Request for Proposal

RFP763-23-978ER

UNTHSC IREB 2\textsuperscript{nd}, 3\textsuperscript{rd}, 4\textsuperscript{th} Floor Renovation
Furniture
UNT SYSTEM STRATEGIC INFRASTRUCTURE, PLANNING & CONSTRUCTION

- Pre-Proposal Meeting
- Tuesday, August 1, 2022 @ 10:30a.m.
AGENDA

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

• Selected vendor(s) will provide and install furniture for the UNT Health Science Center, IREB 2nd, 3rd, 4th Floor Renovation, which is a four (4) story, 170,000gsf academic facility located at 3430 Camp Bowie Blvd, Fort Worth, Texas 75034.

• Furniture and install times are scheduled dates from October 12, 2023; December 14, 2023; and January 31, 2024 as shown in Section 3.3 Schedule of the RFP document.

• Please note that this solicitation is for two (2) different types of electronic examination tables.

• Notice to Proceed is anticipated to be September 2023.
SUBMISSION REQUIREMENTS/Criteria

- Proposed agreement amount
- Number of calendar days to complete project
- Qualifications & experience of proposer’s key personnel, proposed project team – dealer & manufacturer, line list. Explain how your company handles submittal reviews, delivery, installation, punch list, warranty items, & who point of contacts are at each phase.
- Proposer’s number of years in business, ownership/leadership.
- 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. Schedule should indicate submittal review, delivery, installation & punch list.
- Provide information as to how company will manage delays as delivery or availability of temporary furniture for classrooms, if needed.
- Sufficiency of proposer’s financial resources.
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.

Page 1

• Contains the HUB goals established by the State of Texas. (21.1% for commodities contracts)
• 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.

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<tr>
<th>Company Name</th>
<th>Texas Certified</th>
<th>Total Dollar Amount</th>
<th>Expected Percentage</th>
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</table>

**REMINDER:** As specified in SECTION 4 of the completed HUB form, if any information is not provided or if the percentage total does not equal 100%, UNT System HUB Area will verify the subcontractor’s certification status.
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 commodities contracts).

• 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.
• Included in the same envelope as the bid, if delivered in person
• 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 to respond.
• 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
• Email: hub@untsystem.edu
• HUB: https://finance.untsystem.edu/vendor-resources/hub-program/
SELECTION PROCESS

• Responses are due August 24, 2023 @ 2:00p.m.

• HUB Sub-contracting plans due on August 24, 2023 @ 2:00p.m.

• Public opening virtually on August 28, 2023 @ 2:00p.m. Microsoft Teams link is in the solicitation document.

• Please submit your proposal and your HUB Sub-contracting Plan electronically as 2 separate files to https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS. Note that a signature is required on the 004100 Proposal Form and on your HUB Sub-contracting Plan. QR codes will not be accepted as part of your response.

• Anticipate purchase order issued in September 2023.
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 9 of the document, 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 a separate file from your Proposal. Submit your documents electronically via https://bids.sciiquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS.
QUESTIONS

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

• Questions must be received by August 9, 2023 by 2:00p.m. – questions & answers will be posted to UNT System website by August 11, 2023 by 5:00p.m.

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