

**Addendum 1** – RFQ KK011020 : Resilient Connecticut – Engagement, Planning, Design, Architectural, Engineering Services

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2/298/20

To: All Prospective Bidders

From: Kathleen Kearney, Procurement Services

The following details revisions to the above referenced solicitation, as well as responses to **Requests for Clarifications**, which begin at page 8.

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**REVISIONS:**

**1. COVER PAGE: Update RFQ Due Date to following:**

**RFQ Due Date**

**March 19, 2020 @ 2:00 PM (EDT)C**

**2. CONTENTS section page 2: replace Appendix A thru Attachment 4 section as follows:**

Appendix A – not applicable

Appendix B – not applicable

Appendix C – not applicable

Appendix D – Company Profile

Appendix E – Reference Form

Appendix F – A/E/C Seal Data Form

**Appendix G – UConn Hourly Rate Sheet**

Attachment 1- Anti Collusion Affidavit

Attachment 2 – Ethics Memo per Gov. Rell

Attachment 3 - Resilient Connecticut Planning Framework (RCPF)

Attachment 4 – Standard Terms & Conditions

**3. Section 3.5** Correct to section 3.5 the reference should be **7.6.5**, not 7.6.4

**4. Section 6.0 Evaluation Criteria & Process – replace the entire evaluation table with the following:**

Criteria	Points
<p><b>PROJECT APPROACH:</b> clarity and strengths of the bidder’s project approach based on:</p> <ul style="list-style-type: none"> <li>• Narrative description</li> <li>• Associated activities and organizational plan including a clear link between the staffing proposal and personnel, including subcontractors, as a response to the requirements of this contract.</li> <li>• Applicant’s proposed schedule and process of engagement</li> <li>• Approach to completing all required activities and tasks as described in this RFQ</li> </ul>	35
<p><b>TEAM:</b> strengths of the interdisciplinary participants and team structure, including:</p> <ul style="list-style-type: none"> <li>• Applicant’s proposed project personnel and their qualifications and experience in regional or multijurisdictional planning projects of a similar nature.</li> <li>• The bidder’s certification as, or inclusion of subcontractors with certification as, Small Business enterprises.</li> <li>• Applicant demonstrates extensive knowledge and skill in landscape architecture and planning, engineering and modeling, and coastal ecology.</li> <li>• Experience considering innovative ecological options including nature-based solutions and innovative urban design, sustainable infrastructure and environmental planning.</li> <li>• Experience and knowledge of planning, engineering, design and construction processes in Connecticut including Plans of Conservation and Development, Natural Hazard Mitigation, Transportation Studies, Urban Design, Landscape Architecture and Planning, Economic Development, Watershed Management and Resilience Planning.</li> </ul>	30
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Specific experience with municipal, regional councils of government, State and Federal agencies responsible for planning and regulatory approval and permitting.</li> <li>• Specific knowledge of and compliance with CDBG generally and CDBG-DR by the lead firm or one of their subcontractors.</li> <li>• Experience with communities of comparable characteristics to Fairfield and New Haven Counties.</li> <li>• Knowledge of State Flood Management requirements per C.G.S. 25-68, the Connecticut Building Code, zoning codes, the State and Federal Fair Housing Laws.</li> <li>• Knowledge of AIA documents, general construction practices and familiarity with the State Standards of Design and Construction, SOI Standards.</li> <li>• Knowledge of Federal regulations regarding mitigation and resiliency.</li> </ul>	30
<p><b>RATES</b></p>	5

5. **Section 6.6**, in response to a request for clarification regarding the FAR reference in our standard Terms & Conditions. Following is additional detail related to federal grant purchases:

Purchase Placed Under United States Government Grant.

If the Purchase is placed under a United States government grant, this agreement is subject to the provisions contained in 2 CFR PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards items ( C ) through ( J ) as applicable and the applicable provisions are incorporated by reference with the same effect as if they were fully set forth herein. These standards are in compliance with provisions of applicable federal statutes and executive orders that are required for procurement contracts funded by federal awards. Copies of 2 CFR PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards items ( C ) through ( J ) will be made available to the CONTRACTOR upon written request or you may visit the following website: [https://ecfr.gov/cgi-bin/text-idx?SID=498635da0c3b7106e7fea11e731c99ae&mc=true&node=ap2.1.200\\_1521.ii&rgn=div9](https://ecfr.gov/cgi-bin/text-idx?SID=498635da0c3b7106e7fea11e731c99ae&mc=true&node=ap2.1.200_1521.ii&rgn=div9)

6. **Section 7.1 RFQ Schedule** - replace the schedule entirety with the following schedule:

RFP SCHEDULE – Updated 2/27/20	DUE DATES*
RFQ Issue/Release	2/11/20
Written Inquiries from RFQ Participants	2/21/20 by 2pm EST
Responses to Inquiries	2/28/20 by 2pm EST
Submittal Due Date & Time	3/19/20 by 2pm EST
Anticipated Award Date	4/6/20
*Subject to change as deemed necessary by the University.	

**8. Section 7.6 thru 7.6.6.x replace entirely with the following:**

7.6 **Statement of Qualifications:** Prospective firms shall submit a Statement of Qualification (“SOQ”) in the manner specified below and will provide the requested information and documents arranged in the following order:

7.6.1 **Narrative Description of Services:** provide the requested information, as outlined below, to convey the Applicant’s strategy for completing the scope of services. Special attention should be paid to the interdisciplinary nature of the team and contributions of team members, as well as reference strategies from prior experiences demonstrating the Applicant’s ability to meet the scope, engage the various constituents, assure quality results, and effectively meet the program requirements of CDBG-DR.

Supply the Narrative documents in the following format: 8x11, single spaced, printed 2-sided, consecutively numbered on each side, 1” margin top & bottom, 3/4” margin right & left, 11pt Times New Roman.

The narrative should address:

7.6.1.1 The proposed work plan, including your approach, timetables and key personnel to be assigned, in order to meet the scope of services. **Submit no more than 10 pages** (5 pages printed front & back) for this section.

7.6.1.2 Experience: provide an overview of **3-5 completed projects**, which demonstrate your firm’s and team’s experience working with state, regional, municipal land use departments and/or public outreach, implementing similar projects. Include proven knowledge of and compliance with CDBG generally and CDBG-DR specifically by the lead firm or one of their subcontractors. Each overview should be **limited to 2 pages** (1 page printed front & back), and provide the following detail:

- a. Project Name
- b. Term of Contract
- c. Client / Stakeholders (ex: Federal/ State/ Municipal/Private)
- d. Funding Source
- e. Contract Value
- f. Overview of Project scope & approach
- g. Deliverables
- h. List of Key Personnel and position on the project

7.6.1.3 History with Governmental Entities: provide **1 page itemizing:**

- a. No previous record of default on a government contract;
- b. No applicant entity, or principal thereof, may be awarded a Federal contract if subject to a debarment, suspension, or limited denial of participation under 24 CFR Part 24.

- c. No formal debarment or suspension from entering into contracts with a Connecticut governmental agency; or other notification of ineligibility or prohibition against bidding or proposing on government contracts.

**7.6.2 Organizational Structure & Staff:**

- 7.6.2.1 The qualified Applicant shall be led by a principal or partner of an established professional firm, and include landscape architect(s), architects and/or engineer(s) licensed in the State of CT. 7.6.2.1 data to be provided via **UConn Rate Sheet – Appendix G (submitted under 7.6.6)** detailing staff, role assignment, licenses, and rates.
- 7.6.2.2 A chart delineating the Applicant’s project organization, including program and project manager(s), other professional and technical personnel, the role/function each will perform. Identify on the chart if the roll will be fulfilled by a subcontractor.
- 7.6.2.3 The Applicant shall provide resumes for the management and technical staff who will be directly engaged in the activities under this contract.
- 7.6.2.4 For personnel presented in the narrative and organizational chart, identify the referenced project history examples (7.6.1.2) in their resumes / bios.
- 7.6.2.5 Use of subcontractors should be detailed, include a **COMPANY PROFILE – Appendix D** for each. Subcontractors should also be detailed on the **Hourly Rate Sheet – Appendix G** for the role they will fulfill.
- 7.6.2.6 No senior personnel substitutions are permitted without the consent of the Project Director.

**7.6.3 Cost Estimating Experience: provide 1 page outlining the following:**

The selected Consultant(s) may be required to provide construction cost estimates and review of estimated costs, as part of this contract. The professional providing these services must:

- 7.6.3.1 Have a minimum of 5 years’ experience in construction cost estimating;
- 7.6.3.2 Have previous experience in the construction of site infrastructure and projects designed by civil engineers; and
- 7.6.3.3 Have knowledge of current national and local construction market trends, labor and material costs including Davis-Bacon wage requirements, regional cost differences, and the DOT Standards of Design and Construction guideline square foot cost per building type, and the SOI Standards.

**7.6.4 Insurance Requirement:** The Contractor shall secure and pay the premium or premiums of the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below. Each such policy shall be maintained in at least the limit fixed with respect thereto, and shall cover all of the Contractor’s operations hereunder, and shall be effective throughout the term of the Agreement and any extension thereof. It is not the intent of this schedule to limit the types of insurance required herein. The

insurance coverage listed in the following, is in accordance with the State of Connecticut Insurance and Risk Management Board requirements.

(a) Commercial General Liability

1. Each Occurrence	\$1,000,000
2. Products/Completed Operations	\$1,000,000
3. Personal and Advertising Injury	\$1,000,000
4. General Aggregate	\$2,000,000
5. Fire Legal Liability	\$ 100,000
Umbrella Liability – Each Occurrence	\$1,000,000

(b) Technology Professional Liability (Errors and Omissions) Insurance with limits not less than \$2,000,000 /occurrence annually. Coverage shall be sufficiently broad to respond to the duties and obligations in the agreement and shall include, but not be limited to, network security and privacy, release of private information, information theft, damage to or destruction of electronic information, alteration of electronic information. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as monitoring expenses. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the Agreement.

(c) Business Automobile Liability: Minimum Limits for Owned, Scheduled, Non Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.

(d) Workers’ Compensation and Employer’s Liability: As required under state law.

(e) Such other insurance in such amounts which from time to time may reasonably be required by the mutual consent of the University and the Contractor against other insurable hazards relating to performance.

All policies of insurance provided for in this Section shall be issued by insurance companies with general policyholder’s rating of not less than A- and a financial rating of not less than Class VIII as rated in the most current available A.M. Best Insurance Reports, and be licensed to do business in the State of Connecticut. All such policies shall be issued in the name of Contractor, and shall name, as Additional Insured, The State of Connecticut, University of Connecticut, its officers, officials, employees, agents, boards and commissions with respect to liability arising out of the operations of the Contractor under the Agreement.

7.6.5 **References:** provide a minimum of 3 current, verifiable references, for which the Applicant has performed similar services within the last five (5) years. Include the name, title, e-mail address and telephone number of each reference and description of duties.

7.6.6 **Professional Hourly Rates By Discipline:**

- 7.6.6.1 Applicants are requested to provide all-inclusive hourly rates by discipline to be held for the term of any resulting contract. The University reserves the right to negotiate the rates submitted as a condition of final award. Use form **UConn Hourly Rates – Appendix G**, include subcontractors. UConn standard practice allows up to 5% mark-up on subcontractor rates, subject to negotiation.
- 7.6.6.2 Professional, all-inclusive hourly rates for the Applicants shall be based on all-inclusive prices per hour, which prices shall be in effect for the duration of the contract. The University will not pay or reimburse the Applicant for any costs or expenses that are not included in the proposed professional hourly rates.
- 7.6.6.3 Professional, all-inclusive hourly rates include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal costs, consumables, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication, and all mailings.
- 7.6.6.4 The University will not provide office space, desks, copiers, office supplies or telecommunications equipment. The Applicant shall be responsible for providing computer equipment and support compatible with the University computing environment.
- 7.6.6.5 Consultant(s) shall provide pricing/quotations with adequate detail, labor/supervisor rates, list of subcontractors (if applicable), and services performed. Quotations will be provided at no cost to the University.

**9. Section 8.1**      **replace 8.1 with :**

RFQ Due Date and Time: Responses are **due by March 19, 2020 at 2:00pm (local time)**. Any proposal received after the stated due date and time will be rejected and may be returned to the Proposer upon their request and at their expense. Facsimile, emailed, or unsealed proposals will not be accepted under any circumstances.

**10. Section 8.4: replace 8.4 entirely with:**

Response Media: Enclose an electronic version of all required documentation as outlined below, compiled in Portable Document Format (.pdf) with accompanying Excel templates (.xls) or MS Word document (.doc) on a USB flash drive. Include one original hardcopy of the Statement of Qualifications.

**11. Section 8.5.1 replace 8.5.1 entirely with:**

8.2.1 Statement of Qualifications

8.2.1.1 **Exhibit 1:** Narrative Description of Services *(pdf)*

8.2.1.2 **Exhibit 2:** Organization Structure *(pdf)*

8.2.1.3 **Exhibit 3:** Cost Estimating Experience. *(pdf)*

8.2.1.4 **Exhibit 4:** Professional Hourly Rates, submit using *UConn Hourly Rate Sheet – Appendix G (MS Word)*

**RESPONSES TO REQUESTS FOR CLARIFICATIONS – received as of 2/21/20:**

<b><u>RFQ Section</u></b>	<b><u>Questions/Clarifications</u></b>	<b>UConn's RESPONSE to Clarifications</b>
3.5	Section 3.5 page 5 "References": States Consultant is "required to provide references from customers who are of comparable size and scope as to the University or as directed in 7.6.4." 7.6.4 describes only Insurance Requirements and does provide clarification on the size and scope of the project. Please clarify this statement, it is interpreted that this section is requesting that references from previous clients be provided for a comparable size and scope of a regional planning project, and not to the size and scope of UConn?	The referenced section should be <b>7.6.5</b> .



3.5	In item 3.5 on page 5 regarding Review of References, “ The University is particularly interested in references that are institutions of higher education.” Since the vulnerability analysis and adaptation planning process are being conducted by UConn and the Resilient CT Team for municipalities in New Haven and Fairfield Counties, would not the Consultant’s client references for completing similar work with municipalities and owners of regionally significant critical infrastructure be more important to UConn in selecting a Consultant for CIRCA to collaborate with?	Ideally provide references which align with the scope, completed for clients similar to UConn (Universities, Research Inst, Non Profit Groups working on behalf of Sponsoring agencies). Otherwise provide references for work performed, that best align with the objectives outlined by this RFQ.
4.2	Section 4.2 page 8: Mentions that the current project will access current and future vulnerabilities in the region. Please confirm if the study area includes only Fairfield and New Haven Counties	Confirmed. The Project area is limited to Fairfield and New Haven Counties as required by HUD and the State. Current and future vulnerabilities refers to incorporation of existing known vulnerabilities that have been identified through previous and ongoing planning such as Natural Hazard Mitigation Plans. Future vulnerabilities refers to changes in the assessment of risks in the project area due to climactic changes in sea level, precipitation, and temperature.
5.2	Is this project limited to coastal flooding risks? Or does it include inland flooding risks?	The project will also consider inland flood risks within the project area, along with coastal flood risks.
5.2	Skills for the engagement and planning tasks described in Section 5.2 and for the design-related services described in Section 5.3 are very different. Should separate qualifications be provided for both?	We are looking for firms or teams of firms who ideally meet all of the tasks outlined in the scope. Responses to this RFQ should be submitted as one submission that meets as many of the tasks in the scope as possible.
5.2	Will CIRCA be responsible for preparing any of the work products?	Yes, CIRCA and the Resilient Connecticut Team will be working closely with selected firm(s) to produce work products associated with the scope.
5.2	Please clarify as part of the scope, is the planning process inclusive of State-owned infrastructures such as roads and bridges, and other infrastructures, or is it just focused on local infrastructure in two counties? Will this project examine current design criteria and permitting regulations for both local and State-owned infrastructure, in order to establish more consistency in resiliency design standards?	The regional planning process outlined in this scope will place particular emphasis on regional infrastructure such as state roads, rail assets, wastewater treatment, drinking water, etc. whether state or locally owned. The focus of analysis will be placed on vulnerabilities and impacts that are regional in nature, effect multiple communities, and which require cooperation and coordination between jurisdictions. The project, at its conclusion, will provide recommendations to the state that will form the basis of a "statewide resilience roadmap." Those recommendations may include changes to design criteria for state owned infrastructure, methodologies for conducting cost/benefit analysis for prioritization of projects, as well as, permitting guidance to facilitate more effective implementation of projects.

5.4	As stated in RFQ section 5.4: "The NDRC and Resilient Connecticut funding has specific timelines for completion of project activities." What is the total amount and planned allocation of the funding that is mentioned in this section?	Current grant deadline is March 2022. Refer the clarifications identified as "Value" for more information.
5.4	Section 5.4 page 14 "Timeline": it states that all work is to be completed by March 15, 2022. It then reads that the "regional planning phase of this project will be completed by March 28, 2021 <b>and that add services to develop plans for the selected projects will be completed no later than March 15, 2022.</b> " Please clarify that the scope stated in Sections 5.2.1 through 5.2.7 must be completed by March 28, 2021, and that Section 5.3 in the scope that must be completed by March 15, 2022? If this is not the case, please provide what is applicable.	Current Proposed Deadlines : 5.2.1 - 5.2.7: March 28 2021 5.3: March 25 2022
6.1	Section 6.1 page 14: it is mentioned SMALL BUSINESS accounts for 5 points, but it does not define if there is a specific percentage that needs to be met for Diversity Compliance – or if certain types of business need to meet a certain percentage? Example: WBE 15%, MBE 15% and SDVOB 6% for a total of 36%. Are there any specific Diversity Compliance percentages that need to be met for the Consultant's team?	We do not have a requirement for specific diversity percentages. If your firm, or subcontractors included in your response, qualify as a small business, you can identify more specifically via the <i>COMPANY PROFILE - appendix D</i> .
6.1	Section 6.1 page 15 for SMALL BUSINESS: What are the diversity compliance categories required to be met for this proposal? Section 3.1.20 lists only SBE/MBE Firm. Is there no category requirement for WBE and SDVOB, or any other certified diversity or small business groups?	SBE and MBE are intended to cover all diversity categories. Specific designation(s) may be reported via the <i>Company Profile - Appendix D</i>
6.2	Will there be an interview as part of the selection process?	Interviews may occur but are not required as part of the evaluation process.
6.6	The Contract items 23 and 24 indicate that SELLER may request in writing applicable FAR clauses applicable to this project. Please provide a document that provides us these FAR and federal grant terms and conditions required by Contract items 23 and 24, that can be included as an Exhibit to the UConn Terms and Conditions.	This section is a general reference. The RFQ is funded via federal grant, refer to Addendum 1 section 6.6 for more information. There is also a link with more information: <a href="https://ecfr.gov/cgi-bin/text-idx?SID=498635da0c3b7106e7fea11e731c99ae&amp;mc=true&amp;node=ap2.1.200_1521.ii&amp;rgn=div9">https://ecfr.gov/cgi-bin/text-idx?SID=498635da0c3b7106e7fea11e731c99ae&amp;mc=true&amp;node=ap2.1.200_1521.ii&amp;rgn=div9</a>
7.1	Section 7.1 page 16 "RFQ Schedule": Anticipated Award Date provided is 3/30/20. Does this mean that there will only be an RFQ process, and not an RFP process to follow for pursuing this project? Or is the "Award" the Consultants that are selected to move forward into a competitive RFP process?	Per 5.1.1, the intention is to evaluate and qualify proposers, and move to negotiation with the highest ranked. UConn reserves the right to contract with additional consultant(s) for additional scope (5.3) as needed. Negotiation with additional consultants is anticipated to follow similar process, next highest ranked

		consultant who best meets the required additional scope.
8.5	In item 8.5 page 22 Response Submittal Format, do we start the SOQ as Section 8.5.1 or may we renumber in sequence as 1.1 SOQ through 1.6 Required Forms?	Retain numbering structure as outlined in RFQ 8.5.1, 8.5.3, etc.
3.1.8	Section 3.1.8 page 4 “Resilient Bridgeport”: States that \$42 million HUD allocation to advance the Resilient Bridgeport and Rebuilt to develop and implement pilot projects. What is the status of the Bridgeport program? Who (agency and/or consultants) was involved in the planning and implementation process?	Resilient Bridgeport is currently in the implementation stage of the project and is being managed by the CT Department of Housing. For more information on the Resilient Bridgeport project visit the project site: <a href="https://resilientbridgeport.com/">https://resilientbridgeport.com/</a>
5.1.1	Several parts of the RFQ reference selection of “consult(s),” which implies selection of one or more. How many consultants do you expect to select under this solicitation?	One consultant is anticipated to be awarded for scope 5.2.x. UConn is reserving the right to contract with additional qualified consultants, as necessary, to complete the additional services (section 5.3).
5.1.1	If multiple consultants are selected, how will the work be assigned? Will it be assigned proportionally?	One consultant is anticipated to be awarded for scope 5.2.x. UConn is reserving the right to contract with additional qualified consultants, as necessary, to complete the additional services (section 5.3).
5.1.1	Section 5.1.1 states that the project will run concurrent with a HUD grant award and will have three options for one-year extensions. Section 5.4 discusses a March 15, 2022 end date. Please confirm the timeline of the project.	The grant runs thru March 2022. UConn is reserving the right to extend for additional time, should an extension or additional funds be obtained related to this grant, that warrants further extension.
5.1.1	If more than one team selected, how will CIRCA procure services:  Issuance of Task Orders representing the Scope with a specific geographic (e.g. certain COGs or combinations of COGs) and/or technical specification through: a. Direct assignment to one or several consultant teams b. Competitive bid among pre-qualified consultant teams (i.e. all teams compete for multiple task orders), based on the criteria in the current RFQ, with a total price for the scope using the rates provided in the RFQ submission	The RFQ is looking for firms or teams of firms who can ideally meet all of the tasks outlined in the scope. Upon evaluation qualified consultants will be identified, UConn will move to negotiation with the highest rank qualified firm/team for scope of services. As necessary, additional qualified consultants may be contracted for additional scope (5.3.x), UConn anticipates negotiating with next highest rank who best meets the additional scope need. As the RFQ outlines, UConn is not guaranteeing work to all consultants deemed qualified.
	If more than one team selected, how will CIRCA procure services: Issuance of Task Orders representing very specific assignments (e.g. targeted modeling, technical study etc.) such as is often done under a program structure through: a. Direct assignment to specific consultant teams b. Competitive mini-bid among pre-qualified	see above 5.1.1

	consultant teams (i.e. all teams compete for multiple task orders), with a total price for the scope using the rates provided in the RFQ submission	
	If more than one team selected, how will CIRCA procure services: Will one of the consultant teams be selected as “Program Manager” and if so will that team be able to perform on task orders under the Program?	see above 5.1.1
	If more than one team selected, how will CIRCA procure services: Will any team selected for the scope or a specific region carry out the entire scope, i.e. not only the regional planning portion but also the development of concept plans for specific projects, or will the development of those concept plans be competed?	see above 5.1.1
	What is the timing of issuance of above Task Orders, if such process were followed?	see above 5.1.1
5.2.2	Section 5.2.2 page 10 “Refine the Inventory of Past, Present and Future Resiliency Efforts”: The collection of past, present and future project and associated data; is this information already in one centralized database or location, or are they spread throughout different agencies?	This information is currently being assembled through a partnership with the Regional Councils of Governments with jurisdictions in the project area and CIRCA.
5.2.3	Will CIRCA conduct all of the modeling required for this project? Can an alternative proprietary modeling and assessment approach be proposed for this project?	CIRCA anticipates a process of feedback and exchange with selected firms in applying and, where needed, improving on modeling, tools and data that are created by CIRCA during the project. Alternative methodologies and approaches to modeling climate risks will be considered and where the Team deems appropriate, utilized to assess risks and identify adaptation options.
5.2.3.1	In task 5.2.3.1, please describe what is meant as “inform” existing tools and “augment the tools”. Does this consist of compiling data for use by the tools or actually improving the tools?	CIRCA anticipates a process of feedback and exchange with selected firms in applying and, where needed, improving on modeling, tools and data that are created by CIRCA during the project. Alternative methodologies and approaches to modeling climate risks will be considered and where the Team deems appropriate, utilized to assess risks and identify adaptation options.
5.2.3.1	In item 5.2.3.1 on page 11, when will the CIRCA Coastal Vulnerability Assessment and integrated flood modelling tools be available for the Consultant to review, refine and test?	It is anticipated that version 1.0 of the CIRCA Coastal Vulnerability Assessment and Integrated Flood Modeling Tools will be available in April 2020.

5.2.3.6	Section 5.2.3.6 page 11: States that Counties and Consultant Team will work together to select five regional resilience and adaptation areas “per COG” within the project area. Section 3.1.10 list five COGs. Is that therefore to be interpreted as a total of 5 projects per COG for a total of 25 projects or five projects in total?	The Resilient Connecticut Team, working with the Consultant will identify 5 resilience and adaptation opportunities per COG within the project area. Section 3.1.10 lists four (4) COGs (West COG, Metro COG, Naugatuck Valley COG, and South Central Regional COG) with jurisdiction in Fairfield and New Haven Counties. The Team will work to identify 20 potential project areas in total, and will, in consultation with stakeholders and the SAFR State Agency Workgroup, select 2 pilot projects per COG to move into Phase III (pilot project 5.3.1) for design and implementation for a total of eight (8).
5.2.6.3	In item 5.2.6.3 on page 12, is the expectation that the Consultant is developing a “cost benefit analysis” using a federal government approved method (if applicable) after conducting a more qualitative screening analysis of funding opportunities and the PERSISTS decision support criteria?	Yes, we anticipate that the PERSISTS decision support screening will include identification of funding pathways for potential pilot project opportunities. Cost/benefit analysis based upon the best available information should be used as an additional screening tool for recommendations on the selection of pilot projects. To the extent that the Team anticipates a federal source of funding for implementation of a particular project, efforts should be made to consider federal government approved methods for conducting cost/benefit that can be further developed during Phase III implementation planning for Resilient Connecticut projects.
5.3.1	Can a consultant only submit qualifications for Task 5.3.1 Assessment and Planning for Pilot Projects as CIRCA may retain separate consultants for that task?	The RFQ is looking for firms or teams of firms who can ideally meet all of the tasks outlined in the scope. Responses to this RFQ should be submitted as one submission that meets as many of the tasks in the scope as possible. If a firm elects to submit a proposal for a specific portion of the scope of services, that should be defined in the proposal and UConn will evaluate accordingly. As the RFQ outlines, UConn is not guaranteeing work to all consultants deemed qualified.
7.6.1	The RFQ states that section 7.6.1 Narrative Description of Services is limited to 20 pages. Is that only for the sections covered under 7.6.1 or does it apply to the entire submission (i.e. sections 7.6.2, 7.6.3, 7.6.4, 7.6.5, 7.6.6)?	Refer to the addendum, for changes to 7.6.x regarding Narrative structure, data to be provided, and format of the information. Document to be supplied under 7.6.2, 7.6.3, 7.6.4, 7.6.5, 7.6.6 are in addition to documents supplied under 7.6.1
7.6.1	Section 7.6.1 page 18: Clarification on the “Narrative Description of Services” and that the proposal format is a 20-page limit. Does this page limit ONLY apply to “Narrative Description of Services” of the proposal, and it is not inclusive of the “Organizational Structure and Staff” and the “Cost Estimating?” Please provide clarification on what sections are to be included in the 20 pages, verses what can be outside the 20 pages, such as mandatory forms, Schedule, Resumes, References, Cost Estimate, Insurance Requirements and Professional Hourly Rates.”	Refer to the addendum, for changes to 7.6.x regarding Narrative structure, data to be provided, and format of the information. Document to be supplied under 7.6.2, 7.6.3, 7.6.4, 7.6.5, 7.6.6 are in addition to documents supplied under 7.6.1

7.6.1	Section 7.6.1 page 18: 20-page limit, can the proposal be doubled sided? And if so, do both sides of each page count as individual pages for the sum of the 20? If a page is an 11x17 versus an 8.5 x 11 sheet, will that 11x17 page be counted as two pages or one?	Refer to the addendum, for changes to 7.6.x regarding Narrative format, data to be provided, and format of the information.
7.6.2	In item 7.6.2 on page 19, may we include resumes as one of the unused Appendix A of the SOQ rather than inserting them in this section of the SOQ?	Resumes should be included with the part of the submission under 7.6.2., Exhibit 2. You can refer to resume attachments as Exhibit 2a
7.6.3	In item 7.6.3 on page 19, may we also include our team’s relevant resilience project design and permitting experience in this section of the SOQ with the construction cost estimating experience?	Refer to the addendum, for changes to 7.6.x regarding Narrative structure, data to be provided, and format of the information. Regarding including resilience project design, permitting experience, you may include in 7.6.3 as possible. This may also be outlined in 7.6.1.2 overview of prior projects.
7.6.4	Section 7.6.4 page 19 “Insurance Requirement”: For the listed insurance coverage requirements, do these coverage amounts apply only to the Prime Consultant/Contractor, or do these amounts also apply to any the Small Business / Diversity Compliance subconsultants? What about second Tier sub consultants?	Normally UConn contracts with the Prime who is responsible for work/actions of their subcontractors under the insurance the prime holds for the contract.
7.6.5	Do we need to use the Appendix E Reference Form included in the RFQ or can we provide the client and contract information requested in the form in a one or two page project summary for each client reference as Appendix E?	Supply specific references via Appendix E, also see the addendum regarding changes to 7.6.x, regarding changes to the Narrative format.
7.6.6	Section 7.6.6 specifies that responses include professional rates by discipline. We did not find specific disciplines listed in the RFQ. We typically charge rates by the following staff categories— principal, team leader, technical leader, senior project manager, project manager, project engineer/architect/landscape architect/planner, and engineer/architect/landscape architect/planner (I, II, III). Will this type of structure be acceptable?	Addendum includes <b>UConn Rate Sheet -Appendix G</b> . Please use this to supply rates, matching your staff to the roles defined on the Rate Sheet. If you anticipate additional personnel will be assigned to this project, and a role is not defined, add to the rate sheet, define the role's function and assign the rate.
7.6.6	How will rates be compared between consultants as each will have different categories that will not be directly comparable?	Addendum includes <b>UConn Rate Sheet -Appendix G</b> . Please use this to supply rates, matching your staff to the roles defined on the Rate Sheet. If you anticipate additional personnel will be assigned to this project, and a role is not defined, add to the rate sheet, define the role's function and assign the rate.
7.6.6	Section 7.6.6 page 20-21 “Professional Hourly Rates by Discipline”: Is the Consultant’s Hourly Rate for base contract only (one year) or is it inclusive of the additional optional (three) one-year terms referenced in Section 5.1.1?	UConn prefers rates remain consistent for the term of the contract, UConn reserves the right to negotiate at contracting.

7.6.6	Section 7.6.6 page 20-21 “Professional Hourly Rates by Discipline”: Can we provide hourly rates per project role or title? Example: Senior Landscape Architect, Project Manager or Junior-Level Urban Planner	Addendum includes <b>UConn Rate Sheet -Appendix G</b> . Please use this to supply rates, matching your staff to the roles defined on the Rate Sheet. If you anticipate additional personnel will be assigned to this project, and a role is not defined, add to the rate sheet, define the role's function and assign the rate.
7.6.6	Please clarify if each subcontractor should provide an all-inclusive hourly rate schedule separate from the prime consultant? Should we use the Rate Schedule form in our on-call professional services contract with UConn?	Addendum includes <b>UConn Rate Sheet -Appendix G</b> . Please use this to supply rates, matching your staff to the roles defined on the Rate Sheet. If you anticipate additional personnel will be assigned to this project, and a role is not defined, add to the rate sheet, define the role's function and assign the rate. UConn's standard allows for 5% markup on subcontractor rates. UConn reserves the right to negotiate all rates at time of contracting.
7.6.6	May the prime consultant mark up the costs of subconsultants, subcontractors, and direct expenses chargeable to the project?	UConn's standard practice is a 5% markup on subcontractor rates. UConn reserves the right to negotiate all rates at time of contracting.
FUNDING	Is there any funding agreement or agreement with the COGs that exists that will define final work product?	Yes, CIRCA is engaging with the COGs through a separate agreement. We anticipate that the COGs will be core team participants in defining work products and deliverables from this project.
Funding	Section 1.0 page 3 “Introduction”: This section states that this phase of the planning process will be funded by HUD CDBG-DR grants administered by DOH for the State. Is this the only source of funding being utilized for this scope? Section 3.1.7 and 3.1.8 page 4: Both sections reference grants from HUD CDBG-DR and CDBG-NDR. It states that an aggregate of \$42Million was allocated to COT DOH. Is the funding for this project a combination of both HUD CDBG-DR and CDBG-NDR grants?	Funding for Resilient Connecticut (formerly called the Connecticut Connections Coastal Resilience Plan) is provided by an \$8.3 million sub-award to UConn by the CT Department of Housing to conduct regional resilience planning as well as, implementation planning for pilot projects, in Fairfield and New Haven Counties. Of this sub-award, approximately \$1 million has been allocated for sub-contracts to consultants that will assist in the completion of tasks during Phase II Regional Planning and Phase III Implementation Planning for Pilot Projects. We anticipate an approximate allocation of \$150-250k for Phase II, with the remaining funds going toward development of Phase III pilot projects. For more information on the NDRC award to the state please visit: <a href="https://portal.ct.gov/DOH/DOH/Sandy-Pages/Sandy-Programs/NDRC">https://portal.ct.gov/DOH/DOH/Sandy-Pages/Sandy-Programs/NDRC</a>
Value	The RFQ makes clear that this planning process will be funded by a grant from the United States Department of Housing and Urban Development (HUD) to the State of Connecticut (State) as an outcome of the National Disaster Resilience Competition (NDR). Since the project funding is known, has the City determined a budget for consultant fees for the project? Any detail on this, including a budget range if possible, would be very helpful in determining an appropriate approach and teaming strategy for this project.	see above under funding

Value	The introductory sections of the RFQ reference several past sources of funding in the millions of dollars. What budget do you have set aside for this project?	see above under funding
VALUE	What is the allocated budget for the consultant for the vulnerability assessment phase of the project (tasks listed in Section 5.2 of the RFQ) and the preliminary design additional services phase of the project (tasks listed in Section 5.3 of the RFQ)?	see above under funding
Value	What is the total budget for this scope?	see above under funding
Value	<p>If more than one team selected, how will CIRCA procure services:</p> <p>Issuance of competitive RFP for entire scope, with price for entire scope provided by each prequalified consultant team, using the rates provided in the RFQ submission</p>	The RFQ is looking for firms or teams of firms who can ideally meet all of the tasks outlined in the scope. UConn will move to negotiation with the highest rank qualified firm/team following evaluation for scope of services (5.2.x). As the RFQ outlines, UConn is not guaranteeing work to all consultants deemed qualified.
	Is it still CIRCA's goal to use this project to increase private sector experience in Connecticut? If so, is it important for the consultant to be a Connecticut firm? Also, does that goal make it more likely that other consultants will be used for the pilot project tasks?	CIRCA anticipates a process of feedback and exchange with selected firms in applying and, where needed, improving on modeling, tools and data that are created by CIRCA during the project. We hope to create an environment of learning and co-generation of knowledge regarding the impacts of climate change in CT, which will result in improved planning capacity that will be a benefit to communities and the state as we undertake this generational challenge. The decision to work with selected firms will be made based on the quality of the responses and the Team's needs in best completing the scope of services within the project timeline, as outlined in this RFQ. Firms working on this project will need to meet State of CT registration & licensing requirements when providing engineering & architectural services.
	What if any role will UCONN students be expected to play in this project	UConn students have been and will continue to assist CIRCA with the work associated with the Resilient Connecticut project. CIRCA will continue to look for applied research and experiential learning opportunities for students who are interested in the impacts from climate change, resilience, and adaptation.
	Please clarify who is the direct or hiring client is for this scope. Due to the funding allocation descriptions, it is hard to fully understand. The contract section appears to represent it as UCONN, not the State of Connecticut. Is this correct?	UConn will be contracting with the awarded consultant



	<p>Will the stakeholders also include CTDOT and CTDEEP which have jurisdictions over land and infrastructures as well as pertinent regulations/design criteria?</p>	<p>CTDOT and CTDEEP are represented on the SAFR State Agency Workgroup advising CIRCA on the Resilient Connecticut Project. As such, these state agencies along with others that participate in SAFR are key project partners and members of the Resilient Connecticut Team.</p>
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