Request for Competitive Sealed Proposal

RFCSP769-21-10742ER

UNT ART STUDIO FACILITY & OAK STREET HALL DEMOLITION
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

- Pre-Proposal Meeting
- Tuesday, November 17, 2020 @ 3:00p.m.
AGENDA

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

• This project will consolidate, relocated and realign the College of Visual Art 7 Design’s ceramics program and graduate studies in a new facility on the UNT campus at 1001 W. Mulberry Street, Denton, TX 76201.

• Relocation & reorganization is required to improve the learning experience & support an evolving pedagogy within the ceramics program.

• The Art Studio Facility and kiln yard is a new one story masonry building and enclosed outdoor kiln yard of approximately 25,242sf that will house instructional spaces, critique space, graduate studios, fabrication technology space, and ceramics specific manufacturing spaces/kiln yard.

• Part of the project is the coordination of relocating the Ceramics department from Oak Street Hall and the demolition of Oak Street Hall.

• Projected schedule is to have contract complete by February 2021 with potential start date in February 2021.
SUBMISSION REQUIREMENTS/Criteria

- Proposed agreement amount
- Number of calendar days to complete project
- Qualifications & experience of proposer’s key personnel & subcontractors committed to project
- Proposer’s current workload & availability of personnel & equipment
- Quality of references from owners & architects for similar projects completed by proposer within last 5 years.
- Proposed project schedule & demonstrated ability to have met expedited schedules on similar projects.
- Responsibility/reputation of Proposer – claims & litigation experiences
- Proposer’s safety record
- Sufficiency of Proposer’s financial resources
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

• HUB Sub-Contracting plan is required with submission of your proposal

• Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar or Aurika Weaver-White at 940-369-5647
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. (21.1% for building construction)
• 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.

<table>
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<tr>
<th>Item</th>
<th>Subcontracting Opportunity Description</th>
<th>Percentage of the contract expected to be subcontracted</th>
<th>Percentage of the contract expected to be subcontracted to vendors not certified as Texas certified HUBs</th>
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*Aggregate percentages of the contract expected to be subcontracted:* % % %

*Note: If you have more than four subcontracting opportunities, a continuation sheet is available online at [https://www.gsa.gov/portal/page/portal/sba/contract/subcontracting](https://www.gsa.gov/portal/page/portal/sba/contract/subcontracting).*
• 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 (21.1% for building construction).
• 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.

HSP Good Faith Effort - Method B (Attachment B)

Enter your company’s name here:  
Requisition #

IMPORTANT: If you responded “No” to SECTION 2, Items c and d of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities listed in SECTION 2, Item b of the completed HSP form. You may photocopy this page or download the form at the website provided below.

SECTION 3.1 - SUBCONTRACTING OPPORTUNITY

After the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b of the completed HSP form for which you are preparing the attachment.

Subcontracting Opportunity Description

SECTION 3.2 - MENTOR PROTEGE PROGRAM

The Contractor is participating as a Mentor in a State of Texas Mentor Protege Program, submitting its Protege (Protege) must be a State of Texas certified HUB as a subcontractor to perform the subcontracting opportunity listed in SECTION B 1. Complete a “Good Faith Effort” to work with a Texas certified HUB that achieves a portion of their goals.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you intend to execute in SECTION B 1. Your Protege.

SECTION 3.3 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with Items a, b, and c. Verify that you are fulfilling your Good Faith Effort of hiring certified Texas certified HUBs and to develop the subcontracting opportunity you listed in SECTION B 1. Your notice should include the scope of work information regarding the location for review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person.

When sending notice of your subcontracting opportunity, you are encouraged to attach the following document:

- Notice of HUB Subcontracting Opportunity Notice, which is also available online at the website provided below.

Relate supporting documentation (e.g., certified letter, fax, email) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B 1. Your notice should include the scope of work information regarding the location for review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person.

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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/
  • Regional Black Contractors Association
    • www.blackcontractors.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.

• You can send us a draft of your HSP via email 10 days prior to the deadline for review.
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
SELECTION PROCESS

• Responses are due December 15, 2020 @ 2:00p.m.

• HUB Sub-contracting plans due on December 16, 2020 @ 2:00p.m.

• Public opening virtually on December 18, 2020 @ 2:00p.m.

• Submit one (1) paper loose unbound original and one (1) virus free 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 Business Service Center, Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205. DELIVERY ONLY BY FEDEX OR UPS – NO “IN PERSON” HAND DELIVERIES

• Anticipate contract complete February 2021 with Notice to Proceed February 2021
REQUIREMENTS

• 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.

• Complete Document 004100, Proposal Form and sign. There is a Questionnaire included directly behind the Proposal form – be sure to provide the information.

• Make sure your HUB Sub-Contracting Plan is packaged separately from your Proposal
QUESTIONS

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

• Questions must be received by December 3, 2020 by 2:00p.m. – questions & answers will be posted to UNT System website by December 7, 2020 by 5:00p.m.

• Questions & answers and any addendums will be posted to