Request for Competitive Sealed PROPOSALS
RFCSP752-18-212335DH WOOTEN HALL CODE UPGRADE

Denise Harpool 2/13/2018
• Pre-Proposal Meeting
• Tuesday, February 13, 2018
• 9:30 a.m.
AGENDA

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

• UNTS of North Texas System (UNTS) is seeking proposals for Wooten Hall Code Upgrade.

• A thorough assessment of the egress requirements has been performed. Wooten Hall was constructed in 1970 and has three (3) levels and a basement with a total of 88,794 gross square foot. To comply with current building and Life Safety codes, the project will require smoke barrier walls, fire suppression system installed throughout the building, new interior, fire rated egress stairs and limited plumbing upgrades.
SUBMISSION REQUIREMENTS/CRITERIA

A. Proposed agreement amount listed on Proposal form.
B. Proposed number of calendar days indicated on Proposal form.
C. The qualifications and experience of the proposer’s key personnel and subcontractors committed to the project.
D. Proposer’s current workload and availability of personnel and equipment.
E. The quality of references from owners and architects for similar projects completed by the proposer within the last five (5) years.
F. The proposer’s proposed project schedule and the demonstrated ability to have met expedited schedules on similar projects.
G. The responsibility and reputation of the proposer, including claims and litigation experiences.
H. The proposer’s safety record.
I. The sufficiency of the proposer’s financial resources.
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

- HUB plan is required with submission of your qualifications

- HUB plan must be packaged in a separately marked envelope and clearly identified

- Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar or Lisa Martinez-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.

Page 1

- 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.
- 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/tpassmblsearch/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/
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.
Assistance is Available

- Lisa Martinez-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
CONTRACT

• A sample of the contract is included in the RFCSP package.

• Note that UNT System is not expecting any modifications to the contract and any changes or modifications will not be accepted by UNTS (owner).
SELECTION PROCESS

- Responses are due on March 2, 2018 @ 2:00 p.m.
- HUB Sub Contracting Plan due on March 5, 2018 @ 2:00 p.m.
- Public Opening for proposals March 8, 2018 @ 3:00 p.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. Proposers name and the RFP number should be labeled on each.

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

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

• Make sure your HUB sub-contracting plan is in a separate, clearly marked envelope.

• Proposals due March 2 – HSP due March 5 – Public opening March 8, 3:00 PM

• Make sure you address each criteria listed under the “Criteria For Selection” If you submit any paperwork to me which you require returned, please make a note in your proposal. (Certifications/license)
QUESTIONS

• Questions should be directed to Denise Harpool, Senior Buyer – Business Support Services – please email questions to: denise.harpool@untsystem.edu

• Questions must be received by February 23, 2018 by 2:00p.m. – questions & answers will be posted to UNT System website by February 27, 2018 by 5:00p.m.

• Questions & answers and any addendums will be posted to http://untsystem.edu/bids and http://esbd.cpa.state.tx.us/