Pre-Proposal Meeting
Request for Competitive Sealed Proposal

RFCSP752-20-239720-MM
Music Building MEIT & Recital Renovation
December 17, 2019 @ 2:00 PM
Agenda

• Introductions
• Background
• Key dates/times
• Submittal instructions
• HUB Subcontracting Plan
• Questions/Answers
Background

The Music Building was originally constructed in 1959 with expansions completed in 1975 through 1978, the building has three levels with a total of 140,804 gross sq. ft. The renovations to the Recital Hall and Merrill Ellis Intermedia Theatre (MEIT) will enhance and support the growing vision, expanding programs, and online viewer audience experience. The Recital Hall and MEIT Theatre are heavily-used spaces that need updating to create better acoustic environments, more pleasing performance, and classroom spaces. The updates will also solve longstanding logistical problems, create better teaching environments, and dramatically improve these spaces, therefore enhancing our programs and recruiting efforts.
Key Dates and Times

- Deadline for questions: 12/20/19 @ 2:00 PM
- Questions and answers posted: 01/06/20 @ 5:00 PM
- Deadline for submittals: 01/23/20 @ 2:00 PM
- Deadline for HUB HSP: 01/24/20 @ 2:00 PM
- Public Bid Opening: 01/27/20 @ 2:00 PM

All stated times are local.
Submittal Instructions

- Delivery address for response submittal
  Monica Madrid, Sr. Buyer
  University of North Texas System
  Business Service Center
  1112 Dallas Dr., Ste. 4000
  Denton, TX 76205

- Envelope/Container instructions
  - Proposal #, name, and submittal date to be clearly marked on lower left-hand corner.
  - Must contain/include the following:
    - Proposal response documents and HSP, each in separate sealed/marked envelopes
    - Signed Proposal response
    - USB flash-drive containing entire response. Spreadsheets are to remain in Excel format.
HUB Agenda

• What is a Historically Underutilized Business (HUB)?
• The Subcontracting Plan (HSP) and why we do one
• How to create a HSP
What is a HUB?

A HUB . . . . .

- is certified by the State of Texas
- is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23
- has its principal place of business in Texas
Why we do an HSP

• Texas state law
  ➢ Government Code Chapter §2161.252
  ➢ Administrative Code §20.14

• Demonstrates a “good faith effort” to diversify business opportunities.

Note: Responses that do not include a complete HSP must be rejected.
HSP 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

• Ensure Section 1 is thoroughly completed and accurate

• Note: UNTS’ HUB Dept. 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 good faith effort.

• There is an addendum page to use if the submitting company identifies more than 15 subcontracting opportunities.
HSP, Page 3

• 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.

• By signing in the space provided, the designated representative of the submitting company affirms the contractual obligations within the HSP.

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

- Used if the submitting company intends to utilize only certified HUBs, or if they meet the State’s HUB goals.

- Complete one page per subcontracting opportunity.

- The sum of the percentages (%) must match the percentage listed on Page 2 for each opportunity.

- Note: UNTS’ HUB Dept. will verify the vendor ID and HUB status of the submitting company.
• Used if the submitting company intends to use any non-HUB businesses, or if they do not meet the State’s HUB goals.

• Complete one page per subcontracting opportunity.

• Minimum of 3 HUB vendors and 2 related trade organizations.

• **Note:** UNTS’ HUB Dept. will verify the vendor ID and HUB status of the submitting company.
• The submitting company will list the selected vendor.

• Complete justification as to why a HUB vendor was not selected must be included.

• The sum of these percentages must match the percentages listed on Page 2 for each opportunity.

• **Note:** UNTS’ HUB Dept. will verify the vendor ID and HUB status of the submitting company.
HUB Subcontracting Opportunity Notification

• Only one of many options to distribute information.

• All methods of distribution must provide complete information.

• Respondents must be given 7 working days to reply/respond.

• All contact information must be current and accurate.
How to Find HUB Vendors

• Visit the State of Texas Centralized Master Proposalders List (CMBL) at:
  https://mycpa.cpa.state.tx.us/tpassemblsearch/index.jsp

• Contact associated trade organizations, such as:
  ➢ DFW Minority Supplier Development Council
    http://dfwmsdc.com/
  ➢ Regional Hispanic Contractors Association
    http://regionalhca.org/
  ➢ US Pan Asian American Chapter-Southwest
    http://uspaacc-sw.org/
  ➢ Women’s Business Council-Southwest
    http://www.wbcsouthwest.org/
Possible Reasons for Rejection of an HSP

• Not signed
• Included in the same envelope as, or co-mingled with, the Proposal response.
• Company information is incorrect and/or incomplete.
• No justification for failing to meet State HUB usage goals.
• Not providing required information, if self-performing.
• Section 2 does not match Methods A or B.
• Respondents not allowed 7 working days.
• No documentation showing good faith effort.
• Missing information that the UNTS HUB Dept. is not allowed to fill in for the submitting company.
HSP Reminders

• The submitting company’s HSP is a binding document.

• Contract language requires the submitting company to a Proposal by the terms of the original HSP.

• The HSP can be revised only with the consent of the UNTS HUB Dept. The same good faith effort requirements will apply.
HUB or HSP Assistance

• The UNTS HUB Dept. is available to help
  ➢ Aurika Weaver-White, HUB Specialist, phone 940-369-5580
  ➢ Greg Obar, Director of Operations, phone 940-369-5647
  ➢ Email: hub@untsystem.edu
  ➢ Web: http://www.untsystem.edu/hr-it-business-services/about-hub

• Fillable electronic form available at:
Requirements

• Pages should be printed one-sided on 8 ½” x 11” paper.
• Submit one (1) loose unbound paper 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: Attention Monica Madrid, Business Service Center, Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205
• 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 002100-7. Section 5.2 Evaluation Criteria. (A-I)
• Complete Document 004100, Proposal Form and sign. There is a Questionnaire included directly behind the Proposal form – be sure to provide the information.
Solicitation Questions

• All questions should be directed to Monica Madrid, Senior Buyer in Procurement. Please email questions to: monica.madrid@untsystem.edu

• Questions must be received by December 20, 2019 by 2:00 PM

Questions & answers will be posted to UNT System website by January 6, 2020 by 5:00 PM

• Questions & answers and any addendums will be posted to: http://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities and http://www.txsmartbuy.com/sp
Pre-Proposal Meeting

Questions and Answers