Request for Competitive Sealed Proposal

RFCSP 752-20-235259DH
Wooten Hall MEP Phase 1
UNT SYSTEM FACILITIES

• Pre-Proposal Meeting
• Wednesday September 25, 2019
• 10:00 a.m.
AGENDA

• INTRODUCTIONS
• PROJECT DESCRIPTION
• SUBMISSION REQUIREMENTS/CRITERION
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
• TOUR PROJECT SITE
• Wooten Hall is a three-story building built in 1970 with 88,795 square feet of office and classroom space located at 1121 Union Circle, Denton, TX, 76201. Much of the MEP systems in the building are original to the building and past the end of service life, create occupant dissatisfaction, and are at risk of failure.

• Phase I of the MEP Renovation will upgrade the electrical system to improve performance and reliability and provide many more decades of life to the electrical system. HVAC for the three (3) large lecture halls will be upgraded to include energy recovery units providing improved occupancy comfort and safety as well as increasing energy efficiency. This is continued work from the project which began in 2014 and which has replaced parts of the building HVAC system.

• The building will be fully occupied for duration of construction. Electrical shutdowns will need to be coordinated with academic schedule and will likely occur during overtime hours. The three (3) large lecture halls will not be occupied during Summer 2020. Construction of HVAC for these rooms must be complete in time for beginning of Fall 2020 semester.
A. Proposed agreement amount listed on Proposal form.
B. Proposed number of calendar days indicated on Proposal form.
C. The qualifications and experience of the proposer’s key personnel and subcontractors committed to the project.
D. Proposer’s current workload and availability of personnel and equipment
E. The quality of references from owners and architects for similar projects completed by the proposer within the last five (5) years.
F. The proposer’s proposed project schedule and the demonstrated ability to have met expedited schedules on similar projects.
G. The responsibility and reputation of the proposer, including claims and litigation experiences.
H. The proposer’s safety record.
I. The sufficiency of the proposer’s financial resources.
J. Quality and completeness of RFCSP submittal
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 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.
• 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.
- 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/
  • National Association of Minority Contractors-DFW
    • http://www.namcdfw.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

• Aurika Weaver-White, HUB Specialist
• Greg Obar, Director
• Telephone: 940.369.5647
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
• The contract is included in the RFCSP package.

• Note that UNT System is not expecting any modifications to the contract and any changes or modifications will not be accepted by UNTS (owner).
SELECTION PROCESS

• HUB Sub-contracting plans due on October 16, 2019 @ 2:00p.m.

• Proposals will be due on October 17, 2019 @ 2:00p.m.

• Public opening will be October 18, 2019 @ 2:00 p.m.

• Pages should be printed one-sided on 8 ½” x 11” paper.

• Submit one (1) paper loose unbound original and one (1) virus free CD ROM or 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 November 2019 with Notice to Proceed in January 2020.
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.

• There is a Proposal Form 004100 enclosed, please provide the total amount of your proposal, and total amounts for Alternates listed (If applicable) for each package.
QUESTIONS

• Questions should be directed to Denise Harpool, Senior Buyer - Procurement – please email questions to:
  denise.harpool@untsystem.edu

• Questions must be received by October 03, 2019 by 2:00 p.m. – questions & answers will be posted to UNT System & State ESBD website by October 10, 2019 by 5:00 p.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
Final Thoughts Reminders: RFCSP752-20-235259DH

September 25, 2019 10:00 a.m. Pre-Proposal Conference
October 03, 2019 2:00 p.m. Deadline for Submission of Questions
October 10, 2019 5:00 p.m. Responses to Questions Post on Website
October 16, 2019 2:00 p.m. Deadline for Submission of HUB HSP
October 17, 2019 2:00 p.m. Deadline for Submission of Proposal
October 18, 2019 2:00 p.m. Public Opening
November 2019 2:00 p.m. Award Contract
September 2020 2:00 p.m. Substantial Completion

Review submission documents for completeness, review proposal to be sure that you have submitted all requested criteria as they were listed in order. Review for all required signatures.

Proposal and HSP in separate envelope. Proposal DUE Oct. 17, 2019 2 PM