



**SUPPLEMENTAL**  
**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**QUALITY BASED SELECTION**  
**FOR**  
**STUDENT HOUSING STUDY and MASTER PLAN**  
**PROJECT NUMBER: 300019**

**RFQ DUE DATE:**

**December 5, 2019**

Issued By: Lynn Lesniak  
Director, Capital Projects and Facilities Procurement  
3 Discovery Drive, Unit 6076  
Storrs, CT 06269-6076  
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## **SECTION I** **SCOPE OF WORK**

### **PURPOSE**

The purpose of this Request for Qualifications is to solicit experienced firms to provide a housing study, market analysis, condition assessments, demographic information, benchmark comparisons, master planning, and financial models including development partnerships, options and recommendations for an optimal student housing program with order of magnitude, construction costs for demolition, renovations, new construction and third party development. The studies will include schedules and phasing for on-campus and off-campus undergraduate and graduate student housing on the University of Connecticut's main Storrs Campus, in its host town of Mansfield, and in adjacent municipalities including Tolland, Willington, Chaplin, Coventry, Windham, and the special-services district of Willimantic.

### **OVERVIEW**

The University of Connecticut (UConn) has approximately 100 residence halls on its main campus in the Storrs section of Mansfield, comprising approximately 3.1 million gross square feet, of various ages and conditions. In Mansfield and adjacent towns, there are privately-owned facilities that range from single family residences to multi-family housing complexes that attract graduate and undergraduate students. This study will include an analysis of existing on-campus housing facilities in the context of existing and proposed off-campus facilities, and will prepare options and recommendations for a housing program that includes on-campus demolition, renovations, and new construction, and order of magnitude construction costs for implementation with proposed schedules. The study will also address financial models and financing strategies. The study will be conducted in six parts as follows:

- I. Conduct a Housing Study and evaluate Existing Conditions at UConn (information will be provided by UConn to the selected vendor). This evaluation will include undergraduate and graduate student housing market survey analyses.
- II. Off Campus Housing: Private-Market Housing and the Mansfield and Adjacent Towns' Real Estate Context
- III. UConn Peer Comparisons
- IV. Proposed Options for Demolition, Renovations, and New Housing
- V. Cost and Financing Models
- VI. Implementation Strategy

### **SCOPE OF WORK**

#### **Part I. Conduct a Housing Study and evaluate Existing Conditions for Undergraduate and Graduate Student Housing at UConn**

Part I will focus on the overall UConn Undergraduate (UG) and Graduate (G) student population and those who live in UConn housing. The Consultant shall provide a demographic overview of UConn's UG and G student population and the population in UConn housing; analyze unmet demand for housing; analyze over-crowding or underutilization in UConn's housing stock; describe current UConn housing options; and present input from selected UConn stakeholders about the importance of housing and future housing goals. Conducting a high-level assessment of the existing UG and G student housing will be part of this phase of the work.

## **Part II. Off-Campus Housing: Private-Market Housing and the Mansfield and adjacent Towns Real Estate Context**

Part II will focus on the off-campus housing market. It will show where UConn students currently live off-campus; discuss private market housing in Mansfield and other real estate context; list detailed information on private-market locations and rents; and review future real estate development areas and anticipated rents. Part II will include competitive advantages and disadvantages of University housing options versus the off-campus market, and include strategies for retention of students on campus.

## **Part III. UConn Peer Institution Comparisons**

The Consultant shall provide a comparison of UConn's existing housing program to peer institutions including, but not limited to, areas such as demographics of housing, operations, physical conditions, accommodation types and unit mixes, and amenities.

## **Part IV. Proposed Options for Demolition, Renovations, and New Housing**

The Consultant shall review the existing housing stock and provide recommendations and alternatives on future development of new housing, renovation, or repurposing of existing housing, and demolition of antiquated or housing that has reached the end of its useful life, all culminating in a student housing master plan.

## **Part V. Cost and Financing Models**

The Consultant shall provide services including, but not limited to, estimating the capital needs for renovations, demolitions, and new housing, including financing and bonding alternatives.

## **Part VI. Implementation Strategy**

The Consultant shall provide services including but not limited to, implementation of a capital improvement plan and policies for on- and off-campus housing.

## **DELIVERABLES**

The Consultant will provide the following deliverables:

- Part I – Housing Study and summary report of existing conditions and current space needs
- Part II – Summary report of off-campus housing which includes an illustrative map of areas studied
- Part III – Summary report of peer comparison analysis
- Part IV – Summary report of demolition, renovation, and new housing options including a cost comparison on a unit basis of the different options and housing master plan
- Part V – Summary report outlining the financial analysis including a financial model matrix
- Part VI – Summary report identifying the proposed implementation strategy including a capital improvement plan and corresponding schedule that aligns with Part IV above

## **SCHEDULE**

|   |  |
|---|--|
| Contract Issuance/Notification to Proceed (“NTP”) | February 2020  |
| Part I completion                                 | <u>120 calendar days</u> from NTP                        |
| Part II and III completion                        | <u>150 calendar days</u> from (Part II and Part III) NTP |
| Part IV and V completion                          | <u>180 calendar days</u> from (Part IV and Part V) NTP   |
| Part VI completion                                | <u>210 calendar days</u> from (Part VI) NTP              |

## **SECTION II** **PROPOSAL PROCESS**

### **QUALITY BASED SELECTION**

This Quality Based Selection (QBS) will be a two part process. The first part will be the receipt and evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a short list of the most qualified firms that possess the type of experience required in this document. Applicants shall use GSA form SF-330 available at <http://www.gsa.gov>.

### **CONTENTS OF APPLICATION**

The Statement of Qualifications shall include the requested information and documents arranged in the following order:

Coversheet (*Use form provided*).\*

Tab 1 –Letter of Transmittal; Letter of Interest (no more than 3 pages).

Tab 2 – Qualifications of Consulting Firms and Sub-Consultants.

Tab 3 – Completed GSA Form SF 330 (available at <http://www.gsa.gov>).

Tab 4 - Narrative of project approach.

Tab 5 - Applicant’s site proximity to the Storrs Campus – 3 Discovery Drive, Storrs, CT.

Tab 6 - List of active references for each of the projects listed under relevant project experience.

Tab 7 – Miscellaneous Documents:

A. Original Certificate of Legal Existence issued by the Connecticut Secretary of the State.

B. Formal Acknowledgement that Applicant has reviewed the contract and its terms and accepts it without exception. (Note: contract will be issued as an Addendum to this RFQ).

Tab 8 – Certifications (If Applicable). If certified, provide Applicant’s Connecticut certificate of Small Business Enterprise and/or Minority Business Enterprise (SBE/MBE).

### **SUBMISSION GUIDELINE/CONSIDERATIONS**

1. The University of Connecticut advises Applicants to consider the following prior to submitting its proposal:
  - a. The University is a signatory to the President’s Climate Commitment and as such recommends that Applicants demonstrate a similar commitment by eliminating redundancy, non-recyclable dividers, and irrelevant materials in their submission;
  - b. Read and review the RFQ carefully. Respond clearly and fully to technical criteria listed as scoring is based on the criteria. Applicant must be clear about the relevance of work presented in its SOQ;

- c. Provide information that is complete and transparent, indicating whether a proposed team member worked on a relevant project while at another firm; and
  - d. Once contracted and at the point of assignment, sub-consultants are subject to the approval of the University.
  - e. Applicants are hereby reminded that Joint Ventures or other associations should be clearly identified and relevant experience provided on the GSA Form SF330.
2. If the Applicant is a LLC the following must be provided with the RFQ submission:
    - a. Certificate of legal existence from the state of organization/formation of the entity proposing to the University.
    - b. For entities that are organized/formed in a State other than Connecticut, in addition to #1, a copy of a Certificate of Authority to do business in the State of Connecticut from the Secretary of the State of Connecticut.

**PART ONE – TECHNICAL CRITERIA – QUALIFICATIONS AND EXPERIENCE**

The Technical Qualification/Experience criteria shall address the following:

1. **Letter of Transmittal/ Letter of Interest** – Include a brief statement of the firm’s technical qualifications to complete this project. Prepare a narrative which clearly demonstrates the firms’ understanding of the specific needs of the University and which concisely presents a technical approach to completing the proposed scope of work.
2. **Qualifications of Prime Consulting Firm and Sub-Consultants** – Describe the overall qualifications of the firm (and any sub-consultants) including background in this field and the services that it provides. The firm shall:
  - a. Provide a minimum of **five (5) examples** of similar student housing master plans in scope completed within the past **ten (10) years**.
  - b. Provide documentation on team experience for applicable relevant programs.
  - c. Identify the prime firm for contracts and communication on an organizational chart.
  - d. If a joint venture is proposed, provide the proposed joint venture arrangement between the parties outlining the percentage of responsibilities and the organizational structure associated with a joint venture established for the project.
  - e. The prime firm should also highlight its experiences with its sub-consultants and their successful projects together. The firm should demonstrate:
    - Excellence in design and construction of state-of-the-art residential facilities for undergraduate and graduates of comparable size, scope and complexity.
    - Excellence in preparing evaluations of existing conditions of residential structures and associated living spaces and amenities.
    - Excellence in researching and reporting on off-campus undergraduate and graduate residential real estate options.
    - Technical expertise in the preparation of peer comparison studies including but not limited to demographic, programmatic, and policy related areas.
    - Excellence in analyzing options for demolition, renovation, and new construction for student housing.
    - Technical expertise in financial modeling of the operations of student residences. Such modeling efforts shall have included university fees, financing options, and available structured ownership arrangements.

- Excellence in the ability to prepare an implementation plan which includes budgeting, scheduling, and additional considerations related to the consultant's findings.
  - Experience working with multiple stakeholders in a university setting for a project of similar size, scope, and complexity.
3. **Qualifications and Responsibilities of Key Personnel** – Describe the professional qualifications and responsibilities of the key project team personnel assigned to the project including their experience on similar assignments (campus environments) and their specific responsibilities on the proposed project. The proposal shall include complete resumes for each principal as well as resumes of sub-consultants that the Firm deems necessary to complete the purposes of this project. Utilize the GSA Form SF 330 to provide documentation on team experience for applicable relevant programs.
  4. **Project Team Staffing Changes** - If after technical proposals are submitted to the University, there are staffing changes to the proposed project team, the firm must notify the University immediately and submit the resumes of the staffing changes. Lack of notification could be grounds for disqualification.
  5. **Project Approach** – Prepare a narrative which demonstrates the firm's understanding of the needs of this project. All work shall be in accordance with the Master Plan. Concisely present a technical approach to completing the proposed scope of work.
  6. **Site Proximity 100 Miles/SBE/MBE** – The driving distance from the Applicant's primary office be provided via internet mapping from that office to 3 Discovery Drive, Storrs, Connecticut 06269. In an effort to foster a more diverse pool of experienced firms, the University encourages Connecticut certified Small Business Enterprise and Minority Business Enterprise (SBE/MBE) participation; and SBE/MBE certified firms from other states.
  7. **References** – The firm shall submit five (5) references for which the firm has performed work within the past five (5) years. Include the name, title, address and telephone number of each reference and description of duties.
  8. **Interviews** - The University may choose to interview firms as part of the selection process, however, the proposer should not assume that this will be done. The technical proposal shall be a "stand alone" document and may be the sole basis of selection. The University reserves the right to award the project based on the qualifications submitted or what best serves the needs of the University.

## **PART TWO – DEFINE SCOPE / PROVIDE FEE MATRIX**

The second part of the process will involve the University providing the short listed firms detailed scope information, requesting fee proposal/fee matrix, hourly rates, and interviews/presentations (if requested). Fees will be requested once firms are short-listed and a fee matrix template to be used will be provided at this stage. Fees and hourly rates are not required during the Request for Qualifications stage.

## **EVALUATION PROCESS**

The award of an agreement to the successful proposer will be based upon a comprehensive review. All proposals will be evaluated by a committee which will use the specific evaluation criteria listed in this document with the University reserving the right to base an award on proposal presentation and subsequent interviews.

The University also reserves the right to reject any or all proposals, in whole or in part, to award any item, group of items, or the total proposal, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University.

**SECTION III**  
**SUBMISSION FORMAT / RECEIPT OF SOQ'S**

**COMMUNICATION**

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

**1. Request for Information (RFI)**

All Requests for Information (“RFI”) must be received no later than **November 26, 2019 at 2:00 p.m. EST** and sent electronically to: [Lynn.Lesniak@uconn.edu](mailto:Lynn.Lesniak@uconn.edu). The subject line of the email shall read: Project #300019 Student Housing Master Plan – RFI. Be sure and plan accordingly as any RFI received after the due date and time stated in this paragraph will not be answered. Also, no RFI’s will be answered verbally, no phone calls please. RFI responses will be posted to the CFPF website under the project name after the RFI deadline.

**2. Informal Communications**

The University considers this process as “open” from the date of receipt of this RFQ by each applicant, until a binding contractual agreement is executed. The contact for any communications during this process is the CFPF designee listed in this RFQ. Informal communications with any University personnel (outside of CFPF) shall not occur. Informal communications shall include, but are not limited to:

- a. Requests from the applicants to any department(s) at the University, for information, comments, speculation, etc.; and
- b. Requests from any department at the University, or any employee of the University for information, comments, speculations, etc.

**SUBMISSION FORMAT/RECEIPT OF SOQ**

The Statement of Qualifications shall be submitted in a sealed package with the Project Name and Project Number identified on the package and addressed to:

**University of Connecticut**  
**Capital Projects and Facilities Procurement**  
**ATTN: Lynn Lesniak**  
**Director, CFPF**  
**3 Discovery Drive, Unit 6076**  
**Storrs, CT 06269**

**SOQ Due Date/Time: December 5, 2019 at 2:00 p.m. EST.**



**Submit one (1) original, five (5) copies and one (1) copy in electronic media format of the completed SOQ. You must clearly identify which is your original SOQ.**

E-mail or electronic attachments are not an acceptable means of submitting a proposal and will be rejected as non-conforming. If using an express delivery service, be sure that the address is exactly as indicated below. Packages delivered by express mail to other locations might not be re-directed to the appropriate address in time to be considered.

**Any submittal received after the date and time specified for the receipt of SOQ's shall not be opened or considered and will be marked "LATE" and shall be returned unopened.**

**The University expressly reserves the following rights:**

1. To reject any and all Applications and to waive any informalities, irregularities or technical defects in the Application if it is deemed to be in the best interest of the University.
2. To solicit, receive and/or utilize information from any persons or entities referenced or used as references, or from persons or entities having knowledge of the Applicant's experience, abilities, past performance, integrity, financial status or any other definitive characteristics.
3. The submission of an Application shall constitute an express authorization by the Applicant to the University to obtain all information it deems pertinent.
4. The University may request that any applicant clarify or supplement any information contained in the SOQ. Applicants are required to provide a written response within five (5) business days, or sooner, of receipt of any request for clarification by the University.

**NOTIFICATION**

All Applicants will be notified of the status of their Application as soon as practical after determination by email and letter via USPS. Successful firms will be invited to participate in the RFP stage for this project.

**CONTRACT**

Applicants will have an opportunity to review the contract template in its entirety. The draft contract will be released as part of the RFP phase to the short-listed firms.

**VENDOR CODE OF CONDUCT**

In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University has developed the Code of Conduct for University of Connecticut Vendors (the "Vendor Code of Conduct"). Contractor hereby acknowledges receipt of the Vendor Code of Conduct. A copy of the Vendor Code of Conduct is available at <http://csr.uconn.edu/>. The Vendor Code of Conduct is hereby incorporated herein by reference to the extent Contractor is required to comply with the same pursuant to this section. Contractor agrees to comply with the "Principal Expectations" described in the Vendor Code of Conduct.

Firm further agrees to comply with the "Preferential Standards" described in the Vendor Code of Conduct, to the extent a commitment to so comply, or a representation of compliance, was provided by Contractor to the University in writing. Any such commitment or representation is hereby incorporated herein by reference. Contractor agrees to provide the University with such evidence of Contractor's compliance with this section as the University reasonably requests and to, at the request of the University, provide a comprehensive, annual summary report of Contractor's corporate social and environmental practices.

**END OF INSTRUCTIONS TO APPLICANTS**

**COVER SHEET**

\_\_\_ORIGINAL\_\_\_ Copy 1\_\_\_ Copy 2\_\_\_ Copy 3\_\_\_ Copy 4\_\_\_ Copy 5

\_\_\_FlashDrive/CD

**RESPONSE TO THE REQUEST FOR QUALIFICATIONS  
FOR  
STUDENT HOUSING MASTER PLAN  
PROJECT NUMBER: 300019**

**SOQ Due Date: DECEMBER 5, 2019 at 2:00 p.m. EST**

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Principal Office

Branch Office

If Firm Address is branch office, list the principal office address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Authorized Agent submitting as Primary Contact: \_\_\_\_\_

Signature of Authorized Agent submitting as Primary Contact: \_\_\_\_\_

Phone Number for Primary Contact: \_\_\_\_\_

Email for Primary Contact: \_\_\_\_\_

Indicate if your firm is a:

Corporation

Partnership

Individual

Joint Venture

Other

Indicate if your firm is certified as one of the following:

SBE

MBE

WBE

DBE

N/A