Request for Competitive Sealed Proposal

RFCSP752-20-243994DH
TERRILL HALL MEP RENOVATION
UNT SYSTEM PROCUREMENT
UNT FACILITIES

Pre-Proposal Meeting
Wednesday, July 22, 2020 @ 2:00 p.m.
AGENDA
INTRODUCTIONS
PROJECT DESCRIPTION
SUBMISSION REQUIREMENTS/Criteria
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
SELECTION PROCESS/SCHEDULE
REQUIREMENTS
QUESTIONS
This project will update the MEP systems in the building to last another 25-30 years. The intent is to provide more energy efficient air conditioning and electrical service in keeping with modern practices. The goal is also to bring the building up to current building codes with a new fire suppression system, and architecturally refresh the general use spaces in the building.

The successful contractor will demolish and replace existing Air Handling Units in the Basement, and install single duct, series VAV boxes with hot water reheat serving spaces on the floors. A new heating water hydronic system will be installed to serve the VAV boxes. Existing duct risers will be reused. The Air Handling unit on the second floor will be removed, and the spaces served by that unit will be reconnected to the new main AHU serving the north end of the building. A new BAS controls system will be installed, and connected to the Main Campus BAS system. The building transformer will be replaced, and a new Main Switchboard will be installed in a new Electrical room in the basement. New electrical risers will be installed on the north and south ends of the building. Old electrical risers and the old MSB will be demolished and removed. A new generator will be installed. General use spaces in the building with be refreshed architecturally and aesthetically.

Restrooms will be upgraded to meet ADA standard. A new sprinklered Fire Suppression system will be installed on all floors, and a new fire pump provided in a new fire pump room in the basement. After the contract is awarded, the anticipated schedule is for the pre-construction submittal process to be completed in the Fall of 2020. 4-Phased construction should start in January 2021 and be completed by the end of February 2022. The Construction process will be in phases to allow the building to remain occupied during the Construction process.
SUBMISSION REQUIREMENTS/Criteria

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. Specifically, phased projects and occupied buildings.
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 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.
• 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.
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 August 13, 2020 @ 2:00 p.m.

• HUB Sub-contracting plans due on August 13, 2020 @ 2:00 p.m.

• Public opening on August 17, 2020 @ 2:00 p.m. Teams Meeting +1 940-304-2772 United States, Denton (Toll) Conference ID: 499 815 341#

• 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 Submissions will only be accepted via FedEx or UPS no hand deliveries will be accepted until further notice.

• Anticipate contract complete September 2020 with Phased Construction to begin January 2021 –February 2022
BUILDING TOUR - Terrill Hall 1611 W Mulberry, Denton, TX, 76201

Tours of the building will be offered on **July 23 and 24, 2020** from 8 a.m. to 2 p.m. scheduled by appointment only with Scott Harris scott.harris@unt.edu

Due to the current COVID restrictions tours will be limited to 4 persons at a time. All contractors/vendors must wear a face covering at all times while in the building and on the UNT campus. As will all UNT/UNT System employees, per State and University requirements.
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
QUESTIONS

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

• Questions must be received by July 28, 2020 by 2:00p.m. – questions & answers will be posted to UNT System website by August 4, 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