Request for Competitive Sealed Proposal

RFCSP769-21-10703ER

UNT SYSTEM 1900 ELM & 1901 MAIN STREET DOOR ASSEMBLY
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

• Pre-Proposal Meeting
• Tuesday, December 8, 2020 @ 3:00p.m.
AGENDA

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

• This project is for the replacement of five (5) exterior door assemblies located at 1900 Elm Street and 1901 Main Street in downtown Dallas, Texas.

• Project includes replacement of existing glass door assemblies with new door assemblies to improve the ingress and egress to both the Elm Street Lofts building and the UNTS Administration Building.

• The scope includes installation of new door hardware, removal and re-installation of existing mag lock hardware, some concrete removal and replacement as well as the removal, restoration, and re-installation of historic metal work above the door assemblies is included.

• Contractor will be responsible for field verification and for confirmation of the full scope of work associated with the project.

• 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.

Fillable Electronic Form at:
• 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.
• 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 of Strategic Management & HUB Coordinator
• Aurika Weaver-White, HUB Specialist
• Telephone: 940.369.5647
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
A sample contract is included in the solicitation package. We have included 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 7, 2020 @ 2:00p.m.

• HUB Sub-contracting plans due on January 8, 2020 @ 2:00p.m.

• Public opening virtually on January 13, 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.

• 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 if you intend to turn in your HUB plan with 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 17, 2020 by 1:00p.m. – questions & answers will be posted to UNT System website by December 21, 2020 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