



SOLICITATION INFORMATION SHEET
PROFESSIONAL SERVICES – ARCHITECT/ENGINEER
REQUEST FOR STATEMENT OF QUALIFICATIONS

The University of Connecticut is accepting Statement of Qualifications for:

RFQ RELEASE DATE: March 28, 2025

PROJECT NUMBER: 300172

PROJECT NAME: New Commissary Building

PROJECT LOCATION: Storrs Campus – Commuter Student Lot W, Storrs, CT 06268

PROCUREMENT AGENT: GRIFFIN FEHRS, griffin.fehrs@uconn.edu, (860) 486-2618

INTENT OF THIS SOLICITATION: The purpose of this Request for Qualifications (“RFQ”) is to solicit experienced architectural design firms to provide architectural design services for the programming confirmation, planning, design and engineering for an approximately 28,800 gross square feet new commissary building on the University’s 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	4/8/2025	9:00 am
Pre-Proposal Conference Location	PURCHASING BID ROOM, 3 DISCOVERY DRIVE, STORRS CT 06238	

Q&A (RFI) Due Date and Time	4/15/2025	2:00 pm
Proposal Due Date and Time	4/29/2025	2:00 pm

PRE-PROPOSAL CONFERENCE: During the Pre-Proposal Conference, the RFQ and Scope of Work will be discussed. There also will be an opportunity to view existing conditions (if applicable). The Pre-Proposal Conference is not mandatory, however, interested Proposers are strongly encouraged to attend.

There are limited short-term and PayByPhone parking spaces around the University Business Services building. The North Parking Garage is recommended to all vendors as parking on campus is at your own risk. The North Garage parking is paid via online app (PaybyPhone or Flowbird) or at a kiosk and is required when parking vehicle and not when exiting the garage.

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: **July 1, 2025**
- Design Completion: **February 1, 2026**
- Construction is planned to start: **June 1, 2026**
- Construction Duration: **27 Months (Occupancy September 2028)**

PROJECT BUDGET: The proposed construction budget for this project is **\$23 Million**.

LIST OF REFERENCE DOCUMENTS:

Type	Name Of Document	Prepared	Date
Site Aerial Photo	Site Aerial - Prelim Location	UConn - UPDC	March 2025
UConn Master Plan	Campus Master Plan University District Guidelines Master Plan Appendices Link https://www.dropbox.com/scl/fo/e5mpz9nf7ljpodaqc06g/h?dl=0&rlkey=wiaixrx9j9hlpezhp4qt6uzs	SOM	May 2015
UConn Design Guidelines	https://updc.uconn.edu/contractors-working-at-uconn/	UConn - UPDC	Most updated version is located at the provided link.

PROJECT DESCRIPTION/SCOPE OF WORK:

UConn Dining Services is one of the largest food services programs in the country with over 6 million meals served annually, while managing 10 dining halls, 5 Storrs cafes, 3 Regional Cafes, 2 Grab & Go’s, 5 Eateries, 1 Convenience Store, University Catering, University Food Trucks, the UConn Dairy Bar, the Central Commissary & Bakery, 420 full time employees, 1,000 student employees, and central offices located on Storrs Road.

The existing Commissary Building requires extensive repairs to the building’s MEP systems, crumbling foundations, deteriorated steel supports, failing masonry, and a deficient roof system. The inefficient, outdated, facility is on a small, triangulated site with limited expansion capabilities and substandard access for delivery vehicles. Extensive renovations and expansion are not cost effective for the site and would disrupt services if implemented at this location.

The purpose of this Project is to construct a new Commissary Building to replace the existing facility, , improve operational efficiency, increase streamlined food production, centralize bulk storage and procurement, create a single point drop off for bulk commodities, and realize savings summarized in the Strategic Redesign Initiative completed for the university.

The new building, to be located at W-Lot, will be approximately 28,800 gross square feet in size. Program elements include but are not limited to a central kitchen, bulk freezers, bulk refrigeration, bulk dry storage, loading docks, shipping/receiving, Husky Harvest Food Pantry, coffee production, test kitchen, bakery sales, dish room/pot wash, offices, conference room, laundry and support spaces (i.e. locker rooms, restrooms, elevator, stairs, janitorial, MEP tele/data rooms, equipment maintenance room, etc.)

Site elements will include site utilities, emergency generator, tractor trailer delivery access, drainage, storm water management, sidewalk connections, landscape, hardscape and re-grading to adjacent parking areas.

The Project will be consistent with the standards for the State of Connecticut High Performance Building Construction Standards for State-Funded Buildings. The Project will be registered with LEED with a target certification of Gold or better. In addition to designing to achieve a LEED Gold certification, investigate and institute as directed sustainable design components to meet net zero carbon emission and net zero energy goals.

DELIVERABLES: The Consultant will provide the following deliverables but not limited to:

1. **PRE-DESIGN SERVICES.** Based on the preliminary program prepared by UConn, the Architect will confirm the program including any updates that result from constituent meetings, benchmarking or budget parameters and will prepare several concept designs and site and floor plan layout options for the Commissary Building and review the same with Owner for approval.
2. **DESIGN SERVICES.** Upon agreement of the preferred concept design, provide all necessary design and engineering work to provide Design Documents and a full Specifications package for bid. The Architect will prepare Design Documents in alignment with University's Design Standards (<https://updc.uconn.edu/contractors-working-at-uconn/>) to allow the University to prepare a bid. The design team shall submit progress sets for review and comment by university stakeholders at each submission and updated cost estimates associated with each stage of design advancement. An estimate of probable construction costs (provided by 3rd party consultant) is to be included in each design phase as follows:
 - Conceptual design
 - 100% Enhanced Schematic Design/ Design Development
 - 50% Construction Documents per Phase
 - 90% Construction Documents per Phase
3. **BIDDING PHASE.**
 - The Architect will be required to participate in the Pre-Bid Conference, answer RFI's and prepare Addenda as required.
 - Conformance Set Issued for Construction: At the end of the scope review stage of subcontractors, and while the contractor's construction contract is being finalized, the design team shall complete and submit a "Conformance Set Issued for Construction" in which drawings and specifications are updated to incorporate all addenda, architect supplemental information, sketches and request for information responses communicated during the bid phase. This set will also be incorporated into the Stamped Contract Documents.
4. **CONSTRUCTION ADMINISTRATION.** Unless otherwise directed, the Architect will be responsible for on-site construction administration, including review and approval of all construction submittals, attending construction meetings, responding to Requests for Information, Addenda to the drawings and final punch list inspections.

5. PROJECT CLOSEOUT.

- The Architect will be responsible for submitting final as-builts to the University within 3 months of project completion. The as-builts will be in conformance to the University's Planning and Design Electronic Document and Plan Submission Requirements which can be found at: <https://updc.uconn.edu/wp-content/uploads/sites/1525/2022/04/Appendix-II-Electronic-Document-Plan-Submission-Requirements-April-2022.pdf>.
- LEED Certificate: Consultant will follow LEED Certification process to completion and will provide the university with updates from the US Green Building Council until a hard copy of the LEED Certificate has been issued to the University.

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, **with an emphasis on large span prefab steel structures.**
 - 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
- Interior 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. Recommended sub-consultants for this project may include but are not limited to:

- Kitchen Consultant.
- Third Party Cost Estimator
- Arborist
- LEED Consultant

d. Provide an Organizational Chart that identifies the primary team members' roles, including any sub-consultants 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