Request for Competitive Sealed Proposal

RFCSP763-24-981ER

UNTHSC Health Pavilion Door Replacement
UNT SYSTEM STRATEGIC INFRASTRUCTURE PLANNING & CONSTRUCTION

- Pre-Proposal Meeting
- Wednesday, March 13, 2024 @ 2:30p.m.
AGENDA

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

• This project is for a turnkey vendor to provide a door survey of the Health Pavilion Building for levels 1 thru 6 to provide a recommendation of which doors are in need of complete replacement, which doors need to be updated, and which doors can be left untouched.

• Provide information as to who will be performing the door survey on behalf of the turnkey vendor.

• A maximum of 29 double doors and 541 solid core wood doors could be replaced depending on various conditions. All doors that are replaced need to be equipped with door silencers.

• Construction expected to be complete by December 2024.

• Projected schedule is to have contract complete by May 2024.
Site Visit Information

• Site visit will be held at 10:30 a.m. on Monday, March 18, 2024

• We will meet at UNTHSC Health Pavilion building at 855 Montgomery Street, Fort Worth, Texas 76107.

• Parking will be in Lot 1 which is back side of the building – you will need a UNTHSC Parking pass which you can obtain from the UNTHSC Police Department located at 3600 Mattison Avenue. A campus map is included with the solicitation package, or you can locate at: https://www.unthsc.edu/campusmap/

• This is your only opportunity to view the site and bring any subcontractors you may involve in the project.
SUBMISSION REQUIREMENTS/CRITERIA

• Proposed agreement amount - please provide a breakdown of cost as included in your Base Bid.
• Number of calendar days to complete project
• Qualifications & experience of proposer’s key personnel & subcontractors committed to project with experience in construction of similar scale projects that are door replacements at universities in actively occupied spaces. Previous construction experience with heavy foot & vehicular traffic.
• Proposer’s current workload & availability of personnel & equipment – include list of proposed sub-contractors and their qualifications.
• 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 – provide detailed schedule of work & timeline from start to final completion.
• Responsibility/reputation of Proposer – claims & litigation experiences
• Proposer’s safety record
• Sufficiency of Proposer’s financial resources
• A sample contract is included in the RFCSP 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.
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 Rosa Violante or Sony Simon at hub@untsystem.edu
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. (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.
• 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.
• Not submitting HUB plan electronically in Jaggaer by due date.
• 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 or Sony Simon, HUB Specialists
• Email: hub@untsystem.edu
• Web: https://finance.untsystem.edu/vendor-resources/hub-program/index.php
SELECTION PROCESS

- Responses are due April 8, 2024 @ 2:00p.m.

- HUB Sub-contracting plans due on April 9, 2024 @ 2:00p.m.

- Public opening virtually on April 11, 2024 @ 3:00p.m.

- You may submit your proposal electronically at https://bids.sciques.com/apps/Router/PublicEvent?CustomerOrg=UNTS.

  NOTE that a signature is required on the 004100 Proposal Form, electronic signature will be accepted. QR codes will not be accepted as part of your response.

- Your HUB Sub-Contracting plan will be required to be submitted in Jaggaer as noted by above date & time. Make sure your HUB plan is signed, electronic signature will be accepted.

- Anticipate contract complete May 2024.
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 002100-8. 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 and submit with your response.

• Make sure your HUB Sub-Contracting Plan is submitted 24hr after your proposal electronically and mark the pdf document as “HUB Plan” at https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS.
QUESTIONS

• Questions should be directed to Elaine Robbins, Construction Contract Expeditor II – please email questions to:
  Elaine.robbins@untsystem.edu

• Questions must be received by March 22, 2024, by 2:00p.m. – questions & answers will be posted to UNT System website by March 26, 2024, by 5:00p.m.

• Questions & answers and any addendums will be posted to
  and http://www.txsmartbuy.com/sp