Request for Qualifications

RFQ769-20-954ER
IDIQ ARCHITECTURAL SERVICES
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

• Pre-Proposal Meeting
• Tuesday, June 2, 2020 @ 10:00a.m.
AGENDA

• INTRODUCTIONS
• PROJECT DESCRIPTION
• SUBMISSION REQUIREMENTS/CRITERION
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• CONTRACT
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
The UNT System is seeking firms’ qualifications for IDIQ Architectural design services, related technical studies, space analyses, reports, peer review, technical construction, inspection, and other miscellaneous professional services related to UNTS facilities and its component institutions.

- UNTS may select to contract with multiple vendors as a result of this RFQ.
- Services are on as “as needed” basis
- Firms will be categorized as either Tier 1 or Tier 2 which is defined by contract total of either a total cost of under $2,000,000 (Tier 1) or over $2,000,000 (Tier 2).
SUBMISSION REQUIREMENTS/CRITERIA

- Relevant successful experience of key personnel for Tier 1 or Tier 2; include single point of contact info
- Firm performance & quality of past & current projects
- Current capabilities – experience & capacity (current workload & availability) of team assigned to project
- Project Management Procedures – design process evaluated on information presented in RFQ, quality assurance process, specific project approach (work plan/schedule) and technical support capabilities.
- Quality & responsiveness of RFQ submittal – if applicable, interview
- Local representation – ability to respond quickly to issues during the duration of contract and specific project.
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

• HUB Sub-Contracting plan is **NOT** required with submission of your Qualifications

• HUB plan **WILL** be a requirement for each project awarded under the contract regardless of amount of the project.

• Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar or Aurika Weaver-White at 940-369-5647
Assistance is Available

• Greg Obar, Director of Operations
• Aurika Weaver-White, HUB Specialist
• Telephone: 940.369.5647
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
• Fillable Electronic Form at:
• The contract enclosed in the RFQ package is a sample contract for review – it does not need to be signed or returned with qualifications.

• Note that UNT System is not expecting any modifications to the contract and any changes or modifications will \textbf{NOT} be accepted by UNTS (Owner).
SELECTION PROCESS

• Responses are due June 26, 2020 @ 2:00p.m.

• Submit one (1) paper loose unbound original and one (1) virus free CD ROM or flash drive, Note that information on the paper copy must match the electronic copy.

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

• Anticipate contract complete late August or September 2020
• Provide a single point of contact with phone number and email

• Provide firm data, description of the team, relevant experience and capabilities

• Make sure you address each criteria listed under the “Evaluation Criteria” that starts on page 002400-6, Evaluation Criteria.
QUESTIONS

• Questions should be directed to Elaine Robbins, Construction Solicitation Coordinator – please email questions to:
  Elaine.robbins@untsystem.edu

• Questions must be received by June 15, 2020 by 2:00p.m. – questions & answers will be posted to UNT System website by June 17, 2020 by 5:00p.m.

• 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