with the preservation and maintenance of the University's roof portfolio, to enhance renewal planning, to maximize roof life, and to advocate for the University in warranty administration. The services requested may be for the University's main campus at Storrs-Mansfield, regional campuses (Avery Point, Hartford School of Law, downtown Hartford, Stamford, and Waterbury), UConn Health (UCH) (Farmington, satellite locations), and any other University property.

Note: Companies that are currently on the On-Call List must submit a new Statement of Qualifications for consideration as the current contracts expire **April 2027** and are not automatically renewed.

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:

Q&A (RFI) Due Date and Time	**11/17/2026**	**2:00 PM**
Proposal Due Date and Time	**12/3/2026**	**2:00 PM**

***Note**: The Professional Services On-Call Program Outreach Event PowerPoint presentation is included in the Buyer Attachments Section for this event. Access to the On-Call Program Outreach Events video recordings presented on October 8, 2026 and October 13, 2026 may be requested by contacting the Procurement Agent listed for this Sourcing Event.*

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 Quality-Based Selection solicitation process. A Proposer shall demonstrate, to the satisfaction of the University, that it possesses the proven managerial ability, technical ability, and the integrity, necessary to perform the Scope of Work for this Program faithfully and efficiently, 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. The University reserves the right to make multiple awards for this Program if it is deemed to be in its own best interest.

PROGRAM SCHEDULE/DURATION:

- The Master Agreement is planned to start: **May 1, 2027**
- Master Agreement End Date: **October 31, 2030**

PROGRAM DESCRIPTION: The goal of the University is to give all Companies awarded an On-Call Contract a fair opportunity to participate in providing services within its designated category. Assignment values will vary depending upon the project type, scope, size and/or complexity but will not exceed $1 million per Assignment. The University shall have absolute discretion to issue and/or withhold Assignments that best serve the interests of the University and there is no guarantee of any dollar value or number of Assignments a Company will receive, or an obligation on the part of the University to provide a Company with Assignments.

The selection of a Company for an Assignment is determined by the UConn Project Manager on an as needed basis. Criteria that may be considered in the selection process includes the following:

- The size and complexity of the Assignment.
- A Company's performance on previous similar Assignments, including quality, timeliness, and cost of services.
- A Company's ability and sufficiency of staff resources to complete the Assignment in a timely manner.
- Impact the Assignment may have on other work the Company is currently performing.
- The fee proposal for the scope of services.

Note: On-Call Companies that repeatedly fail to timely respond to requests for services or repeatedly decline to submit responses to requests for services may, at the University's discretion, have their On-Call Contract terminated.

After the University has selected a Company for a particular Assignment, the Company will receive a Request for Services. After discussion of the scope of services and walk-through (if applicable), the Company will submit a Cost Proposal. Fee assignments will be one of the following:

- Lump Sum fixed fee for the Assignment.
- Lump Sum fixed fee by phases.
- Estimate, based on contracted hourly rates

Once the terms and cost are agreed to by the University and the Company, a Purchase Order will be issued for the Assignment.

SCOPE OF WORK: The Company should have the experience and ability to self-perform the majority of the services for this category.

Examples of the services that may be required under the Roof Consultant Services On-Call category are listed below. Services may include, but are not limited to the following:

- Assess, evaluate, and report on roof conditions for new and existing buildings, including historic structures.

- Inspect roof systems, including:
    - Low-slope (flat) single-ply, modified-bitumen, and built-up membranes
    - Steep-slope metal panels, slate, clay tile, and asphalt shingles
    - Prefabricated metal roofing systems
    - Lightning-protection systems
    - Roof-access points
    - Counterflashing, through-wall flashing, and threshold flashing
    - Vegetative roof systems

- Assess related components, including wood or masonry chimneys, gutters, downspouts, and soffits.

- Prepare design specifications and drawings for repair or restoration projects as part of complete bid packages.

- Develop cost estimates for constructability and budgeting, schematic design, design development, construction documents, bidding, construction administration, and project closeout.

- Inspect roofs under construction or recently completed, and prepare and submit field reports.

- Peer-review roof specifications and drawings, including warranty terms and conditions.

QUALIFICATIONS OF PROPOSER: All Proposers must provide information/documentation 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. 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.

  c. It is preferred (not required) that at least one proposed Program team member 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 Program. 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 On-Call Program, including your Company's process for completing a Scope of Work within a proposed schedule.
  b. Specialty Services: Describe any expertise or specialty services related to the Scope of Work for this Program that your Company has experience with.
  c. Quality Assurance/Quality Control: Describe your Company's process and procedure for managing and assuring the quality of its documents.
  d. Cost Control and Budgeting: Provide your Company's approach for developing both project and construction cost estimates and managing costs once budgets are developed.

- **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, W Design, 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 Program, *with an emphasis on sustainable design, work in occupied buildings, academic facilities (preferably higher education), collegiate student housing, healthcare facilities (hospital, medical, treatment, and exam facilities), and research facilities*.
b. It is recommended that the examples have a design value similar to this Program.
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. *Companies are encouraged to submit a variety of examples that demonstrate their experience with the types of buildings/services listed in the Program Scope of Work.*
e. Examples with any information on the Form stated as "confidential" may not be considered.
f. On-Call Programs cannot be submitted as an example, however an individual project performed under an On-Call Program may be submitted as one of the Company's examples.

- **PROPOSED TEAM QUALIFICATIONS:** The Proposer must demonstrate the ability to staff the Program with high quality, experienced personnel. Describe the qualifications and responsibilities of the key personnel who may be assigned to the Program including their experience on similar assignments and their specific responsibilities for the proposed Program. Utilize the *Resume For Proposed Key Personnel Form, ProfServ-RFQ* provided with this RFQ.

a. It is recommended that the Proposer provide Resumes for the following positions: **Principal, Senior Project Manager, Project Manager, Senior Architect or Senior Engineer, Project Architect or Engineer**. Only provide Resumes for the key personnel who may be assigned to the Program; do not include Resumes for personnel not assigned to the team.
b. Multiple Resumes may be submitted for each recommended position. It is recommended that the Proposer not provide Resumes for additional positions not requested.
c. Only provide Resumes for personnel in your company. Please do not provide Resumes for subconsultants.

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. **Hourly Rate Form:** Provide All Inclusive Hourly Rates for the key project team personnel. The hourly rates may be used to establish compensation for each assigned Project under the time compensation method. Do not modify the UConn provided form to add any positions not requested.
3. **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 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.

End of Solicitation Information Sheet