Request for Competitive Sealed Proposal

RFCSP752-18-211650ER
UNT CVAD FURNITURE PACKAGE

Elaine Robbins 12-20-17
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

• Pre-Proposal Meeting
• Wednesday, December 20, 2017
• 10:00a.m.
AGENDA

• INTRODUCTIONS
• PROJECT DESCRIPTION
• SUBMISSION REQUIREMENTS/CRITERION
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
PROJECT DESCRIPTION

• The UNT System is seeking proposals for furniture for the College of Visual Arts & Design building.

• The CVAD project consists of an addition to and renovation of the existing Art Building located at 1201 West Mulberry Street in Denton. This is a 86,344 square foot renovation and a 132,147 square foot addition that will include faculty offices, art studios, classrooms, a public gallery and public spaces.

• There are 3 packages in this solicitation – UNTS may elect to award to one or more vendors.

• Projected schedule is start furniture installation in new addition June 18, 2018 and move in by July 2018; existing building, installation start in November 2018 and move in by December 2018.
SUBMISSION REQUIREMENTS/Criteria

- Proposal amount
- Proposed number of days to complete project
- Qualifications & experience of proposer’s key personnel, proposed project team – dealer & manufacturer, line list
- Number of years in business, ownership/leadership
- Quality of references from Owners & Architects for similar projects completed within last 5 years
- Proposed project schedule and demonstrated ability to have met expedited schedules on similar projects
- Sufficiency of proposer’s financial resources
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

• HUB Sub-Contracting plan is required with submission of your proposal

• Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar or Lisa Tovar at 940-369-5500
The Historically Underutilized Business Subcontracting Plan
Agenda

• What is a Historically Underutilized Business
• Why we do a HUB Subcontracting Plan
• How to create a HUB Subcontracting Plan
What is a Historically Underutilized Business (HUB)?

It is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.
What is a HUB?

• It is certified by the State of Texas.
• It is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas.
Why we do a HUB Subcontracting Plan (HSP)

• Texas State Law.
  • Government Code Chapter §2161.252
  • Administrative Code §20.14
• Demonstrates a “Good Faith Effort” (GFE) to diversify business opportunities.
• Responses that do not include a complete HSP must be rejected.
Quick Checklist

Use this tool to determine which pages and sections must be completed based on the unique situation and plan of the submitting company.

填可编辑电子表格 
• Contains the HUB goals established by the State of Texas.
• Please ensure Section 1 is completed thoroughly and accurately.
• Note: UNT System HUB Area will verify the Vendor ID and HUB status of the submitting company.
• Declare all subcontracting opportunities on this page.
• List by opportunity type, not by vendor name (that comes later).
• The choices at the bottom will determine which “Method” the submitting company will use to demonstrate a GFE.
• There is an addendum page to use if the submitting company identifies more than 15 subcontracting opportunities.
• If the submitting company is not subcontracting any of the work, they must explain how the company will perform the entire contract with its own employees, materials, etc.

• The designated representative of the submitting company will read and affirm the contractual obligations within the HSP by signing in the space below.

• This should be signed by a senior employee familiar with the project.
Attachment A

- Used if the submitting company intends to use only Certified HUBs or if they meet the State’s HUB goals.
- One page per subcontracting opportunity.
- The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
Attachment B

- Used if the submitting company intends to use any non-HUB businesses or if they do not meet the State’s HUB goals (21.1% for commodities).
- One page per subcontracting opportunity.
- Minimum of 3 HUB Vendors and 2 related trade organizations
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
Attachment B (pg. 2)

- The submitting company will show the selected vendor.
- Complete justification as to why a HUB vendor was not selected must be listed
- The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
HUB Subcontracting Opportunity Notification

- Only one of the many options for distributing information.
- All methods of distributing information must provide complete information.
- Respondents have 7 working days to respond.
- All contact information must be accurate.
How to Find HUB Vendors

• Visit the States of Texas “Centralized Master Bidders List” at:
  https://mycpa.cpa.state.tx.us/tpasscmbHlsearch/index.jsp

• Contact associated trade organizations:
  • DFW Minority Supplier Development Council
    • http://dfwmsdc.com/
  • Regional Hispanic Contractors Association
    • http://regionalhca.org/
  • US Pan Asian American Chamber –Southwest
    • http://uspaacc-sw.org/
  • Women’s Business Council –Southwest
    • http://www.wbcsouthwest.org/
  • Regional Black Contractors Association
    • www.blackcontractors.org
Possible Reasons for Rejection

• Not signed.
• Included in the same envelope as the bid.
• Company information incorrect/incomplete.
• Not justifying the failure to meet State HUB usage goals.
• If self-performing, not providing required information.
• Section 2 does not match Methods “A” or “B”.
• Respondents not allowed 7 working days.
• HUBs and minority chamber not contacted.
• No documentation showing “GFE”.
• Missing any information that the UNT System HUB Area is not allowed to fill in for the submitting company.
Remember...

• The submitting company’s HSP is a binding document.
• Contract language requires the submitting company to abide by the terms of the original HSP.
• The HSP can be revised only with the consent of the UNT System HUB Area. The same “GFE” requirements will apply.

• You can send us a draft of your HSP via email 10 days prior to the deadline for review.
Assistance is Available

• Lisa Tovar, HUB Specialist
• Greg Obar, Director of Operations
• Joey Saxon, Senior Director & HUB Coordinator
• Telephone: 940.369.5500
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
SELECTION PROCESS

- Responses with HUB plans are due January 12, 2018 @ 2:00p.m.

- Public opening will be January 18, 2018 @ 2:30p.m.

- Pages should be printed one-sided on 8 ½” x 11” paper.

- Submit one (1) paper loose unbound original and one (1) virus free CD ROM or flash drive. Note that information on the paper copy must match the electronic copy. Paper copy must have original signature. QR codes will not be accepted as part of your response.

- Responses are submitted to Business Service Center, Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205

- Anticipate issuing a purchase order by March 1, 2018
REQUIREMENTS

• Provide a single point of contact with phone number and email

• Make sure you address each criteria listed under the “Evaluation Criteria” that starts on page 002100-10. Section 5.2 Evaluation Criteria.

• Complete Document 004100, Proposal Form and sign. There is a Questionnaire included directly behind the Proposal form – be sure to provide the information.

• There is a Bid Summary Form included directly behind the Questionnaire in the package. For convenience, the Bid Summary Form is posted on the website as an Excel spreadsheet – please provide item pricing on this form. On the 004100 Proposal Form please provide the total amount for each package and total amounts for Alternates listed for each package.
QUESTIONS

• Questions should be directed to Elaine Robbins, Construction Solicitation Coordinator – please email questions to: Elaine.robbins@untsystem.edu

• Questions must be received by January 3, 2018 by 2:00p.m. – questions & answers will be posted to UNT System website by January 5, 2018 by 5:00p.m.

• Questions & answers and any addendums will be posted to http://untsystem.edu/bids and http://www.txsmartbuy.com/sp

• NOTICE – The University of North Texas System offices will be closed December 22, 2017 at noon and will re-open on January 2, 2018 at 8:00am.