Request for QUALIFICATIONS
RFQ752-18-209912DH
MEP Design Renovation of Terrill Hall

Denise Harpool 1/19/2018
PARKING INFORMATION FOR TOUR OF TERRILL LOT 7
• Pre-Proposal Meeting
• Friday, January 19, 2018
• 2:00 p.m.
AGENDA

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

• The UNT System is seeking firms’ qualifications for Professional Services for the design of Mechanical Engineering and Plumbing Services for the Renovation of the Terrill Hall.

• This project will serve to upgrade the electrical system to NEC and UNT standards.

• This project will also upgrade the mechanical systems, select energy efficient equipment, and contribute to the UNT goal of achieving an environmentally friendly campus.

• The project will also upgrade the interior finishes to renew aesthetics and meet current ADA requirements.

• Projected construction completion by April 2020.
SUBMISSION REQUIREMENTS/CRITERIA

1. Relevant Engineering Design Experience will be evaluated on the basis of the engineering design experience of those individuals named to your project team, regardless of the firm with whom the individual was associated when the project was engineered. Relevant project types include educational facilities and MEP renovations of similar scope and project cost.

2. Quality of engineering design of past MEP projects

3. Current capabilities will be evaluated on the basis of the experience and capacity (current workload and availability) of the individuals assigned to your team.

4. Management Procedures and Engineering Design Methods will be evaluated based on the presented engineering design process and procedures, project management procedures, quality assurance process and procedures, specific project approach (work plan/schedule), and technical support capabilities.

5. Quality and Responsiveness of the Submittal.

6. Local Representation will be evaluated on the ability to respond quickly to issues during the duration of the project, especially throughout the construction phase.

7. The firm’s ability to monitor construction cost estimates during the design process to ensure UNT’s construction budget is not exceeded.
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.

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/tpasscmblsearch/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
• The contract is included in the RFQ 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 February 6, 2018@ 2:00p.m.

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

- Limit response to no more than 25 pages – Cover letter will not count as part of 15 pages as long as it is not stating how work will be performed; covers, table of contents & divider tabs will not count as part of the 25 pages.

- Submit one (1) paper loose unbound original and one (1) virus free CD ROM or flash drive

- 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

• Limit your response to no more than 25 pages – Covers, Table of Contents and Divider tabs will not count toward those 25 pages

• Cover letter will not count as long as project information/details are not included in cover letter.

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

• Make sure you address each criteria listed under the “Evaluation Criteria” that starts on page 002400-5.
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 January 24, 2018 by 2:00p.m. – questions & answers will be posted to UNT System website by January 26, 2017 by 5:00p.m.

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