University of North Texas
TRADES JOB ORDER CONTRACTING SERVICES
REQUEST FOR PROPOSAL 752-20-934DH

October 11, 2019 2:00 pm
Pre-Bid Conference Agenda

- JOC Overview
- The Contract Documents
- Contract Specifics
- Understanding the Construction Task Catalog® (CTC)
- Calculating the Adjustment Factors
- Completing the Bid Forms
- Considerations
- Review of Key Points
- Proposal Submission
JOC Overview

Definition

• Indefinite delivery/indefinite quantity process (IDIQ)
• Enable contractors to complete a substantial number of individual projects with a single bid
• Tasks based on competitively-bid, preset prices

Value

• Saves time and money
• Provides transparency and auditability
JOC Overview: Umbrella Contract

Part 1
Bidding the Umbrella Job Order Contract

- Owner Advertises Job Order Contract
- Contractors Submit Bids
- Owner Awards Umbrella Job Order Contract

Part 2
Procuring Individual Projects From Owner

- Owner Project A
- Owner Project B
- Owner Project C

Subcontracting Opportunities
JOC Overview: Why JOC Works For Trade Contractors

- Good work is rewarded with more work
  - Profit is a function of volume
  - Volume is driven by performance
  - JOC provides a steady flow of work
  - Win a higher percentage of proposed projects
  - Easier process for project proposals
- Long-term relationship with UNT
  - Good work is rewarded with more work
  - Develop partnership with UNT
- Ability to leverage Supplier relationships
- Ability to sell value, not just compete to be the lowest price
JOC Overview:
Why JOC Works For Facility Owners

- A Fixed Priced, Fast Track Procurement Process
- Job Orders are Lump Sum
- The Ability to Accomplish a Substantial Number of Individual Projects with a Single Competitively Bid Contract
- Trade Contractor Has A Continuing Financial Incentive To Provide
  - Responsive Services
  - Accurate Proposals
  - Quality Work on Time
  - Timely Close Out
- Future Purchase Orders Tied to Contractor Performance
  - No Obligation To Award Specific Projects
  - UNT can Use All Other Methods For Accomplishing Projects
JOC Overview:
The JOC Process

1. Joint Scope Meeting
2. Request for Proposal
3. Proposal Development
4. Proposal Review
5. Issue Job Order
The Contract Documents

• Request for Proposal
• The Construction Task Catalog®
• The Technical Specifications
The Contract Documents

The Request for Proposal

• Section 1 Introduction
• Section 2 Notice to Proposer
• Section 3 Submittal of Proposal
• Section 4 General Terms and Conditions
• Section 5 Scope of Services

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• Section 1: Affirmations and Confirmations .............................................................. 15
• Section 2: Execution of Offer .................................................................................... 19
• Section 3: Proposer’s General Questionnaire........................................................... 22
• Section 4: Addenda Checklist ................................................................................... 23

• ATTACHMENT(S) (as separate files)
• Attachment A: Pricing
• Attachment B: Proposer Qualifications
• Attachment C: Sample JOC Contract
• Attachment D: UNTS Uniform General Conditions-2017
• Attachment E: University of North Texas Construction Task Catalog ®
• Attachment F: University of North Texas Construction Task Catalog ® Technical Specifications
• Attachment G: Design & Construction Guidelines the University of North Texas
• Attachment H: Insurance & Bond requirements
• Attachment I: HUB Sub Contracting Plan Sample
The Contract Documents

The Construction Task Catalog®

• Catalog of Pre-Priced Construction Tasks
• Organized by Construction Specifications Institute (CSI)
• Based on Local Labor, Material & Equipment Costs
• The tasks represent the “Scope of Work” for the contract
The Contract Documents

The Construction Task Catalog®

• Contractor must review and understand “Using the Construction Task Catalog®”
• Rules of the game
• Make sure you get paid for all appropriate tasks
• Pages 00 – 1 to 00-6 of the CTC
The Contract Documents: Construction Task Catalog®

CSI MasterFormat
Full description of task
Price includes labor, material + equipment for your location
Demolition price
Section + task notes
Modifiers for variations or quantity discounts
The Contract Documents: Construction Task Catalog®

Understanding the Construction Task Catalog®: Include All Appropriate Tasks in Sample Projects

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4&quot; Cast In Place Concrete Sidewalk</td>
<td>SF</td>
<td>400</td>
<td>$5.06</td>
<td>$2,024.00</td>
</tr>
<tr>
<td>For Quantities 100 to 500, Add</td>
<td>SF</td>
<td>400</td>
<td>$2.04</td>
<td>$816.00</td>
</tr>
<tr>
<td>4&quot; Crushed Aggregate Base</td>
<td>SF</td>
<td>400</td>
<td>$0.63</td>
<td>$252.00</td>
</tr>
<tr>
<td>For Quantities Under 1000</td>
<td>SF</td>
<td>400</td>
<td>$0.18</td>
<td>$72.00</td>
</tr>
<tr>
<td>Mobilize Backhoe</td>
<td>EA</td>
<td>1</td>
<td>$402.63</td>
<td>$402.63</td>
</tr>
<tr>
<td>Excavation by Backhoe</td>
<td>CY</td>
<td>11</td>
<td>$3.75</td>
<td>$41.25</td>
</tr>
<tr>
<td>For Quantities Under 20 CY, Add</td>
<td>CY</td>
<td>11</td>
<td>$3.75</td>
<td>$41.25</td>
</tr>
<tr>
<td>Loading Excess Materials</td>
<td>CY</td>
<td>13.75</td>
<td>$3.42</td>
<td>$47.03</td>
</tr>
<tr>
<td>For Quantities Under 20 CY, Add</td>
<td>CY</td>
<td>13.75</td>
<td>$3.42</td>
<td>$47.03</td>
</tr>
<tr>
<td>Hauling to Dump Site</td>
<td>CYM</td>
<td>207</td>
<td>$0.51</td>
<td>$105.57</td>
</tr>
<tr>
<td>Landfill Dump Fee</td>
<td>CY</td>
<td>13.75</td>
<td>$15.14</td>
<td>$208.18</td>
</tr>
</tbody>
</table>

* Sample only
Understanding the General Rules of the Construction Task Catalog®:

• Unit Prices are for Complete and In-Place Construction

• Unit Prices Include Labor, Material and Equipment. Do Not Add Labor to Repointing Task.

• Unit Prices Include the Cost of Delivery to Project Site, Unloading, Storage and Handling. Delivery Height is up to 2 ½ Stories

• Unit Prices Include all Fasteners, Bolts, Anchors, Adhesives Etc. For New Work

• Unit Prices for Tasks Such as Windows, Doors, Frames, Countertops Etc. Include Sealant and Caulk
Understanding the General Rules of the Construction Task Catalog®:

• Demo Price Includes Loading into Truck or Dumpster.

• If Item Demolished as Part of Different Task, It will Not be Paid for Separately

• Contractor Paid for Installed Quantities Only. Waste is Included in Unit Price

• Assembly Prices take Precedence over Component Pricing

• 14’ Working Height for All Work Except Masonry

• 4’ Working Height for Masonry

• Dumpsters are a Separate Task
Understanding the General Rules of the Construction Task Catalog®: Contractors Never Get Paid Separately For the Following

• Moving and Returning Furniture Occupying Less than 55% of Floor Area. For Example, Moving Classroom Furniture to Paint

• Labor for Protecting Work in Place. For Example, a Laborer to Stay After a Concrete Pour

• Minor Barricades and Signage

• Portable Toilet, Field Office, Field Office Equipment for Contractor’s Use

• Layout, Site Engineering for the Work Itself
The Contract Documents: Non Pre-Priced Tasks

- Trade Contractor must have permission from UNT to use a Non Pre-priced Task prior to submission
- Three (3) Quotes on vendors’ or subcontractors’ letterhead
- Justification for less than three (3) Quotes
Contract Specifics

Prior to Bidding, UNT Cannot:

- Identify or Commit to any Specific Project or Location
- Identify or Commit to any Specific CTC Tasks or Quantities

Contract Specifics Include:

- Base Term of Two (2) Years
- Three (3) Additional Terms of One (1) Year each
- Payment Bond Required with Each Job Order Greater than $25,000 – Cost to be Included in Job Order Proposal as a Pass-through (No Factor applied) Reimbursable Fee.
- Performance Bond Required with Each Job Order Greater than $100,000 – Cost to be Included in Job Order Proposal as a Pass-through (No Factor applied) Reimbursable Fee.
- Differing Site Conditions or Changes in the Work Priced from the Construction Task Catalog® and Issued as a Supplemental Job Order
Contract Specifics

Internet Based Software Provided with Contract

- eGordian® Software Expedites the Job Order Process
  - Price Proposals
  - Subcontractor Lists
  - Tracking Dates
  - Required Job Order Forms
- Training provided
Contract Specifics

CONTRACTOR LICENSE FEE

- Access to eGordian®, Construction Task Catalog®, other proprietary materials
  - Most advanced technology and data in the marketplace.
  - Paperless
  - Efficient
  - Tasks and prices input directly... no fishing through old files and estimating books for costs
- JOC process training
- eGordian® software training
- Unlimited software support.
- Included in the Contractor’s Adjustment Factor
  - 1.00% of each Job Order
Calculating the Adjustment Factors: Method to Calculate

- Use Historical Project Data
  - Select a Completed Project
    - You Know Scope and Direct Costs
  - Price Project From CTC
  - Add on Overhead and Profit
  - Calculate the Adjustment Factor
Calculating the Adjustment Factors:
Sample Project: Detailed Scope of Work

• Interior Renovation
  • Doors and Hardware
    • Replace 12 interior doors, hinges and hardware
    • Doors shall be 3x7, solid core wood doors
    • Grade 2 locksets with knobs
    • Replace 2 push bar exist devices and door closers on exit doors
  • Interior Lighting
    • Replace all lay-in troffer fixtures on first and second floors. 48 in total
    • Replace 4 exit fixtures
    • Replace 12 industrial fixtures in shop area
  • Plumbing Fixtures
    • Replace 8 bathroom sinks, 8 faucets, and 8 toilets in men’s and women’s bathroom in admin building and shop area
    • Replace 4 water fountains
  • Replace Boiler
    • Demo existing boiler and as much piping and venting to accommodate new boiler. Install a new 1028 mbh oil fired cast iron boiler. No access for packaged boiler. Must field assemble sections. Provide new piping as required.

• JOC Solution Projects, Normal Working Hours Apply
Calculating the Adjustment Factors: Sample Project: Price Proposal

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler</td>
<td>$33,055.73</td>
</tr>
<tr>
<td>Doors and Hardware</td>
<td>$8,282.09</td>
</tr>
<tr>
<td>Lighting</td>
<td>$13,119.77</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$11,886.53</td>
</tr>
<tr>
<td>Work Order Proposal Total</td>
<td>$66,344.12</td>
</tr>
</tbody>
</table>
Calculating the Adjustment Factors: Sample Price: CTC vs. Quote

<table>
<thead>
<tr>
<th>Direct Cost of Work from CTC</th>
<th>Direct Cost of Work from Quotes or Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Boiler</td>
<td>Replace Boiler</td>
</tr>
<tr>
<td>$ 33,055.73</td>
<td>$ 34,500.00</td>
</tr>
<tr>
<td>Doors/Hardware</td>
<td>Doors/Hardware</td>
</tr>
<tr>
<td>$ 8,282.09</td>
<td>$ 7,250.00</td>
</tr>
<tr>
<td>Lighting</td>
<td>Lighting</td>
</tr>
<tr>
<td>$ 13,119.77</td>
<td>$ 12,750.00</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Plumbing</td>
</tr>
<tr>
<td>$ 11,886.53</td>
<td>$ 10,500.00</td>
</tr>
<tr>
<td>TOTAL = $ 66,344.12</td>
<td>TOTAL = $ 65,000.00</td>
</tr>
</tbody>
</table>
## Calculating the Adjustment Factors: Sample Price: Putting it all together

- **A.** Direct Cost of Work from Quotes  
  - $65,000.00
- **B.** Overhead 10%*  
  - $6,500.00
- **C.** Subtotal (Cost & O/H)  
  - $71,500.00
- **D.** Profit 10%*  
  - $7,150.00
- **E.** Subtotal (Cost & O/H & Profit)  
  - $78,650.00
- **F.** Price From CTC  
  - $66,344.12

- Adjustment Factor \(= \frac{E}{F} = 1.1855\)

*Sample Only. Contractor to determine O/H & Profit. Prepare this calculation for more than one sample project.*
Completing Attachment A: Schedule of Prices

Proposal is for 3 Bid Factors:

• Normal Working Hours Factor – 70%
• Other Than Normal Working Hours Factor – 20%
• Non Pre-Priced Factor – 10% (the NPP Factor must be higher than 1.0500 but not more than 1.2500)
• Specify each factor to four decimal places, for example 1.1511
Considerations

• New Construction Task Catalog® Issued Annually
  • CTC Issued with Master Agreement in Effect for (12) Months
  • On the Anniversary of the Master Agreement, a New Construction Task Catalog® will be Furnished
  • New Construction Task Catalog® Effective for a Twelve (12) Month Period
  • Adjustment Factors are Fixed for the Duration of the Master Agreement
Considerations

• Contractors Should Expect To
  • Prepare Incidental Drawings or Sketches for Some Projects
    • Justify Quantity Calculations
    • Explain Detail of Work
  • Prepare Proposals for Some Projects That Might be Canceled
  • Margins on CTC Tasks Vary
  • Some Projects are More Profitable than Others
  • Maintain a Fully Functioning Local Office
  • Hold Required Licenses
Considerations

Importance of Contractor’s Adjustment Factors
• Determines Lowest Bidder AND
• Used to Price Individual Work Orders
• Price Proposal Total Becomes the Lump Sum Job Order Amount

Unit Price × Quantity × Adjustment Factor = Total for Task
+ Unit Price × Quantity × Adjustment Factor = Total for Task
+ Unit Price × Quantity × Adjustment Factor = Total for Task

Total Job Order Price
Considerations

Risks of Low Adjustment Factors

• Leads to Arguments in Proposal Review
  • Unsupportable Tasks
  • Exaggerated Quantities
• Leads to Delays in Work Order Development
  • Takes Longer to Review Proposals
• Creates an Adversarial Relationship
  • Reduced Volume of Work
  • Will Shorten Contract
  • Lost Profitability
• No Second Chance to Improve your Margin
Review of Key Points

• Focus on Total Potential Value of Contract
  • Potential Eight (5) Year Contract
• Evaluate Construction Task Catalog®
  • Analyze Unit Prices
  • Know the General Guidelines for Using the CTC
• Contractor Performance Drives Volume
  • Ability to Market Program and Services
  • Responsive Service
  • Accurate Proposals
  • Safe and Clean Project Sites
  • High Quality Construction
  • On-Time Completion & Close Out
  • Meet or Exceed the HUB Participation Goals
Proposal Submission

• Make Sure you Signed the Attendance Sheet

• All questions concerning this solicitation must be received no later than:
  • Thursday, September 26, 2019, 2:00 PM, Central

• Submit questions to:
  • Denise Harpool Denise.Harpool@untsystem.edu
  • Responses due by: October 2, 2019, 5:00 PM

• Proposals due:
  • Friday, October 11, 2019, 2:00 PM, Central