

Graphic Design Services for UConn Hartford Campus

Graphic Design Services to design interpretive displays for installation at the UConn Hartford Campus. Detailed information about the mandatory pre-proposal/site visit is included in solicitation

Open	4/18/2019 10:30 AM EDT	Type	Purchasing- Request for Proposal
Close	5/21/2019 2:00 PM EDT	Number	KA041819
		Currency	US Dollar
Sealed Until	5/21/2019 2:00 PM EDT		

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Commodity Codes

Commodity Code	Description
306	Professional Services

Description

Questions Due Monday, April 29, 2019 @ 2:00 PM

Answers to questions will be provided by Thursday, May 2nd.

Mandatory Pre-Proposal Meeting and Site Visit:

Date: Friday, May 3rd, 2019

Time: 10:00 AM - 12:00 PM

Location: University of CT, Hartford campus

Room#: HTB 216

Please RSVP to kristin.allen@uconn.edu if you intend on attending.

Maps and directions to the UConn Hartford campus can be found at:

<https://hartford.uconn.edu/about/maps-and-directions/>

Parking information for persons visiting the UConn Hartford Campus can be found at:

<https://park.uconn.edu/downtown-hartford-campus/>

Intent to Bid Directions:

Suppliers intending to bid must read and follow the proposal Submittal Instructions provided below.

About UConn - General:

The University is a Land, Sea, and Space Grant consortium institution, which occupies over 4302 acres, enrolling over 30,000 students for the academic year of 2016-2017. The total construction-related budget for fiscal year 2014 was \$2.1 billion dollars and on-going initiatives include UCONN 2000 & 21st Century UConn, Next Generation Connecticut, and Bioscience Connecticut. The main campus is located in Storrs, Connecticut and regional campuses located throughout Connecticut. Regional campuses include Avery Point in Groton, Stamford, Waterbury, and Hartford. Its academic health center, UConn Health, is located in Farmington, Connecticut. The UConn School of Law is located in West Hartford, Connecticut. Detailed University demographics are available via the following link:

[2019 Fact Sheet.](#)

RFP Definitions:

"Request for Proposals (RFP)" means all documents, whether attached or incorporated by reference, utilized for soliciting proposals. Awards made as a result of an RFP shall be based upon "Competitive negotiations".

"Competitive negotiation" means a procedure for contracting for supplies, materials, equipment or contractual services, in which proposals are solicited from qualified suppliers by a request for proposals, and changes may be negotiated in proposals and prices after being submitted.

"Addenda" means written and/or graphic instructions issued by the University subsequent to the receipt of proposals that modify or interpret the Request for Proposal documents by addition, deletions, clarification, or corrections.

"Proposer" means a person, firm or corporation submitting a proposal in response to a Request for Proposal.

"Contractor" means any business that is awarded, or is a subcontractor under, a contract or an amendment to a contract with a state contracting agency under statutes and regulations concerning procurement, including, but not limited to, a small contractor, minority business enterprise, an individual with a disability, as defined in section 4a-60, or an organization providing products and services by persons with disabilities.

"Informal communications" means any communication method other than written emails to the Point of Contact Person identified for this RFP.

"Non-Acceptance of Proposal" means another proposal was deemed more advantageous to the University or that all proposals were rejected.

"Offer" or "Proposal" means the Proposer's response to this Request for Proposal.

"Services" shall mean all services described within the scope of this RFP.

"Agreement" shall mean the contract issued as a result of this Request for Proposal.

"CT-based Businesses" shall be a firm that is: (i) a business entity organized, headquartered and operating in the State of Connecticut for at least one year prior to the date of bid submission; or (ii) a business entity that is authorized to do business in Connecticut, maintains an operating location in Connecticut, and has generated over 50% of its annual gross revenues each year, over the past five (5) years prior to the date of bid submission, from work on projects located in Connecticut.

"Joint Venture" in this sourcing context refers to firms that may have familiarity within particular areas but may not be subject matter experts in all necessary areas; therefore, the University welcomes joint venture proposals.

"SBE/MBE Firm" shall refer to a certified Small Business Enterprise/Minority Business Enterprise firm that meets the qualifications as determined by legislation, Connecticut General Statute 4a-60g (Supplier Diversity Statue) as amended by Public Act 11-229.

"University" or "UConn" or a pronoun used in its place shall mean the University of Connecticut main campus at Storrs, Connecticut as well as its five regional campuses and the Cooperative Extension Offices.

"UConn Health" or "UCH" shall mean University of Connecticut Health and its affiliates.

Proposal Selection Evaluation Criteria:

All proposals will be evaluated by a selection committee, using the specific evaluation criteria listed in the table below. Each criterion has been assigned a point value. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University.

Evaluation Criteria Descriptions and Weights

Relevant Experience: (30 Points)

Demonstrate the following successful experience:

1. Identify the name(s), address and contact information of the submitting firm/company. Provide a summary indicating a minimum of 5 years of experience in graphic design projects similar in nature to UConn's scope of work.
2. Include relevant experience in depicting historical events that define the mission of an institution.
3. Summarize any experience working with Higher Education clients and/or in academic settings.
4. Provide experience in the design of exhibits from conception through finished installation. Include any other information you believe would be applicable to demonstrate the firm's/company's qualifications, including your approach to this project.

Organizational Capability: (30 Points)

Demonstrate the following organizational capabilities:

1. Provide resumes and an organizational chart of the firm(s)/company and personnel proposed for the UConn project. Summarize the role of those who will be assigned to the project and indicate their ability to communicate effectively with various stakeholders such as UConn Administration, Steering Committee members, University Communications and University Planning Design & Construction.
2. Describe the firm/company's ability to lead community involvement from a diverse group of local participants.
3. Indicate the firms/company's ability to participate with student involvement in selective aspects of the design process.
4. Summarize the firm/company's expertise in researching, collecting, disseminating, organizing, outlining, annotating graphic images and creating descriptive narratives from resources such as area libraries, state archives, university publications, historic commissions and research centers.

Proximity and Community Engagement: (30 Points)

Indicate the following aspects of availability & community engagement:

1. Indicate the firm's proximity (in miles) to the UConn Hartford Campus.
2. Include the firm's availability to meet & engage community partners located in Hartford.
3. Summarize the firms availability to meet in-person, on site at the UConn Hartford Campus on a regular basis (weekly if needed)
4. List any professional working relationships with institutions located in the City of Hartford.
5. Describe the firm's knowledge and understanding of the city of Hartford and its historical background.

Proposed Fee Schedule: (10 Points)

To be provided in the Items section of this solicitation.

Submittal Instructions:

There are a number of sections within this bid that requires your attention.

1. Prerequisites- If there are any forms or questions within this section they are required fields.
2. Buyer Attachments- These will be attachments related to the bid.
3. Questions- This section is a point by point response to a number of content including Scope of Work, References, Terms and Conditions, Contract Requirements and Required Submittals.
4. Additional Item Field- If applicable please provide any required information.
5. Items- If applicable please provide any required pricing information.

Point of Contact & Communication:

Upon formal issuance of a Sourcing Event, the University and Proposer(s) will cease all informal communications relevant to the Sourcing Event. All communications and/or inquiries regarding this Sourcing Event must be directed to the contact person identified within. All questions must be submitted through this portal. Upon Sourcing Event status change with the selected Proposer(s), all other Proposers will be notified as to their Sourcing Event status, or when the University formally rejects all proposals and cancels the Sourcing Event process. Failure to adhere this provision may result in a Proposer being declared ineligible, proposal rejection, or Sourcing Event cancellation. The University will not respond to any request for clarification received after the Deadline for Proposer Questions has expired.

Under no circumstances, may any proposer or its representative contact any employee or representative of the University regarding this Sourcing Event prior to the closing date. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in proposer being considered as non-compliant and ineligible for award.

Questions and Answers:

Please submit all questions through this portal . All Questions and answers will be managed through this portal. Question and answers are incorporated into the Sourcing Event and may be incorporated along with the Sourcing Event into any resulting contract. Failure of a Proposer to not acknowledge the Questions and Answers shall not relieve the Proposer of any responsibility for complying with the terms thereof.

Campus Visitor Parking: At alll Campuses parking is strictly regulated and violations are subject to monetary fines. Visitors must park only in areas specifically designated for general public parking (signed, paved, and lined parking areas and/or parking garage). Detailed parking information is available at the following links:

[UCONN Parking Services \(Main and Regional Campuses\)](#)


On-Site Accommodations:

If a Proposer requires on-site accommodations, the University recommends visitors stay on campus at the Nathan Hale Inn. This facility provides parking, complimentary access to the campus shuttle, and may provide preferred rates for long term stays. Contact information is available at the following link: www.nathanhaleinn.com.

Supplier Diversity:

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 they are afforded equal access to the bid process that transfers goods and services to the campus communities. As such, we encourage participation by Small (SBE), Minority-Owned (MBE), Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the State of Connecticut’s Department of Administrative Services (DAS) Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. Additionally, the University encourages Connecticut-based businesses to participate within this public bid process.

To become a DAS-Certified S/M/W/DisBE, your company must meet the qualifications as determined by legislation, under §4a-60g of the Connecticut General Statutes (CGS). For further information, please visit this website: <https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center> or contact the DAS Supplier Diversity Division (Set-Aside Program) at (860) 713-5057. To learn about the University of Connecticut’s Supplier Diversity Program (USDP), please visit <http://supplierdiversity.uconn.edu>, or contact the USDP by e-mail at supplierdiversity@uconn.edu or by phone at (860) 486-2614.

 Required to View Event

Prerequisites

★ Required to Enter Bid

1. A mandatory pre-proposal meeting is scheduled for this sourcing event.

Buyer Attachments

1. [Service Agreement](#)

Questions

★ Required Questions

Group 1.1:

Overview

- | | | |
|-------|--|---|
| 1.1.1 | <p>University of Connecticut Mission: The University of Connecticut is dedicated to excellence demonstrated through national and international recognition. Through freedom of academic inquiry and expression, the university creates and disseminates knowledge by means of scholarly and creative achievements, graduate and professional education, and outreach. With a focus on teaching and learning, the University helps every student grow intellectually and become a contributing member of the state, national, and world communities. Through research, teaching, service, and outreach, the university embraces diversity and cultivates leadership, integrity, and engaged citizenship in our students, faculty, staff, and alumni. As our state’s flagship public University, and as a land and sea grant institution, the university promotes the health and well-being of citizens by enhancing the social, economic, cultural, and natural environments of the state and beyond.</p> | ★ |
| 1.1.2 | <p>UConn Hartford Campus Mission: In the heart of Connecticut’s capital region, UConn Hartford gives undergraduate and graduate students from all backgrounds the opportunity to begin, continue, or complete their education in a small college environment while still providing access to the resources and faculty of a world-class research university. UConn Hartford’s programs incorporate experiential learning engaged with and informed by the many cultural, political, social, and economic institutions of the surrounding metropolitan area. With a high priority on community outreach and service, UConn Hartford is home to the School of Social Work, Department of Public Policy, Urban and Community Studies Program, and the Connecticut State Historian. UConn Hartford strives to fully develop the inherent excellence of every student and challenge each to generate positive change in our communities, state, nation, and world.</p> | ★ |

1.1.3 Purpose of this Request for Proposal: The goal of this RFP is to select a firm to provide Graphic Design Services to design interpretive displays for installation at the UConn Hartford Campus. The selected Graphic Design firm will be responsible for conceptual design, construction documents and construction administration including competitive bidding to fabricate and install the designed interpretive displays by qualified vendors and contractors. Thematically, the graphic installation shall exhibit UConn Hartford's part in creating access to higher education in the context of the capital city's history. The new interpretive displays shall depict the chronological history of UConn's presence in Hartford while promoting key aspects of UConn Hartford's educational mission that centers on education, community engagement, social justice, diversity and equity. The final product should illustrate this history, while also allowing for on-going student/community development, refinement

Additional Background & Information:

1.1.4 1. Located in the city of Hartford, the UConn Hartford campus is one of four regional campuses that is part of the University of Connecticut system. The Regional campuses, such as UConn Hartford, compliment the main campus in Storrs by offering small classes, esteemed faculty, exclusive internships, a variety of majors and increased flexibility. Additional information about the UConn Hartford Campus, including campus overview, student life, and academic programs can be found at: <https://hartford.uconn.edu/>

2. Information regarding the origins and growth of the UConn Hartford Campus can be found at: <https://today.uconn.edu/2016/10/growth-hartford-campus-dates-post-war-era/>

3. Additional information regarding the new location of the UConn Hartford Campus can be found at: <https://today.uconn.edu/2017/08/uconn-opens-new-downtown-hartford-campus/>

4. Additional information regarding the Hartford Times building can be found at: <https://w>

Group 1.2:

Scope of Work and Phases

Phase 1 Research of Graphic Materials & Documentation:

1.2.1 1. Lead efforts in researching, collecting, organizing, outlining, annotating and disseminating graphic images and content from resources such as the UConn Library, Hartford Public Library's Hartford History Center, Dodd Research Center, State Archives, university publications and historic commissions, and key other community assets that share the history of the city (such as the Old State House and Harriet Beecher Stowe House).

2. Lead efforts with the university in culling through collected materials to select graphic content best suited for the project.

3. Provide & direct still photography & videography that may be incorporated into digital displays (i.e. video shoots, photography, editing, DVD authoring, addition of closed captioning, subtitles, voiceovers, etc.) Include editing of low resolution photo images.

Phase 2 Design Phase & Estimating:

1.2.2 1. Design digital and/or fixed displays to be located within the UConn Hartford Campus. The university reserves the right to use graphic materials in social media, flyers, brochures, ads, banners, templates, icons and other printed or electronic visual formats at the university's discretion.

2. Understand the UConn brand and mission statement. Articulate the brand message through appropriate design solutions and graphics.

3. Provide design solutions that incorporate graphic and logo standards that are consistent with University of Connecticut graphics, logos, colors, fonts & standards.

4. Develop exceptionally professional, clean and compelling layouts, final artwork, narratives and digital photography for print and digital collateral. Provide a minimum of (3) three design concepts for review and final selection by UConn.

5. Develop ideas for communicating complex concepts through clean, professional, and compelling visual design.

Phase 3 Construction Documents Phase:

1.2.3 1. Complete detailed Construction Documents for competitive bidding to procure the fabrication and installation of the selected graphic design.

2. In the case of electronic displays, the scope of work shall include all electrical engineering and design required to tie electrical and/or data cabling into the building systems and/or main panels as required for an operational display.

3. Where designed displays are fixed to interior walls, ceilings or floors; the construction documents shall include all blocking, brackets, supports and mounting details required for installation.

- Phase 4 Bidding and Construction Administration:
- 1.2.4 1. Provide Construction Administration Services including bid review, scope review, shop drawing review, change order review, answering requests for information, generating sketch drawings as required, final punch list and close out of the project. ★
- Phase 5 Post Construction Review:
- 1.2.5 1. Confirm digital displays are performing to specifications and remain operational without interruption or error. In the event adjustments or corrections are required, assist the university in diagnosing and correcting identified issues that may require work under warranty or in conformance with the contractor's construction contract. ★
- Client Communication:
- 1.2.6 1. Assign a lead designer as point person for this project with availability to meet in-person, on site at the UConn Hartford Campus, on a regular basis (weekly if needed) to make on-the-spot design revisions as well as explore visual design concepts collaboratively with UConn Hartford Administration. ★
2. Communicate effectively in person, in writing and in verbal conversation, establishing and maintaining effective collaborative working relationships with all persons encountered during the performance of duties; including UConn Hartford Administration, UConn Communications and UConn University Planning Design and Construction. ★
3. Track client direction and feedback with utmost attention to detail in order to deliver promptly and accurately upon all requests.
4. Maintain system of saving and tracking design files while providing electronic copies to the university with high attention to detail in tracking draft versions.
- Group 1.3: Schedule**
- 1.3.1 Timeline is To Be Determined: 1) Graphic Designer selection 2) Agreement negotiations and execution 3) Phase 1 Complete Research of Graphic Materials and Documentation 4) Phase 2 Complete Design Phase and Estimating 5) Phase 3 Complete Construction Documents Phase 6) Phase 4 Complete Bidding and Construction Contract Award 7) Complete Construction Administration 8) Final Punch List and Closeout 9) Post Completion Review ★
- Group 2.1: Executive Summary**
- 2.1.1 Provide a summary to include what is being proposed, the important points of the proposal and key benefits of being selected as the Contractor. ★
- Group 2.2: Form of Proposal**
- 2.2.1 Proposer understands that the University reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest. ★
- 2.2.2 Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; (b) that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; (c) that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University. ★
- 2.2.3 Proposer agrees that the response to this proposal is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer. ★
- 2.2.4 Is proposer currently a State of Connecticut Small Business Enterprise and certified with the State of CT Department of Administrative Services? ★
- 2.2.5 Please acknowledge by entering "Agree" for payment terms of 2% 15 days, Net 45 days or provide alternate payment terms. ★
- 2.2.6 Sales Representative Contact Information - please include name, telephone #, email address and attach resume. ★
- 2.2.7 Confidential Information: The University treats Proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a bidder wishes to supply any information, which it believes is exempt from disclosure under the act, said bidder should summarize such information in a separate file, upload here and mark as Confidential. However, any such information is provided entirely at the bidder's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the bidder in connection with its proposal. ★

- Freedom of Information: The University is subject to the CT Freedom of Information Act, found in Chapter 14 of the CT General Statutes. Two exceptions may apply are as follows: (1) Conn. Gen. Stat. sec. 1-210(b)(24) permits the University to withhold records related to the procurement process while bidding and contract negotiations are underway (this moratorium is temporary and lasts only until the contract has been executed or negotiations are abandoned); and Conn. Gen. Stat. sec. 1-20(b)(5) permits the University to withhold records in its possession in the event they contain trade secrets (or really any intellectual property). In the event that the University determines that Conn. Gen. Stat. sec. 1-210(b)(5) may apply to a given request for the records in questions, the responsibility to substantiate claims that said would reveal trade secrets and meet the exemption requirements would need to be borne by the owner of said trade secrets, not the University.
- 2.2.8 ★
- Conflict of Interest: The bidder shall disclose and identify to the University, with its proposal, any relationships, which may constitute a potential conflict of interest with the University of Connecticut Procurement Services Department, or any other University organizations or departments for the purpose of determining whether a conflict of interest exists. All such disclosures require acceptance/approval action on the part of the University, who shall determine, in its sole discretion, whether an impermissible conflict exists.
- 2.2.9 ★
- Ethics and Compliance Reporting/Whistleblower Protection: The Office of University Compliance is responsible for handling anonymous ethics and compliance reporting. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as any subcontractors, who are involved in the implementation of this contract, of this reporting mechanism. Any person who is aware of unethical practices, fraud, violation of state laws or regulations, or other concerns relating to University policies and procedures can report such matters anonymously using the information provided on their website at <https://compliance.uconn.edu>
- 2.2.10 ★
- Communications: All formal communications in regards to this solicitation must be in writing in the portal. Until the time when the University posts notification of intent to award; all communications in regards to this solicitation must be sent to the Procurement representative via email. Failure to adhere to this provision may result in a proposer being declared ineligible, proposal rejection, or solicitation cancellation.
- 2.2.11 ★
- Unless specifically authorized in writing by the University's Communications Department on a case by case basis, the Contractor shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of Contractor's products or services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such items as are hereby contracted by the University.
- 2.2.12 ★
- The proposing vendor must certify that no elected or appointed official or employee or student of the University has benefited, or will benefit financially or materially from the proposed services. The University may terminate any contract resulting from this bid, if it is determined that gratuities of any kind were either offered to, or received by, any University officer or employee contract to this policy. The authorized signatory of a submitted proposal automatically attests this to be true. (See also Attachment of Governor Rell's Memo to Vendors Conducting Business with the State of Connecticut). The laws of the State of Connecticut provide it is a felony to offer, promise or give anything of value or benefit to a State employee with intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duty. Evidence of violation of this statute will be turned over to the proper prosecuting attorney. See Code of Ethics in CT
- 2.2.13 ★

Group 2.3:

Standard Contract Terms and Conditions

- The following terms and conditions will govern in the submission and evaluation of proposals and the award of a contract. Bidders are requested to carefully review the terms and conditions, as they will become part of any subsequent agreement and award process.
- 2.3.1 ★
- Contract Status: The response to this solicitation will be considered an offer to contract. Final negotiations on the highest evaluated offer will be conducted to resolve any differences and informalities. After final negotiations, the University will issue an acceptance of the proposal offer.
- 2.3.2 ★
- Contract Modification: All changes to the contract must be agreed to, in writing, by both parties prior to executing any change.
- 2.3.3 ★
- Contract Assignment or Subcontract: The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of the University.
- 2.3.4 ★
- Notification of Selected Firm: All Proposers will receive written notification of the selected firm after the evaluation committee has approved their selection.
- 2.3.5 ★
- Contract Commencement: The contract will commence upon execution and final approval by the Office of the Attorney General. The Project covered under the contract will be based on the specific University requirements or requests. The University can neither project nor guarantee a specific volume of business over the term of any contract that may result from this solicitation.

- 2.3.6 Ownership of Subsequent Samples: Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the University unless otherwise stated in the contract. ★
- 2.3.7 Samples: The quality of accepted samples does not supersede the specifications for quality in the RFP unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample. ★
- 2.3.8 Samples: Samples shall be furnished free of charge. Bidders must indicate if return of any sample is desired. The University shall comply with such request provided samples are returned at bidder's sole cost and expense, FOB Bidder's destination, and that they have not been made useless by testing. If they are useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries. ★
- 2.3.9 If the vendor fails to deliver or has delivered nonconforming goods, the University shall provide a cure notice as soon as discrepancy is identified. The vendor shall have up to ten (10) business days to correct the deficiency. If the vendor continues to be in default, Procurement will have the right to procure the correct goods from another source and charge the difference between the contracted price and the market price to the defaulting vendor. ★
- 2.3.10 Unless otherwise noted, prices shall include delivery and transportation charges fully prepaid F.O.B. DESTINATION. No extra charges for packing or packages will be allowed. ★
- Group 2.4: State of Connecticut Terms and Conditions**
- 2.4.1 Please indicate that your firm agrees to all the State of Connecticut terms and conditions found at this website: <http://contracting.uconn.edu/terms-and-conditions>. If your firm disagrees to any, please choose disagree and provide explanation and/or alternate language in the next line. ★
- 2.4.2 Please provide your exceptions to the State of CT terms and conditions as well as explanation and/or alternate language (if applicable). ★
- Group 2.5: Delivery Requirements**
- 2.5.1 Delivery Requirements: The University is in the midst of an ambitious, campus-wide building campaign which has resulted in the closing and/or relocation of roads and driveways through the Storrs campus, often times resulting in traffic congestion and making access to buildings and parking at the University difficult. To safeguard the students, faculty and staff, as well as the aesthetic beauty of the University, all bidders are reminded that the following rules and considerations will be required when making deliveries to any University of Connecticut campus: Driving speeds on campus must be kept at a maximum of 25 mph to ensure maximum safety. Pedestrians have the right of way at all times. ★
- 2.5.2 All traffic signs, lights or other indicators are to be obeyed. This is of utmost importance given the amount of construction and pedestrians on campus. ★
- 2.5.3 It is required that deliveries to any dining facility loading dock be made utilizing a maximum sized 24', 6 wheel truck. To facilitate other deliveries, it is imperative delivery trucks have the capability to off load large quantities (pallets) in short periods of time. No trailers are allowed. ★
- 2.5.4 Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be tickets and chronic violators may be barred from doing business with the University. In those areas where sidewalk driving is permitted and required, drivers must employ adequate skills so as to avoid driving on adjacent green spaces. ★
- 2.5.5 Queuing up on sidewalks or in traffic lanes to await load zone access is not permitted as this poses a safety hazard to pedestrians and other vehicular traffic. ★
- 2.5.6 Drivers are required to shut off engines while making deliveries to loading zones. ★
- 2.5.7 Pallets will be picked up a daily basis. ★
- Group 3.1: Affidavits and Certifications**
- 3.1.1 Form 1 Gift and Campaign Contribution Certification, please download, complete and attach http://www.ct.gov/opm/lib/opm/OPM_Form_1_Gift_and_Campaign_Contribution_Certification_3-28-14.pdf ★
- 3.1.2 Form 5 Consulting Agreement, please download, complete and attach http://www.ct.gov/opm/lib/opm/OPM_Form_5_Consulting_Agreement_Affidavit_3-28-14.pdf ★
- 3.1.3 Non-Discrimination Certification <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928> ★
- Group 3.2: Additional Required Forms and Acknowledgements**
- 3.2.1 Bidder Contract Compliance Monitoring Report <http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf> ★

- 3.2.2 SEEC Form 10 Acknowledgement of Receipt
http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf ★
- 3.2.3 Please acknowledge you have read and will comply with the University's Vendor Code of Conduct located at: <http://policy.uconn.edu/2013/02/12/vendor-code-of-conduct/> ★
- 3.2.4 CT Economic Impact Form [http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut Economic Impact Form \(DAS-46\).pdf](http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut_Economic_Impact_Form_(DAS-46).pdf) ★
- 3.2.5 Non-Collusion Affidavit: Please download and sign, then upload the signed copy. ★
- 3.2.6 State Ethics Policy - Vendors Conducting Business with the State of Connecticut. Please review this policy. ★

Group 4.1:

References

- 4.1.1 Provide references - these references should be of comparable size and scope to the University's requirements in this solicitation. Reference #1 Customer Name ★
- 4.1.2 Reference #1 Street Address, City, State, Zip ★
- 4.1.3 Reference #1 Contact Name ★
- 4.1.4 Reference #1 Email Address for Contact ★
- 4.1.5 Reference #1 Phone Number for Contact ★
- 4.1.6 Reference #1 Contract Dates ★
- 4.1.7 Reference #1 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.8 Reference #2 Customer Name ★
- 4.1.9 Reference #2 Street Address, City, State, Zip ★
- 4.1.10 Reference #2 Contact Name ★
- 4.1.11 Reference #2 Email Address for Contact ★
- 4.1.12 Reference #2 Phone Number for Contact ★
- 4.1.13 Reference #2 Contract Dates ★
- 4.1.14 Reference #2 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.15 Reference #3 Customer Name ★
- 4.1.16 Reference #3 Street Address, City, State, Zip ★
- 4.1.17 Reference #3 Contact Name ★
- 4.1.18 Reference #3 Email Address for Contact ★
- 4.1.19 Reference #3 Phone Number for Contact ★
- 4.1.20 Reference #3 Contract Dates ★
- 4.1.21 Reference #3 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.22 Reference #4 Customer Name ★
- 4.1.23 Reference #4 Street Address, City, State, Zip ★
- 4.1.24 Reference #4 Contact Name ★
- 4.1.25 Reference #4 Email Address for Contact ★
- 4.1.26 Reference #4 Phone Number for Contact ★
- 4.1.27 Reference #4 Contract Dates ★
- 4.1.28 Reference #4 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.29 Reference #5 Customer Name ★
- 4.1.30 Reference #5 Street Address, City, State, Zip ★
- 4.1.31 Reference #5 Contact Name ★
- 4.1.32 Reference #5 Email Address for Contact ★
- 4.1.33 Reference #5 Phone Number for Contact ★
- 4.1.34 Reference #5 Contract Dates ★
- 4.1.35 Reference #5 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★

Group 5.1:

Evaluation Criteria

- 5.1.1 All proposals will be evaluated by a selection committee, using the specific evaluation criteria provided in the description of this solicitation. Each criterion has been assigned a point value. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University. Please be sure to include content for each item to be evaluated. If you need to upload a document, please attached to the Supplier Attachments section. ★

Group 6.1: Staffing Plan

- 6.1.1 Provide a complete listing of key personnel assigned to the University account:
- 6.1.2 1. Role/Position
- 6.1.3 Name
- 6.1.4 Years Experience
- 6.1.5 Skills/Competencies
- 6.1.6 Professional Designations/Certifications
- 6.1.7 Provide documentation of Professional Designations/Certifications (if applicable)
- 6.1.8 Accessibility (Method and Hours of Contact, etc.)
- 6.1.9 2. Role/Position
- 6.1.10 Name
- 6.1.11 Years Experience
- 6.1.12 Skills/Competencies
- 6.1.13 Professional Designations/Certifications
- 6.1.14 Provide documentation of Professional Designations/Certifications (if applicable)
- 6.1.15 3. Role/Position
- 6.1.16 Name
- 6.1.17 Years Experience
- 6.1.18 Skills/Competencies
- 6.1.19 Professional Designations/Certifications
- 6.1.20 Provide documentation of Professional Designations/Certifications (if applicable)
- 6.1.21 4. Role/Position
- 6.1.22 Name
- 6.1.23 Years Experience
- 6.1.24 Skills/Competencies
- 6.1.25 Professional Designations/Certifications
- 6.1.26 Provide documentation of Professional Designations/Certifications (if applicable)

Group 7.1: Financial Statements

- 7.1.1 After evaluation, proposers may be required to submit their most current, within the last three (3) years, 10-K financial statements package including: Balance Sheet, Cash Flow statements, Statement of Stockholders Equity, and Income Statements. If a current 10-K is unavailable, financial statements which have been audited and certified by an independent Certified Public Accountant (CPA) shall be deemed acceptable. If audited financial statements are unavailable, provide financial statements which have been reviewed by an independent Certified Public Accountant (CPA). The University reserves the right to request additional information to provide any assurances of financial surety it deems appropriate. ★
- 7.1.2 Provide reason if your answer was Disagree above

Group 8.1: Inclement Weather Information

- 8.1.1 Inclement Weather: Be advised that in the event of an official University closing or early dismissal due to inclement weather or other reason this bid will be due and opened at 2:00 PM on the next business day. Please call the University Emergency Information Line at 860-486-3768 for up to date information on official cancellations or early closings. ★

Group 9.1: Insurance Requirements with \$2,000,000.00 Limit

- 9.1.1 Insurance: The Proposer agrees to provide adequate insurance coverage on a primary and comprehensive basis and to hold such insurance at all times during the Term of this Agreement. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the University under this Agreement. The Contractor shall maintain statutory workers' compensation and employers' liability insurance, comprehensive automobile liability insurance and commercial general liability insurance not less than the minimum limits as set forth below all at no cost to the University or the State of Connecticut. ★
- 9.1.2 Statutory Workers' Compensation and Employers' Liability: Workers' Compensation: Statutory limits Employers' Liability: Bodily injury by accident: \$100,000 each accident Bodily injury by illness: \$100,000 each employee \$500,000 policy limit ★
- 9.1.3 Commercial General Liability: Combined single limit: \$1,000,000 each occurrence \$2,000,000 annual aggregate ★
- 9.1.4 Comprehensive Automobile Liability: (to include owned, non-owned and hired vehicles): Combined single limit: \$1,000,000 each occurrence ★
- 9.1.5 Umbrella Liability: \$2,000,000 each occurrence ★
- 9.1.6 Professional Services Liability Insurance: (If applicable) The Contractor will furnish evidence, by way of a certificate of insurance, that it has obtained a professional services liability insurance policy with \$1,000,000.00 minimum coverage for negligent errors and omissions. If any claims are made against its professional services liability insurance policy, the Contractor agrees to purchase additional insurance in order to maintain the minimum coverage of \$1,000,000.00. The insurance will remain in effect during the entire duration of this Contract and for eight (8) years after substantial completion of the Project. For policies written on a "Claims Made" basis, the Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this Contract. ★
- 9.1.7 The Contractor will contractually require any architectural or engineering firm it hires to maintain professional liability insurance in the same amount and with the same provisions indicated above. The Contractor's policy will provide coverage for the Contractor's obligation under this Contract to indemnify and hold harmless the University and the State, and their employees and agents, from claims, liabilities, demands, damages, costs or expenses (including all reasonable attorney's fees) to the extent caused by or resulting from any negligent act or omission of the Contractor or anyone for whom the Contractor is responsible in the performance of this Contract, and each policy held by a Contractor of the Contractor shall provide the same coverage to the extent of such Contractor's negligent acts or omissions. ★
- 9.1.8 Each of the policies for the insurance mentioned above will be issued by an insurance company or companies satisfactory to the University and will contain a provision that coverages will not be changed, canceled, or non-renewed until at least thirty (30) calendar days prior written notice has been given to the University. Each insurance policy will state that the insurance company agrees to investigate and defend the insured against all claims for damages to the extent that all alleged damages might be covered by insurance. Such insurance policies will name the State of Connecticut, the University of Connecticut, their officers, officials, employees, agents, boards and commissions as additional insured, except that the University and the State will not be named as an additional insured with respect to the coverage for the statutory workers' compensation and employer's liability insurance. ★
- 9.1.9 Certificates of insurance shall clearly indicate the title and date of this Agreement or some easily identifiable reference to the Contractor's relationship to the University. Certificates of insurance showing such coverages as required in this section will be filed with the University prior to the time this Agreement is executed on behalf of the University. Upon the request of the University, the Contractor will provide to the University a copy of any of the aforementioned policies, and any endorsements or amendments thereto. ★

Group 10.1: Department of Labor Service Rates

- 10.1.1 CT Department of Labor (DOL) Service Rates: The awarded Contractor will provide services that have mandated service rate requirements. The wages paid on an hourly basis to any laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee welfare fund as defined in Subsection (h) of Section 31-53 and 31-57F of the CGS, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such project is being constructed. Wage rates, establishing the minimum rates, issued by the DOL and Contractor's Wage Certification Form. Pursuant to CGS 31-53 and 31-57F, the bidder shall submit a certified payroll record. The certified payroll shall be submitted on a monthly basis with a Statement of Compliance to the University. ★
- 10.1.2 Please note that it will be the successful contractor's responsibility to monitor wage rates issued by the DOL and ensure that non-supervisory employee's are paid the most current wage and benefit rate. Contact the DOL with questions. www.ctdol.state.ct.us ★

Group 11.1: Prevailing Wage

- 11.1.1 Prevailing Wage: If a project involves new construction of a building or other structure or improvement, and the total cost of all Work for a Project to be performed collectively by Contractors and Subcontractors is \$1,000,000.00 or more, or if the project involves remodeling, refurbishing, rehabilitation, alteration or repair of a building or other structure or improvement, and such total cost is \$100,000.00 or more, then Contractor will be required to quote the project at the prevailing wage rate. ★
- 11.1.2 The wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund as defined in Subsection (h) of Section 31-53 of the Connecticut General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such project is being constructed. Any Contractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as part of his wages the amount of payment or contribution for his classification on each payday. ★
- 11.1.3 The State of Connecticut Labor Department Wage Rate Schedule, when required by the University, shall be provided with these documents or will be issued as part of the bid documents or by Bid Clarification/Addendum hereto and is deemed to reflect such customary or prevailing wages for the project. ★
- 11.1.4 Each contractor who is awarded a contract on or after October 1, 2002 shall be subject to provisions of the Connecticut General Statutes, Section 31-53 as amended by Public Act 02-69, "An Act Concerning Annual Adjustments to Prevailing Wages". ★
- 11.1.5 Wage Rates will be posted each July 1st on the Department of Labor Website: www.ctdol.state.ct.us. Such prevailing wage adjustment will not be considered a matter for an annual contract amendment. ★
- 11.1.6 Wage rates shall be paid pursuant to Section 31-53 and 31-54 of the Connecticut General Statutes, and any regulations issued hereunder. ★
- 11.1.7 Sec. 31-53b. Construction safety and health course. New miner training program. Proof of completion required for mechanics, laborers and workers on public works projects. Enforcement. Regulations. Exceptions. ★
- 11.1.8 (a) Each contract for a public works project entered into on or after July 1, 2009, by the state or any of its agents, or by any political subdivision of the state or any of its agents, described in subsection (g) of section 31-53, shall contain a provision requiring that each contractor furnish proof with the weekly certified payroll form for the first week each employee begins work on such project that any person performing the work of a mechanic, laborer or worker pursuant to the classifications of labor under section 31-53 on such public works project, pursuant to such contract, has completed a course of at least ten hours in duration in construction safety and health approved by the federal OSHA or, has completed a new miner training program approved by the Federal Mine Safety and Health Administration in accordance with 30 CFR 48 or, in the case of telecommunications employees, has completed at least ten hours of training in accordance with 29 CFR 1910.268. ★
- 11.1.9 (b) Any person required to complete a course or program under subsection (a) of this section who has not completed the course or program shall be subject to removal from the worksite if the person does not provide documentation of having completed such course or program by the fifteenth day after the date the person is found to be in noncompliance. ★
- 11.1.10 Please note that it will be the successful contractor's responsibility to monitor wage rates issued by the Connecticut Department of labor and ensure that non-supervisory employees are paid the most current wage and benefit rate. Contact the Connecticut Department of Labor with questions. www.ctdol.state.ct.us . ★

Product Line Items

★ Product Line Items

There are no Items added to this event.

Service Line Items

★ Service Line Items

1 Phases and Fee Schedule

#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Service Delivery
S1	Phase 1 Research of Graphic Materials, Documentation & Editing		1	LO - Lot	
S2	Phase 2 Design Phase and Estimating		1	LO - Lot	
S3	Phase 3 Construction Documents Phase		1	LO - Lot	
S4	Phase 4 Bidding and Construction Administration		1	LO - Lot	
S5	Phase 5 Post Construction Review		1	LO - Lot	