Request for Qualifications

MEP Design Services
Terrill Hall

RFQ752-18-209912DH

Proposal Submittal Deadline: February 6, 2018

Prepared By:
Denise Harpool
University of North Texas System Procurement Services
Business Service Center
1112 Dallas Drive, Suite 4000
Denton, Texas 76205
Date Issued: January 12, 2018
The University of North Texas System (UNTS) subsequently referred to as the Owner and on the behalf of the University of North Texas (UNT), requests firm's qualifications for Professional Services for Design of a MEP Design Services Terrill Hall located on the University of North Texas (UNT) campus in Denton, Texas at 11611 W Mulberry St, Denton, TX. UNTS intends to select a firm as a result of the RFQ. In order to assist with project, the firm's submittal to the RFQ will be the basis of determining the qualifications to perform the professional services.

Sealed qualifications for RFQ752-18-209912DH will be received by the UNTS at the Business Service Center (BSC), Woodhill Square, and 1112 Dallas Drive, Suite 4000, Denton, Texas 76205. A campus map can be found online at http://maps.unt.edu/ parking for Woodhill Square is campus parking and permits are required. There is guest parking at the door to Suite 4000 and only those spaces can be utilized for submitting the bid. Respondents are responsible for all parking costs and for complying with parking regulations. Failure to comply with parking regulations may result in citation and possible impound of vehicle.

The Qualifications will be received up to 2:00p.m. February 6, 2018. Responses received after the date and hour above stated will not receive consideration.

Project Description

All of the electrical system components will be assessed and upgraded. The mechanical system needs a complete assessment and most components will require upgrade, including changes to the VAV boxes with reheat. The plumbing will be assessed and upgraded, as needed.

A pre-solicitation meeting will be held at 2:00 PM January 19, 2018 at the BSC, Woodhill Square, 1112 Dallas Dr., Ste. 4202A, Denton, TX 76205

A site visit is also planned immediately following the pre-solicitation meeting – Terrill Hall – 1611 W Mulberry St, Denton, TX

Questions

Questions concerning this proposal should be directed to:

Denise Harpool, Senior Buyer, Business Services Center, UNT System
denise.harpool@untsystem.edu

All questions must be received no later than 2:00p.m. January 24, 2018. All questions and answers will be posted to the website by 5:00p.m. CST on January 26, 2017

The Owner may in its sole discretion respond in writing to questions concerning this RFQ. Only the Owner's responses made by formal written Addendum to this Proposal shall be binding and shall be posted on the BSC's website located at. Oral or other written interpretations or clarifications shall be without legal effect.

Online - Bidders can view bid documents at Electronic State Business Daily (http://esbd.cpa.state.tx.us/) or at the UNT System website http://www.untsystem.edu/bids.

Historically Underutilized Business (HUB)
It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. The firm will be required to provide a HUB Subcontracting Plan (HSP) for the intended subcontracting opportunities for this project.

All subcontracted work whether identified by the Owner or not, is required to be identified in the HSP. The Plan should reflect all subcontracting opportunities to be utilized in this project and can be found online at [http://www.window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-allfms.pdf](http://www.window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-allfms.pdf). Complete, print, sign and submit the HUB Subcontracting Plan form with the bid response. Failure to complete the HSP correctly will disqualify your RFQ response. Please return the HSP in a clearly marked envelope, separate from your RFQ response. Only one (1) hard copy of the HSP is required with your response.

The Owner is not bound to accept any of the RFQ responses if they are not in its best interest, as determined by the Owner. The Owner reserves the right to: (a) enter into agreements or other contractual arrangements for all or any portion of the Scope of Work set forth in this Proposal with one or more respondents; (b) reject any and all offers and re-solicit offers; or (c) reject any and all offers and temporarily or permanently abandon this procurement, if deemed to be in the best interest of the Owner.

END OF SECTION
The University of North Texas System (UNTS) subsequently referred to as the Owner and on the behalf of the University of North Texas (UNT), requests firms’ qualifications for professional services for design of mechanical, electrical and plumbing (MEP) renovations to the Terrill Hall Building located on the University of North Texas campus at 1611 W Mulberry St, Denton, Texas, 76201. The selected firm will be highly qualified with proven experience in design of Mechanical, Engineering and Plumbing Services. The selected firm will have the proven ability to implement a user process to support a shared detailed vision for this important milestone.

The request for qualifications covers the full analysis, cost estimates, design, bidding assistance and construction administration phases for the project.

The firm’s response to this Request for Qualifications (RFQ) will be the basis of determining the competency and qualifications to perform the professional services as required by the proposed project.

Project Background

Terrill Hall was built in 1939 as a women’s dormitory. The building consists of three floors and a basement, 296 rooms and currently houses the Psychology Department, a second floor computer lab and two general use classroom lecture halls on the first floor. There is a total of 58,709 square feet with 31,021 assignable square feet.

The electrical and mechanical equipment has not had any major renovation since 1986, and much of the equipment is beyond its useful life. Replacements and upgrades are needed to assure continued efficient operation of the building. The building interior in the general use spaces needs renewal.

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.

Scope of Services:

A. **Project Design** – The selected firm will be responsible for an assessment report of the existing MEP systems.

   Deliverables will include (but are not limited to) recommendations of the systems which are to be renovated to improve building operation; scope to align with project budget constraints; in-progress design review documentation; construction documents and specifications; ongoing assistance during construction and commissioning by reviewing submittals; responding to RF’s, reviewing Change Orders, and Record Drawings. In addition, the firm's services must include preparation of detailed construction cost estimates at schematic design, design development, and 100% construction drawings and specification documents for Owner’s review. It is imperative that the firm monitor the design during the various stages of the project so the Owner’s construction budget is not exceeded.

B. **Contractor/Subcontractor Bidding** – The selected firm is to attend all contractor pre-proposal meetings and provide any additional documentation required by the contractor during the bidding and selection of the subcontractor trades.

C. **Construction Administration** – The selected firm will provide a full array of construction administration services. These services will include (but are not limited to) submittal and shop drawing approvals,
construction and post construction documentation, issuance of architectural supplemental instructions (ASI), compilation and completion of punch lists, all close-out documentation including record drawings, and participation in all construction meetings.

D. Project Schedule – Please include in the response a proposed schedule for the program verification, design, and construction phases of the project. Projected construction to be completed by August 2020

Submission Requirements

The responses should address each of the following areas in the same order in which they are set forth below:

1) Experience and capabilities will be evaluated through a review of both completed and ongoing projects. The key area of interest for which project data should be submitted is MEP renovations of similar scope, cost and complexity.

2) Provide detailed data for up to three (3) projects on which the firm and team members have been involved in providing services and which best illustrated current experience and capabilities relevant to this project. For each project, provide:
   a) Project name and location
   b) Brief project description including:
      i) Size and scope
      ii) Firm’s role in project
      iii) Key firm strengths exhibited by project and relevant to this UNT Project
   c) Owner’s name, address, contact person, and telephone number.
   d) Identification of proposed personnel involved in the submitted project along with explanations of their role.
   e) Up to three (3) color photographs and/or diagrams per project:
      i) Photographs need not be submitted for every project for which data is provided, but project data must be provided for all project photographs included.
   f) Schedule Data (any unusual events or occurrences that affected the schedule should be explained):
      i) Date design began.
      ii) Design complete date
      iii) Construction complete date
   g) Construction Cost Data:
      i) Pre-design construction budget
      ii) Pre-construction construction budget
      iii) Actual construction budget
   h) Method of construction procurement utilized

3) For all other projects relevant to the project scope and for each member of the engineering team (as appropriate), provide a list of project names, project sizes, project costs, project dates, owner contact information which further illustrates experience and capabilities relevant to this project. Include current availability.

4) Approach:
   A. Most pertinent considerations in these engineering projects – State briefly what you believe to be the most pertinent considerations and challenges that must be addressed in the engineering of
projects of this type. You may wish to include sketches, diagrams, analysis or other tools that will help you illustrate your team's strengths.

B. Unique qualifications – State why you believe your team to be qualified to skillfully address the issues that you feel will be relevant to these projects.

C. Methods of team organization and communication – Discuss how your firm would coordinate the development of engineering solutions, the production of contract documents, and construction administration. Be specific with regard to internal and external communications, quality control, cost-estimating capabilities, specification system, and responsible individuals including their location (e.g., on-site or specific office).

D. Schedule: Show a realistic outline schedule for each project. Develop a schedule for each phase of the work to include:

1. Evaluation/Analysis of Existing Conditions
2. Schematic Design
3. Design Development
4. Construction Documents Preparation
5. Construction Administration including punch list preparation and verification of completion (keeping in mind full building occupancy during construction).

Historically Underutilized Businesses (HUB)

HUB Subcontracting Plans (HSP) will be required with your response. The HSP must cover Design and Construction Administration activities and associated sub-consultants.

The HSP must be sent in the same clearly marked, sealed envelope separate from the RFQ response. The envelope must be labeled “HUB Subcontracting Plan for RFQ752-18-209912DH”. The envelope for the RFQ response must be labeled “RFQ752-18-209912DH Response”. Both envelopes and electronic media must be mailed or hand delivered in the same package.

Plan for participation of Historically Underutilized Businesses (HUB):

1. It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. A HUB Subcontracting Plan (HSP) must be submitted with this proposal as specified in “3” below.

2. The Owner has determined subcontracting opportunities are possible and have identified the following areas:

   • Mechanical Engineering, Electrical Engineering, Plumbing Engineering, Structural Engineering, Construction Cost Estimating, Code Consultation, Civil Engineering,

3. Subcontracted work, whether identified by the Owner or not, is required to be identified in the HSP. Please complete the attached HSP for all subcontracting opportunities to be utilized in the project. Failure to complete the HSP correctly will disqualify the firm’s RFQ response.

Only responses with approved HSP’s will be evaluated. Failure to return the HSP in a separate, clearly marked envelope, separate from your RFQ response, will prevent the Owner from evaluating your response.

Firms are encouraged to contact Greg Obar at 940-369-5500 or email hub@untsystem.edu with questions regarding completing the HSP. Additional information can also be found at the Texas Comptroller for Public Accounts website at http://www.window.state.tx.us/procurement/prog/hub/hub-forms/.
Contract

A contract for MEP Services is included herein. Contract modifications will not be accepted.

The planned project delivery method is Competitive Sealed Proposal (CSP).

Selection Process/Description of Process

The selection process starts after the RFQ is posted on the Electronic State Business Daily on the date listed in Selection Schedule. Following this stage, the selection process is as follows:

1. A pre-solicitation meeting will be held on January 19, 2018 at 2:00 p.m. (CDT) to answer any questions the potential firms may have before completing their response. The pre-proposal meeting will be held at:

   UNT System Building
   Business Service Center
   Woodhill Square
   1112 Dallas Drive, Suite 4202A
   Denton, Texas 76205

   A site visit is also planned immediately following the pre-solicitation meeting – Terrill Hall – 1611 W Mulberry St, Denton, TX

2. Qualifications are due on or before 2:00 p.m. (CDT) on February 6, 2018. Responses must be limited to no more than twenty-five (25) pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. All documents should be printed one-sided and submitted in 8 1/2” x 11” page size, portrait style. Proposals received that are late or exceed the number of pages listed above will not be accepted. Provide two (2) copies of the submittal in the form of: one (1) in paper format, loose bound and one (1) electronic format on a virus free CD ROM or flash drive. Both formats must contain the exact same information. Missing information from either format may result in the Owner’s rejection of the response. Overnight carrier or personal delivery to:

   Denise Harpool
   University of North Texas System
   Business Service Center
   Woodhill Square
   1112 Dallas Drive, Suite 4000
   Denton, TX 76205

   Email or faxed responses will not be accepted.

   The HSP is due on or before February 6, 2018 at 2:00 p.m. (CDT). The HSP must be in a clearly marked envelope, separate from your RFQ response as previously outlined in the HUB section.

3. The Owner may conduct formal interviews.

4. The top-ranked firms will be notified on or about the date listed in Selection Schedule.

5. The Owner expects to reach a contractual agreement with the top-ranked firm shortly after notification and will expect the design work to begin immediately thereafter. All documents related to this project shall be and become the property of the Owner.

6. The Owner reserves the right to reject any or all qualifications at any point during this selection process for any reason.
Selection Schedule Summary

The schedule for selection is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ posted on the Electronic State Business Daily</td>
<td>January 12, 2018</td>
</tr>
<tr>
<td>Pre Solicitation Meeting</td>
<td>January 19, 2018 @ 2:00 PM</td>
</tr>
<tr>
<td>Questions must be received</td>
<td>January 24, 2018 @ 2:00 PM</td>
</tr>
<tr>
<td>Answers posted on website</td>
<td>January 26, 2018 @ 5:00 PM</td>
</tr>
<tr>
<td>Qualifications received no later than</td>
<td>February 6, 2018 @ 2:00 PM</td>
</tr>
<tr>
<td>HSP received no later than</td>
<td>February 6, 2018 @ 2:00 PM</td>
</tr>
<tr>
<td>Notify short listed firms, if Owner elects to interview-on or about</td>
<td>February 14, 2018</td>
</tr>
<tr>
<td>Interview short-listed firms, if Owner elects to interview-on or about</td>
<td>February 16 &amp; 19, 2018</td>
</tr>
<tr>
<td>Notify top-ranked firm, on or about</td>
<td>February 22, 2018</td>
</tr>
<tr>
<td>Approve Contract/Issue Notice to Proceed on or about</td>
<td>February 28, 2018</td>
</tr>
</tbody>
</table>

The Owner may choose not to conduct interviews. The selected firm will be notified by the Owner that they are top ranked and contract negotiations will begin.

Additional information and amendments may be posted on [http://www.untsystem.edu/bids](http://www.untsystem.edu/bids).

Evaluation Criteria

Firms will be selected on the basis of experience and qualifications using the following criteria (many of the criteria are subjective):

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.

8. The firm’s ability to execute owner's standard Professional Services Agreement (sample attached) without modification.
Questions

Please address your questions concerning this RFQ to:

Denise Harpool – Senior Buyer, Purchasing Department
Business Services Center
University of North Texas System

Please submit solicitation questions to: denise.harpool@untsystem.edu

All questions must be received no later than January 24, 2018, at 2:00 p.m. CDT. All questions and answers will be posted to the website by 5:00 p.m. CDT, January 26, 2018.

The Owner may in its sole discretion respond in writing to questions concerning this RFQ. Only Owner’s responses made by formal written Addendum to this RFQ shall be binding and shall be posted on the UNT System website located at http://untsystem.edu/bids. Oral or other written interpretations or clarifications shall be without legal effect.

Do not contact any other individuals from the UNTS. This may result in disqualification.

END OF SECTION

ATTACHMENTS:

HUB Sub Contracting Plan (HSP)
Professional Services Agreement Sample
UNTS Uniform General Conditions