

HOW TO DO BUSINESS WITH US

SELECTION PROCESS

We currently use the following models in the selection of Contractors, Architects, Engineers, Consultants and Trade Subcontractors on most projects:

- General Contractors:** For projects with a construction estimate less than \$500,000, bidders qualifications are evaluated by the University at the time of bid submission. For projects with a construction value estimated to be \$500,000 or more, prequalification is required by DAS and the University (see below).
- Construction Managers:** An open invitation to submit prequalification applications on specific projects where CM's are prequalified to submit proposals to the University for consideration.
- Professional Services:** The University periodically advertises for both "on-call" and for specific projects. To view our current on-call contract list, vendor names, and expiration dates, go to <http://cpcu.uconn.edu/doc/OC112905.doc>
- Trade Contractors:** An open invitation to bid on a project where only Trade Contractors or Set-Aside Trade Contractors pre-qualified by UConn are invited to submit a proposal.

SAMPLES OF CURRENT DELIVERY METHODS

- GC / Lump Sum (Design/Bid/Build)
- Construction Manager at Risk
- On-Call (General Contractors) MAC Program
- On-Call (Professional Services)
- On-Call (Set-Aside Trade Contractors) \$25,000 or Less
- On-Call (Trade Contractors) \$25,001-\$499,999

PREQUALIFICATION

- All projects with a construction value estimated to be \$500,000 or more require interested applicants to be prequalified. All interested firms must first be DAS (Department of Administrative Services) Prequalified as well as Prequalified with the University for specific projects. Please visit http://www.das.state.ct.us/Business_Svs/PreQual/Prequal.asp.
- All projects with a construction value estimated to be less than \$500,000 and are being bid as a Lump Sum General Contractor or Subcontractor Selection Process, require a submission of a prequalification survey (AIA A305) with each firms bid.

FINANCIAL REPORTING REQUIREMENTS

- Projects with an estimate \$1,000,000 or greater, most recent Audited Financial Statement
- Projects with an estimate less than \$1,000,000, most recent Audited Financial Statement is preferred but reviewed or compiled will be accepted for review

Note: Please visit <http://cpcu.uconn.edu/doc/PQFinancialRequirements.pdf>, for important financial reporting requirements for firms submitting prequalification applications to the University.

ADVERTISING RESOURCES

Projects are advertised and posted utilizing the following resources:

- CPCA Website: <http://cpcu.uconn.edu/index.html>
- DAS Website: http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp
- Local and Regional Newspapers (including but not limited to):
 - ◆ The Hartford Courant
 - ◆ LaVoz Hispanica
 - ◆ The New Haven Register
 - ◆ The Republican-American (Waterbury)

BID / AWARD

Projects are bid and awarded in an open, fair, and competitive environment and in compliance with Federal, State and Local Laws, CT General Statutes, and the University of CT Policies and Procedures. Opportunities are posted on the CPCA and DAS websites.



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CURRENT LISTS

- Environmental Engineering Services and/or Environmental Consulting Services (Contracts end 10-31-08)
- Hazardous Material Design Services (Contracts end 10-31-08)
- Environmental Reviews of Construction Projects, Regulatory & Permit Compliance (Contracts end 10-31-08)
- Surveying Services (Contracts end 10-31-08)
- Interior Design Services (Contract ends 10-31-08)
- Architect Services (Contracts end 6-30-09)
- Civil Engineer (Contracts end 6-30-09)
- Geo-Technical Engineer (Contracts end 10-31-08)
- Structural Engineer (Contracts end 6-30-09)
- Engineering Technical/Drafting (Contracts end 10-31-08)
- Audio Visual Technology Consultant and Design Services (Contracts end 6-30-09)
- Mechanical, Electrical, and Plumbing Design Services (Contracts end 6-30-09)
- Claims Scheduling and Construction/Design Review Consultant Services (Contracts end 6-30-10)
- Miscellaneous Professional Contracts (MPS) (Contract end dates vary)
- Audio/Visual Prime Trade/Subcontractors for Audio/Visual Equipment Installation Program (Firms selected thru 6-30-10)

Note: The State of CT Standard Terms and Conditions apply to all University of Connecticut contracts. For a current copy and additional information, please visit http://www.cpcu.uconn.edu/important_information/info/state_of_CT_T&C_0308.pdf.

UCONN SUPPLIER DIVERSITY PROGRAM

To learn about our **UCONN's Supplier Diversity Program** visit http://www.cpcu.uconn.edu/minorityoutreach/minority_outreach_home.html

In the bidding of most deferred maintenance, major renovation, and new construction projects, contractors (including those certified as SBE and MBE themselves) are advised they must award twenty-five percent (25%) or more of the value of their awarded contract to certified SBE's; and of that amount twenty-five percent (6.25% of the total contract) or more must be awarded to SBE's who are also MBE's. The general contractors are responsible for ensuring that they and the SBE's they have selected are eligible contractors and that they meet State requirements.

To learn about **DAS's Supplier Diversity Program**, and/or to become certified as a State of Connecticut set-aside contractor, you may obtain forms and information on the DAS website: http://www.das.state.ct.us/Purchase/New_PurchHome/busopp_template.asp?F_ID=25

To learn about the Commission on Human Rights and Opportunities (**CHRO**) **Contract Compliance Unit**, and/or applicable regulations pertaining to utilization of State of Connecticut set-aside contractors, please visit CHRO's website: <http://www.ct.gov/chro/site/default.asp>

BID DOCUMENTS

Plans, Specifications, and project related Bidding Documents are available for viewing at the following locations:

- Capital Project and Contract Administration, 31 LeDoyt Road, Storrs, CT
- Hartford Economic Development Corporation (HEDCo), 15 Lewis Street, Hartford, CT
- Joseph Merritt & Company, 650 Franklin Avenue, Hartford, CT

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