



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

The University of Connecticut is accepting sealed Proposals for:

RFP RELEASE DATE: 6/22/2026

SOLICITATION NO.: 300304

PROJECT NAME: Athletics Recognition Garden

PROJECT LOCATION: 2111 Hillside Road, Storrs, CT 06269

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 solicit landscape architectural services for the construction of the Athletics Recognition Garden.

LOCATION OF THIS SOLICITATION: Submit a Proposal for this solicitation through the HuskyBuy Portal: <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UConnFullSuite>.

CRITICAL DATES:

Pre-Proposal Conference Date & Time	6/30/2026	9:00 AM
Pre-Proposal Conference Location	Microsoft Teams Link	
Q&A (RFI) Due Date and Time	7/9/2026	2:00 PM
Proposal Due Date and Time	7/23/2026	2:00 PM

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 will be 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: Proposers are evaluated by a selection committee utilizing the RFP Criteria. 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. After the committee meeting, a Vendor of Choice is selected.

PROJECT SCHEDULE/DURATION:

- Anticipated Contract Issuance/Notice to Proceed: September 2026
- Design documents: November 2026
- Construction/Bid Documents: January 2027
- Construction is planned to start: March 2027
- Construction Duration: 4-5 Months

PROJECT BUDGET: The proposed construction budget for this project will be established through the design of the project. The design team shall carry estimating services with updates at each milestone.

PROJECT DESCRIPTION/SCOPE OF WORK: The intent of this project is to create a space on campus to recognize key individuals or groups that have impacted the Athletics department in a meaningful way. This garden will utilize a current lawn space with mature trees and convert it into a recognition garden that includes walkways (pavers & concrete), decorative curb, planting beds, accent lighting, site monuments and ties into the existing surroundings. This shall all take place while protecting the exiting mature trees.

The University expects this project to include the following design professionals, Landscape Architecture, Civil Engineering, Electrical Engineering and Structural Engineering. During design there may be a need to engage a Lighting Designer and a Licensed Environmental Professional.



Recognition Garden Conceptual Site Plan (For Reference Only)

DELIVERABLES: The Consultant will provide the following deliverables:

- Design Development renderings with updates through the design process
- 100% Design Development drawings and specs
- 100% Construction Documents/Bid drawings and specs
- Construction Administration (Weekly project meetings and/or site visits)
- Project Closeout

COST PROPOSAL: Submit a Cost Proposal utilizing the Form provided. No substitution of the Form is permitted.

QUALIFICATIONS OF BIDDER: In addition to submitting a Cost Proposal, all Bidders 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 during the Letter of Intent process.
 - a. **Landscape Architecture Firm** – If your Company is a corporation, it must have a current Certificate of Registration from the Connecticut State Board of Landscape Architects (as per Connecticut General Statutes §20-369a). 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 Landscape Architect 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.
 - 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.

- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Bidder, 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 Bidder 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 plazas/parks with sculptures incorporated into the design.**
 - 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 Bidder shall highlight a Bidder'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.

- **PROPOSED TEAM QUALIFICATIONS:** The Bidder 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 Bidder provide Resumes for the following positions: **Principal in Charge, Project Manager and Lead Designer**. 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.
 - b. 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.
 - c. Provide an Organizational Chart that identifies the primary team members' roles, including any subconsultants 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. **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.

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