Request for Proposal

RFP 752-20-934DH
Trades Job Order Contracting
UNT SYSTEM for UNT Facilities

• Pre-Proposal Meeting
• Thursday September 19, 2019
• 1:00 p.m.
AGENDA

• INTRODUCTIONS
• PROJECT DESCRIPTION
• SUBMISSION REQUIREMENTS/CRITERION
• HISTORICALLY UNDERUTILIZED BUSINESS SUB CONTRACTING
• CONTRACT
• SELECTION PROCESS
• REQUIREMENTS
• QUESTIONS
RFP Description - Trades Job Order Contracting

A Trades Job Order Contract (JOC) is a competitively bid, firm fixed-price, indefinite-quantity contract to perform single trade work for the University. The contract will consist of a collection of proposed institutional facilities-type projects as they become approved, each project is its individual cost from the original total contract sum. Contracts are in accordance with the University of North Texas System Uniform General Conditions 2017 and Design & Construction UNT Guidelines March 2018. Refer to Attachments D & G.
1. Proposed coefficient amount listed on the Pricing form.
2. The qualifications and experience of the proposer’s key personnel for the Trades Job Order Contract.
3. The quality of references from owners and relative Trades Job Order Contracts by the proposer within the last three (3) years.
4. The proposer’s demonstrated ability to meet expedited schedules on similar type/size projects.
5. The responsibility and reputation of the proposer, including claims and litigation experiences.
6. The proposer’s safety record.
7. The sufficiency of the proposer’s financial resources.
8. Quality and completeness of RFP submittal.
How to Complete:

An HSP

A PAR

And the Small Job Reporting Form
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.
- 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 Progress Assessment Report (PAR)

- Progress Assessment Report (PAR) is a form used as a reporting tool for all pay applications to ensure the Prime Contractor is adhering to the original HUB Subcontracting Plan.
- A completed PAR must be included with each invoice submitted to UNTS listing all subcontractors on the HSP.
- If the vendor is self-performing, a PAR is still required.
- The PAR must be completed accurately to be accepted and approved by the HUB area at UNT System in order to process through the payment area.
- REMEMBER: NO PAR NO PAYMENT...
- HSPs and PARs are interdependent. No HSP = No PAR; HSP = PAR
**Part One**

HUB Subcontracting Plan (HSP)
Prime Contractor Progress Assessment Report

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This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.

<table>
<thead>
<tr>
<th>Contract/Requisition Number:</th>
<th>PO Number Here</th>
<th>Date of Award:</th>
<th>Date of PO:</th>
<th>Object Code:</th>
<th>Leave Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting Agency/University Name:</td>
<td>UNT or UNTHSC or UNT Dallas or UNT System</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor (Company) Name:</td>
<td>Your Company Name</td>
<td>State of Texas VID #:</td>
<td>Your Texas VID if known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Point of Contact:</td>
<td>The person we will email about errors; include email address</td>
<td>Phone #:</td>
<td>POC phone numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting (Month) Period:</td>
<td>PAYAP or Invoice #</td>
<td>Total Amount Paid this Reporting Period to Contractor:</td>
<td>$ Will match the invoice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part Two

- Every contractor listed on the HSP must be listed on the PAR. (HUB and non-HUB)
- Only contractors listed on the HSP can be listed on the PAR.
- **UNT System allows GC’s to list expenses paid to HUBs from own budget. Must be identified separately**
- Do not submit a revised HSP with the PayAp/Invoice or PAR.
“Small Job PAR Form”

• To be used in examples where no HSP was required
• This form must be completed and included with your invoice.
Remember...

• A HSP is a contractual document telling us what you WILL DO...
  • Binding and only revisable with consent of the Owner (HUB Program)
• A PAR is a payment document telling us what you HAVE DONE...
  • Must match the approved HSP on record. Not used to amend the HSP
• The Small Job Form is a payment document telling us what you HAVE DONE...
  • Used when no HSP was required at PO stage
• Finally, when in doubt... email the HUB program.
CONTRACT

- A sample UNT System Trades JOC Contract is included in the RFQ 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

• Responses are due October 11, 2019 @ 2:00p.m. (HUB HSP’s due Oct. 10, 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 early November 2019 with Notice to Proceed in middle/late December 2019
REQUIREMENTS

• Provide a single point of contact with phone number and email clearly in your proposal.

• Make sure you address each criteria listed under the “Criteria for Selection” that starts on page 3 Section 2.3 Criteria for Selection. Pay close attention to 5.2.3 Additional Proposal Response Requirements page 4 you should address these as listed in your proposal also. The answers do not need to be long, but they should be answered.
QUESTIONS

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

• Questions must be received by September 26, 2019 by 2:00 p.m. – questions & answers will be posted to UNT System website by October 02, 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: RFP752-20-934DH

September 19, 2019 1:00 p.m.  Pre-Proposal Conference
September 26, 2019 2:00 p.m.  Deadline for Submission of Questions
October 02, 2019 5:00 p.m.  Responses to Questions Post on Website
October 10, 2019 2:00 p.m.  Deadline for Submission of HUB Sub-contracting Plan
October 11, 2019 2:00 p.m.  Deadline for Submission of Proposal
November 2019  Formal award letters
December 2019  Award Contract to Successful Contractors

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.