



Request for Proposals Architectural Planning & Design Services 14,000 +/- ft² Dental Therapy Building

This is a request for proposals to obtain the services Architectural & Engineering Services licensed in the State of Connecticut, capable of providing Design and Construction Administration Services at the University of New Haven's West Haven campus. These services are for Planning, Conceptual/Schematic design, Construction Documents through Construction Administration and close-out of a New Dental Therapy Building.

The University of New Haven is an Affirmative Action/Equal Opportunity Employer. Small businesses and Minority/Women's Business Enterprises are encouraged to apply

Proposals will be received not later than **2:00 PM on September 21, 2026**, at which time the proposals will be opened and recorded as received. Evaluation of proposals will not take place at that time. Award consideration will be made in accordance with the State of Connecticut's requirements for the Grant awarded under the *Community Investment Fund 2030*.

Description of the information and content required for your response is attached to this RFP. Please complete return to:

University of New Haven

300 Boston Post Road

West Haven, CT 06516

Attn: Mr. Louis Annino

The contract will be awarded to the proposer whose proposal is within the competitive range and determined to be the most advantageous to the University. The factors to be considered and the method to be utilized in the evaluation of the proposals are set forth within this document. All proposals, MUST be completed in their entirety. Proposals that are not completed correctly or that are received incomplete will NOT be considered. Proposals returned without all the required documentation requested in this RFP will NOT be considered.

Return two (2) hard copies of the proposal and one electronic copy in PDF format to **Karen Lockwood**, Office of Facilities, klockwood@newhaven.edu.

Mark the return envelope according to the specifications listed in the attached document.



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Your signature on the completed proposal will serve as a warranty that your bid is genuine and that this proposal is made without any understanding, agreement, or connection with the same purpose and this proposal is in all respects fair and without collusion or fraud, and you agree with all contract provisions.

Please contact **Louis Annino, Associate Vice President & Chief Facilities Officer**, University of New Haven at (203)932-7153 if there are any questions.

PURPOSE

The University of New Haven is seeking funding to support a new facility to provide dental and health services to the community. A major component of the facility will be a 36-chair combined dental hygiene/dental therapy clinic to provide dental care to the underserved populations to the local West Haven and New Haven communities. The facility will also provide clinical services in occupational therapy, nutrition counseling, speech language therapy, and mental health counseling.

The clinic will also support the Connecticut economy through developing the Connecticut dental and healthcare workforce; students enrolling in the University of New Haven's clinical programs will have the opportunity to gain clinical experience through practice at the clinic. Additionally, the facility will allow the University to develop a Dental Therapy program to train mid-level dental care practitioners. While the practice of the dental hygienist is focused on preventative care, the dental therapists practice both preventive care and some, but not all, of the restorative care of a dentist. Frequently, patients of the existing University dental hygiene clinic are unable to have tooth decay treated because they cannot find a provider who will accept Medicaid. Opening this new facility and program will enable the University clinic to provide restorative care for those with dental decay.

STATEMENT OF NEED

At the existing, 18-chair University dental hygiene clinic, dental hygiene students and faculty provide preventive dental services, including blood pressure screenings; dental cleanings; oral cancer screenings; nutritional counseling; x-rays; fluoride treatments; deep cleanings with anesthetics; and dental sealants to approximately 1,000 patients per year.

Demographically, 93% of the patients treated in the University dental clinic are from the cities of West Haven or New Haven. Ninety-two percent (92%) of the patients treated in 2021-2022 academic year were either on Medicaid or uninsured. The services provided at the clinic are provided at a highly discounted rate and no one is turned away for their inability to pay. Over 60% of patients treated at the dental clinic are people of color (Black, African American, Hispanic or Latino) and nationally, the prevalence of gum disease is nearly 20% higher in this population than in non-Hispanic Whites. As of the closing of the spring 2023 semester, the facility has a waiting list of patients for the summer and fall 2024 semesters. Among the patients



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treated in the University of New Haven Dental Clinic in 2021-2022, 87% are at moderate or high risk of tooth decay; 57% are medically compromised; 40% of patients have untreated tooth decay; and the majority (81%) have gum disease.

This funding will not only seek to double the clinic's capacity to serve existing patients but will also assist to start the first dental therapy program in the northeast, which will create a new pipeline of STEM students and attract and produce a qualified new healthcare workforce to both come to and stay in Connecticut. Minnesota became the first state in the United States to establish dental therapists in 2009, although they have been practicing on other countries for decades. To date, 13 states have approved dental therapists to practice, and 7 more states are pursuing dental therapy legislation. There are 5 dental therapy educational programs in operation and 2 more under development across 5 states.

Connecticut authorized the education and practice of dental therapists in 2019, in response to dental professional care shortage areas and recognizing the need for change regarding dental care. The Federal Advisory Committee on Training in Primary Care Medicine and Dentistry (ACTPCMD), in its report: "Supporting Dental Therapy through Title VII Training Programs: A Meaningful Strategy for Implementing Equitable Oral Health Care," recommended that Congress increase funding to support federal funding for the creation of dental therapy education programs, and for loan forgiveness for students and faculty to attend these programs (July 2022).

Finally, the new facility will also house spaces to provide other health services to these same populations, including speech therapy, nutrition counseling, occupational therapy, and mental health counseling.

PROJECT DESCRIPTION AND BUDGET

The purpose of this Request for Proposal is to perform the initial planning and conceptual design to a sufficient level to support the University's application for full design funding as described below.

The University of New Haven will be seeking funding to complete the design, and site plan application and approvals as well as procure long lead equipment for a renovated and expanded dental clinic of approximately 14,000 square feet.

As with its current Dental Hygiene Program, this new Dental Therapy Program will not only teach high demand dental therapists but as part of the clinical aspect of the program, the University will provide dental therapy services to the underserved community in the greater West Haven and New Haven areas. The Dental Therapy Program will enable additional services to be provided to the community, including treatment of dental decay, extractions of loose, diseased teeth, and prescribing of antibiotics for dental infections until treatment by a dentist may be obtained.

The University has performed preliminary building siting studies and conceptual programming work for this 25-chair dental therapy facility (drawings attached). Inclusive of the 25-chair



clinical space will be the required support and teaching space. This includes office, administration, support and public reception areas.

We anticipate the building to be approximately 14,000 sq. ft. it is. and anticipated that the existing dental therapy building will be expanded to incorporate a former retail building located to the east of the current facility at 403 Orange Ave. The project will also “in-fill” the space between the two buildings to create one single story facility. These parcels are accessible by the Connecticut Transit bus system and include parking with direct frontage on a secondary state road within a short distance of Interstate 95.

The intent of this RFP is to contract for the complete planning and design of the facility from conceptual through bidding and construction and close-out. Firms under consideration specifically address the services required and provide a price proposal for those services.

SCOPE

The University of New Haven is looking for Planning through Schematic Designs (Items 1 through 5 below) which if further funded will lead to extending this contract to include Design Development through Construction Documents and Construction Administration, where the architecture firm will provide the following (Items 6-10 below):

1. A conceptual plan for the building, incorporating the latest thinking in the field concerning Dental Hygiene and Dental Therapy requirements, along with spaces for the other health services.
2. Specific conceptual drawings and certain engineering and construction drawings that will serve as the basis for estimating by a Construction Manager.
3. Preparation of certain marketing materials for project approvals including but not limited to Board of Directors, Financial Institutions, Local and State regulatory boards and/or approval authorities.
4. Some site planning for the siting of the project building has already been done and should be considered as part of conceptual proposals. The site selection planning shall include appropriate environmental testing and evaluations, and soil suitability studies needed to validate site selection.
5. Assistance, where necessary, with all government & regulatory approval process (i.e., permits)

(Future)

6. Further development of design development, construction documents through construction administration and commissioning.
7. Develop a standard fit-out package for future occupants and working with Construction Manager, a budget for each occupant, with pricing for custom add-ons and the standard fit-out.



8. Support of construction permitting from Site Plan Approval through Certificate of Occupancy
9. Regular site observations of the contractor and subcontractors during the construction phase and sign off on construction drawings to ensure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
10. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

This project portion covered by the RFP is expected to be completed by January 1, 2028.

The campus and building areas will be available for inspection between the dates of September 14, 2026, and September 17, 2026. Please contact the Office of Facilities (Karen Lockwood (203) 932-7199 or klockwood@newhaven.edu)

As a part of any proposal, please provide the information requested below in support of firm's experience with new construction, additions, and renovations.

1. Provide the following information:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address
2. Provide a General Statement of Qualifications that responds to the background information given above.
3. Personnel
 - a. List the professional and support positions and number of personnel in each position.
 - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the architect has worked on a similar building project.
 - c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Academic Dental/Clinical/Healthcare Facilities



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- a. Submit a list of all related projects your firm currently has in progress and the status of each.
 - b. For your last five academic Dental/Clinical/Healthcare projects, provide the following:
 - 1) Name of project
 - 2) Client contact
 - 3) Owner's total initial budget
 - 4) Total project cost
 - i. Number of change orders
 - ii. Total cost of change orders
 - 5) Date of bid
 - 6) Scheduled completion date
 - 7) Actual completion date
 - c. List your three best projects and the project personnel, including consultants, for those projects.
 - d. Describe the exceptional features of academic Dental/Clinical/Healthcare facilities designed by your firm.
 - e. Explain your firm's particular expertise.
 - f. Provide a minimum of three (3) professional references with contact information and your relationship to the same.
5. Special Design Concerns
- a. Explain the process your firm would employ with the University to assist in defining/refining the building program.
 - b. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
 - c. Efficient energy usage is a concern of the university. Describe how your firm incorporates this aspect of design into its work. Provide examples.
6. Architectural/Engineering Service
- a. Provide information on your current workload and how you would accommodate this project.
 - b. Describe in detail the process you would follow from schematic approval through approval of the final design.
 - c. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.



- d. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- e. Describe the types of problems you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- f. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

7. Construction Costs

- a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
- b. List the steps in your standard change order procedure.

8. Legal Concerns

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.
- b. Explain your General Liability Insurance coverage.
- c. Explain your Professional Liability Insurance coverage.

9. Fees

- a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- b. Cost proposals should be broken out and coordinated with Scope tasks 1 through 10 identified above.
- c. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested. (Note: The hourly rate and expense schedule shall remain in place for the first three years or the full duration of the project.)
- d. The final agreement shall utilize the appropriate **AIA contract form** for professional services.

Evaluation Criteria

The Selection Committee will evaluate, and rank responses based on the following criteria:

- Overall strength of the Proposal



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- Experience with design of academic clinical facilities with emphasis on dental hygiene and/or therapy demonstrating success with comparable projects.
- Professional Qualifications & Depth of Experience
- Creativity & Depth of Understanding of the University Overall as well as how this project integrates into the same.
- Ability to build consensus through stakeholders within the University in order to meet end user expectations within budget limitations as established by University Administration.
- Feedback from professional references
- Fee Proposal / Cost
- Ability to Meet Schedule, and Workload Capacity

Selection Process

A Selection Committee will review and rank all responses, using scoring rubric based on the above criteria. The top 3 scoring Proposals will be selected for formal interviews. Following interviews, the committee will choose based on qualifications, approach, connection to the work and fee reasonableness.

The final contract and recommendation will be submitted to DECD for review and approval.

Schedule of Events

Milestone	Date
RFQ/RFP Issued	September 7, 2026
Responses Due	September 21, 2026
Interviews	Week of October 5, 2026
Anticipated Start Date	November 1, 2026



ATTACHMENT 1 (Program Study – Dental Therapy Building)

The plan concept scope is summarized with some comments and drawings below:

- The new layout has 25 chairs
- Most of the existing program pieces that were within the Dental Hygiene building have been retained.
- The overall area (combined) is about 14,000 s.f. with 3,150 s.f. of new space created by the interstitial construction between the two existing buildings.



