Request for Competitive Sealed Proposal

RFCSP769-21-249969ER

UNT DINING HALL RETAIL SPACE BUILDOUT
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

• Pre-Proposal Meeting
• Wednesday, May 19, 2021 @ 10:30a.m.
AGENDA

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

• This project is for the buildout of the retail space at the newly built dining hall, Eagle Landing located at 1415 Maple, Denton, Texas 76201

• The retail space is approximately 2,700 gross square feet (GSF) and is consistent with the institution’s strategic land and campus master plan.

• The facility includes market area, coffee/bakery server and Which Wich server along with associated kitchen, preparation, storage, wash room, and other necessary support areas for a modern retail facility.

• The retail space is to provide the students and faculty a unique experience of a coffee shop and market, by the use of its materials, rich warm wood porcelain tile tones, and patina metal porcelain tile tones, in an intimate setting with lots of natural light.

• Projected schedule is to have contract complete by June 2021 with potential start date in July 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 with experience in construction of dining retail facilities or similar 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
• Proposer’s plan/protocols related to COVID19 safety measures
• Sufficiency of Proposer’s financial resources
Site Visit Information

- Site visit is scheduled for Friday, May 21, 2021 – tour times starting at 9:00am.
- There will be 5 time slots as stated starting at 9:00am; 9:35am; 10:10am; 10:45am; 11:20am.
- These tours will be no longer than 30 minutes.
- You must contact Elaine Robbins at elaine.robbins@untsystem.edu to schedule your tour.
- No more than 10 people will be in tour including UNTS representatives.
- It is required that PPE (face masks) are required to be worn while on campus.
- This is your only opportunity to view the site and bring any subcontractors you may involve in the project.
- This information is in the document 002100, Instructions for Proposal, page 11 of the pdf file.
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 hub@untsystem.edu
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>
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Note: If you have more than fifteen subcontracting opportunities, a construction sheet is available online at [URL].
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.
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, Sr. Director for Strategic Sourcing & HUB Coordinator
• Aurika Weaver-White, HUB Analyst
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
SELECTED PROCESS

- Responses are due June 14, 2021 @ 2:00p.m.

- HUB Sub-contracting plans due on June 15, 2021 @ 2:00p.m.

- Public opening virtually on June 18, 2021 @ 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 and your electronic copy of the response must also be signed. 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.

- Anticipate contract complete June 2021 with Notice to Proceed July 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.
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 2, 2021 by 2:00p.m. – questions & answers will be posted to UNT System website by June 4, 2021 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