Request for Qualifications

RFQ769-22-11231ER

UNTHSC EAD RENOVATION
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

- Pre-Proposal Meeting
- Wednesday, January 5, 2022 @ 10:00a.m.
AGENDA

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

• This project will be a renovation of at least 25,000sf in the EAD building.

• Renovated space will provide space for the AIM-AHEAD Institute to support research activities associated with recently awarded grant; collaboration space; a variety of meeting spaces and offices for general university use.

• The renovation will include a new space layout to accommodate the Institute and modern work environment for HSC general use.

• Includes HVAC & Electrical upgrades, new finishes, furnishings & restroom renovations.

• Projected schedule is to have contract complete by March 2022 with potential start date in March 2022.
SUBMISSION REQUIREMENTS/Criteria

- Relevant successful experience of key individuals named to project team to include experience in Programming, Design & Construction Administration, experience in offering professional services in a virtual environment.
- Firm performance & quality of past & current projects, including demonstrated success in delivery projects with aggressive schedule or implementation of phasing requirements utilizing CMAR delivery method.
- Current capabilities, experience & capacity (current workload & availability) for individuals assigned to team for Programming, Design & Construction Administration.
- Demonstrated ability to seamlessly manage & transition from programming to design & construction.
- Project Management Procedures, quality assurance process, construction administration approach, specific project approach (work plan/schedule), technical support capabilities.
- Ability to monitor construction cost estimates during design process.
- Quality & responsiveness of RFQ submittal – if applicable, the interview.
- Local representation, ability to respond quickly to issues during duration of project.
SITE VISIT

• Site visits will be conducted on Friday, January 7, 2022
• Site visits will be 30 minutes starting at 9:00am; 9:30am; 10:00am; 10:30am; 11:00am; 11:30am
• This will be the ONLY day that site visits will be conducted.
• You must contact Elaine Robbins at elaine.robbins@untsystem.edu to be on the list for the site visit.
• No more than 10 people will be scheduled for each time slot.
• Face masks will be required for the site visit.
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

- A HUB Sub-Contracting plan is required with submission of your qualifications.

- Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar or Lisa Martinez-Tovar at email hub@untsystem.edu.
THE HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM
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.
State of Texas and UNT System HUB Utilization Goals

- Building Construction – 21.1%
- Special Trade Construction – 32.9%
- Professional Services – 23.7%
- Other Services – 26%
- Commodities – 21.1%
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.

Page 1

- Contains the HUB goals established by the State of Texas.
- 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.
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
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 (23.7% for Professional Services)

• 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.
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 pdf file as the bid or if submitting in person, no separate envelope for HUB plan
• 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, Sr. Director For Strategic Management & HUB Coordinator
• Lisa Martinez-Tovar, Assistant HUB Coordinator & Outreach Specialist
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
A sample contract is included in the RFQ document. We are providing the sample contract so it can be reviewed by your company and, if selected, you know what you will be signing and agreeing to.

Make sure you have reviewed the contract as **NO CHANGES** to the contract will be accepted.
SELECTION PROCESS

• Responses are due January 25, 2022 @ 2:00p.m.

• HUB plans are due on January 25, 2022 @ 2:00p.m. If submitting your qualifications via Jaggaer link, please submit HUB Plan as a separate document.

• If submitting qualifications to BSC, please provide one (1) paper, loose unbound original document. Make sure HUB Plan is in a separate envelope and labeled as HUB Plan.

• Responses can be submitted electronically thru Jaggaer site https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS, or in person to Business Service Center, Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205.

• Anticipate contract complete March 2022 with Notice to Proceed April 2022
REQUIREMENTS

• Provide a single point of contact with phone number and email

• Make sure you address each criteria listed that starts on page 002400-7, Evaluation Criteria. Note that criteria requires multiple items to be addressed under certain criteria.
QUESTIONS

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

• Questions must be received by January 13, 2022 by 2:00p.m. – questions & answers will be posted to UNT System website by January 18, 2022 by 5:00p.m.

• Questions & answers and any addendums will be posted to https://www.untsystem.edu/bid-opportunities and http://www.txsmartbuy.com/sp