Request for Qualifications

RFQ769-21-10674ER

UNT SCIENCE RESEARCH BUILDING (SRB) 2\textsuperscript{ND} FLOOR RENOVATION
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

• Pre-Proposal Meeting
• Monday, September 28, 2020 @ 2:00p.m.
AGENDA

• INTRODUCTIONS
• PROJECT DESCRIPTION
• SUBMISSION REQUIREMENTS/CRITERION
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
This project will renovate approximately 34,000 GSF of the 2nd floor of the SRB on UNT Denton campus.

Renovation includes mechanical, electrical and plumbing upgrades & modifications, along with interior finishes and general laboratory equipment needed to provide the 2nd floor with open concept research laboratories & support spaces similar to the existing 1st floor.

Project replaces existing roof, improve crawlspace drainage & cross ventilation & addresses finish corrections needed at 2nd floor corridors.

Mechanical equipment serving the existing animal facility will need to be upgraded and/or replaced.

Project will not address renovation of the animal facility itself, however experience with animal facilities as well as certification of high contaminant laboratories (BSL-3) is required.

Projected schedule is to have contract complete by November 2020.
SUBMISSION REQUIREMENTS/Criteria

• Relevant successful experience of key individuals of project team for programming, design & construction administration, offering professional services virtually.
• Firm performance & quality of past & current projects utilizing CMAR delivery method.
• Current capabilities basis of experience & capacity (current workload & availability) 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, project approach (work plan/schedule) and technical support capabilities.
• Firm’s ability to monitor construction cost estimates during design process so budget not exceeded.
• Quality & responsiveness of RFQ submittal – if applicable, the interview
• Local representation & ability to respond quickly to issues during project
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.

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.

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Note: If you have more than 15 subcontracting opportunities, a continuation sheet is available online at [https://uwcc.unt.edu/contracting/pdf/subcontracting.pdf](https://uwcc.unt.edu/contracting/pdf/subcontracting.pdf).
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 (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 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 October 22, 2020 @ 2:00p.m.

• HUB Sub-contracting plans due on October 22, 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.

• 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 in November 2020
• 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 002400-6.

• Make sure your HUB Sub-Contracting Plan is packaged separately from your Qualifications and clearly marked.

• A sample contract is included in the package – be sure to read thru the contract or have your legal group review as UNTS will not be accepting any changes to the contract.
QUESTIONS

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

• Questions must be received by October 13, 2020 by 2:00p.m. – questions & answers will be posted to UNT System website by October 15, 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