Request for Qualifications

RFQ752-24-987CS

UNT UTILITY INFRASTRUCTURE
MASTER PLAN
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

- Pre-Proposal Meeting
- Thursday, May 2, 2024 @ 1:00 p.m.
AGENDA

• INTRODUCTIONS
• PROJECT DESCRIPTION
• SUBMISSION REQUIREMENTS/CRITERION
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
This project will be to complete a comprehensive Utility Infrastructure Master Plan.

The Utility Infrastructure Master Plan will be responsive with the Campus Master Plan.

The Plan should outline objectives, reasoning, and general methodology assisting the campus to better prepare for building growth, plan for the budgeting, design and development of infrastructure projects.

The Plan should consider the types of programs, buildings envisioned, age of existing buildings, feasibility of renovation versus replacement, a coordinated timeline for implementation to support future programs and enrollment growth.

The Utility Plan will begin prior to the Campus Master Plan but will be finalized in conjunction with the Campus Master Plan.
SUBMISSION REQUIREMENTS/Criteria

• Relevant successful experience of key individuals named to project team to include experience in Utility Master Plan projects.
• Firm performance & quality of past & current projects, including demonstrated success in delivery projects.
• Current capabilities, experience & capacity (current workload & availability) for individuals assigned to team.
• Demonstrated ability to seamlessly manage from analysis to implementation planning and final documentation.
• Project Management Procedures and the planning process will be evaluated based on the information presented in this RFQ. In addition, the quality assurance process, specific project approach (work plan/schedule) and technical support capabilities.
• Resource(s) utilized to perform tasks and the process and/or methods required for continual maintenance of resulting information.
• Understanding and ability to Partner with Owner to the community, mission and vision of the campus and the project.
• Quality & responsiveness of RFQ submittal – if applicable, the interview.
• Local representation, ability to respond quickly to issues during duration of project.
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

• A HUB Sub-Contracting plan is required with submission of your qualifications.

• Any questions regarding HUB Sub-contracting Plan can be directed to Sony Simon or Rosa Violante at email hub@untsystem.edu.
THE HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM
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.
State of Texas and UNT System HUB Utilization Goals

- Building Construction – 21.1%
- Special Trade Construction – 32.9%
- Professional Services – 23.7%
- Other Services – 26%
- Commodities – 21.1%
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: https://comptroller.texas.gov/purchasing/vendor/hub/forms.php
• 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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• 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.
• HSP not separate pdf from RFQ Response.
• 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

• Rosa Violante, Assistant HUB Coordinator & Outreach Specialist
  Sony Simon, Assistant HUB Coordinator & Outreach Specialist
• Email: hub@untsystem.edu
• Web: https://finance.untsystem.edu/vendor-resources/hub-program/
CONTRACT

• A sample contract is included in the RFQ document. We are providing 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 May 29, 2024 @ 2:00p.m.

- HUB plans are due on May 29, 2024 @ 2:00p.m., please submit HUB Plan as a separate pdf document in Jaggaer.

- Responses will be submitted electronically thru Jaggaer site: https://bids.sciqu est.com/apps/Router/PublicEvent?CustomerOrg=UNTS.

- Anticipate contract complete June 2024, with Notice to Proceed June 2024.
REQUIREMENTS

• Provide a single point of contact with phone number and email

• Make sure you address each criteria listed that starts on page 002400-7, Evaluation Criteria. Note that criteria requires multiple items to be addressed under certain criteria.
QUESTIONS

• Questions should be directed to Carrie Stoeckert, Construction Contract Expeditor III—please email questions to: carrie.stoeckert@untsystem.edu

• Questions must be received by May 15, 2024, by 2:00 p.m. – questions & answers will be posted to UNT System website by May 17, 2024, by 5:00 p.m.

• Questions & answers and any addendums will be posted to:
  https://www.untsystem.edu/bid-opportunities,
  and  http://www.txsmartbuy.com/sp