

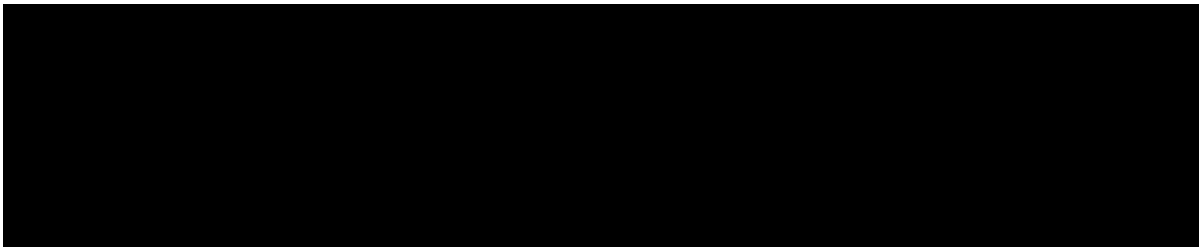


**INDEFINITE DELIVERY INDEFINITE QUANTITY AGREEMENT**

**SERVICE ORDER**

This Service Order is governed by all terms and conditions contained in the underlying Indefinite Delivery Indefinite Quantity (IDIQ) Agreement, which was entered into by the University of North Texas System and by *Summit Consultants, Inc.* effective as of **August 26, 2019** pursuant to **RFQ769-19-922ER**. This IDIQ Service Order shall be effective as of the last date of signature below.

The attached proposal for **MEP Engineering Design Services for the Coliseum MEP project**, dated **December 18, 2020** in the amount of **\$232,957.00** and incorporated herein by reference for all purposes, includes a description of the Statement of Work to be performed under this Service Order (“Work”) and the negotiated fixed-price lump sum to be paid for all Work performed under this Service Order. Any additional terms and conditions in the proposal in variance from the terms of the IDIQ Agreement and this Service Order will be of no effect. Professional will correct, at its own cost, any of its services provided under this Service Order, and the services of its consultants, that do not meet the industry standard of care. The completion date for the Work will be **August 31, 2022**. All Work will be completed in accordance with the Historically Underutilized Businesses Subcontracting Plan dated **December 18, 2020**.



Title  
1/13/2021

Date

# EXHIBIT A



1300 Summit Avenue, Suite 500  
Fort Worth, Texas 76102  
4144 N. Central Expressway, Suite 635  
Dallas, Texas 75204  
[www.summitnep.com](http://www.summitnep.com)

December 18, 2020

University of North Texas  
2204 West Prairie Street  
Denton, TX 76201

Attn.: [REDACTED]

Re: UNT Coliseum Emergency Lighting & Fire Sprinkler (CIP project "17-01-0002 Coliseum Renovation and TMA# 13518)

Gentlemen:

Summit Consultants, Inc. (Summit) is pleased to offer the following proposal for the provision of engineering services for the referenced project.

## **SCOPE OF SERVICES:**

### **BASIC SERVICES**

Summit will provide electrical, fire sprinkler, structural, and architectural design engineering services for the new emergency lighting and fire sprinkler system at the UNT Coliseum located in Denton, TX. Structural will review the existing roof structure to support the new fire sprinkler system and associated scaffolding needed during installation (design will be provided as needed). The project has been broken out as two packages, one for emergency lighting and one for fire sprinkler system. **Summit proposes a project completion data of August 31, 2022.** Summit will review and apply the UNT design standards to the design.

The fire sprinkler system design will be accomplished through the use of performance specifications by Summit for a design/build effort by a licensed fire sprinkler contractor.

Basic Services will include the review of submittals and shop drawings for equipment and systems designed and/or specified by Summit.

Basic Services will include up to 3 on site meeting(s) during design, 3 site observation(s) during design, and a maximum of 1 site observation per week by Summit during construction. Design phase or construction observation site visits beyond those specified in the basic scope of services are additional services.

Regarding existing facilities, the purposes of Summit's site observations during the design phase are to review quantities, sizes of utilities/equipment and location of utilities/equipment. Summit will observe utilities/equipment to the extent possible with the exclusion of destructive testing

# EXHIBIT A

University of North Texas  
December 18, 2020  
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Dallas, Texas 75204  
[www.summitnep.com](http://www.summitnep.com)

or investigations. If existing equipment or utilities are to be re-used, Summit takes no responsibility or liability for the condition of subject equipment and/or utilities to be reutilized.

Job site observations during construction shall consist of a visual observation of materials, equipment or construction work for the purpose of ascertaining that the work is in substantial conformance with the design intent of the contract documents. Others shall not rely upon jobsite review by the Engineer as an acceptance of the work, nor shall it be construed to the relieve the Contractor in any way from his obligations and responsibilities under the construction contract.

Summit will complete the electrical portions of applicable energy code reports.

Drawings will be prepared using AutoCAD Release 2014 or Autodesk Revit Building Information Modeling (BIM) software. Summit's Revit model detailing will be to the level detailed by AIA documents AIA E203-2013, AIA G201-2013 and AIA G202-2013 to level of development (LOD) 200 and is developed for the sole use of Summit to prepare the project deliverable two-dimensional drawings that will be submitted for permit and used for construction. Components and devices shown in the model are located for Summit's use only and will not be relocated for use by others. Components and devices in Summit's Revit model will be offset for two-dimensional drawing clarity and will not be coordinated or relocated for model clash/conflict resolution. The Revit model prepared by Summit Consultants, Inc. shall not be shared, sent to, transmitted to or in any means assessible to any contractor without the written permission of Summit Consultants, Inc.

#### ADDITIONAL SERVICES (IF REQUESTED)

See "Attachment A" for additional design services not included in the basic scope of services.

#### UNIVERSITY OF NORTH TEXAS WILL:

Provide building and site base plans in AutoCAD Release 14 or higher for use by Summit in preparation of engineering drawings.

Advise Summit of the applicable building and design standards/design criteria. This includes but is not limited to special occupancy classifications, building type and other special code related considerations.

#### COMPENSATION FOR ENGINEERING SERVICES:

Summit Consultants will be paid for Basic Services the stipulated sum of \$224,457, plus reimbursable expenses allotted at \$8500 (estimated 3 half size sets, 3 full size sets delivered at an intermediate design review and final design review). The total cost including reimbursables is \$232,957.

**EXHIBIT A**

University of North Texas  
 December 18, 2020  
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 Dallas, Texas 75204  
[www.summitnep.com](http://www.summitnep.com)

Compensation for other Additional Services will be on an hourly basis determined by the hourly rates in the IDIQ Agreement between Summit and UNT.

Statements for services will be submitted monthly and will be due upon receipt.

The Basic Services fee payment schedule will be based upon a monthly estimate of completion of the work, not to exceed the following amounts at the specified phases of the project:

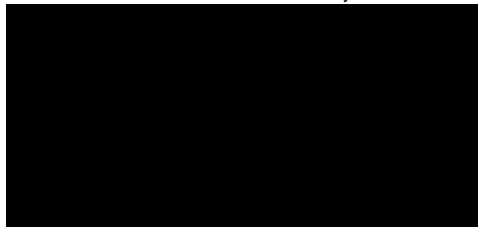
<b>FIRE SPRINKLER PHASE</b>	<b>AMT. DUE</b>	<b>BASIC SERVICES ACCUMULATED FEE TOTAL</b>
Completion of 50% Construction Documents	\$64,019.90	\$64,019.90
Completion of Construction Documents	\$27,437.10	\$91,457.00
Completion of Construction Administration	\$29,000.00	\$120,457.00

<b>EMERGENCY LIGHTING PHASE</b>	<b>AMT. DUE</b>	<b>BASIC SERVICES ACCUMULATED FEE TOTAL</b>
Completion of 50% Construction Documents	\$65,100.00	\$65,100.00
Completion of Construction Documents	\$27,900.00	\$93,000.00
Completion of Construction Administration	\$11,000.00	\$104,000.00

Additional Services fees will be billed monthly based on the percentage of completion of the Additional Service.

Sincerely,

**SUMMIT CONSULTANTS, INC.**



## EXHIBIT A

### Attachment A

### **ADDITIONAL SERVICES (IF REQUESTED)**

1. Modifications to existing utilities not included in the basic scope of service or outside the area of work.
2. Energy and/or economic analysis of alternative equipment or systems other than the work required to complete the mechanical and electrical portions of applicable energy code reports.
3. If specific sound values are required for areas within this project, then an acoustician should be engaged to review these requirements. While Summit has designed many Churches, auditoriums, recording studios and other sound sensitive spaces, Summit cannot guarantee specific sound levels in individual spaces as room noise levels are dependent on more than the HVAC design alone. Summit will work with the acoustician if engaged to ensure all HVAC requirements are met from the acoustician.
4. Existing building code assessments. As part of the basic scope of services, Summit will notify the client of existing code issues that directly impact the scope of work identified in the basic scope of services.
5. Revisions to previously approved plans and/or specifications. This includes any changes or incorporation of "VE" items requested by the client or their representatives after 100% contract documents are issued.
6. If construction costs for the building design exceeds owner's available funds and redesign is required by Summit, then the cost for this redesign would be considered additional services.
7. Development of a set of record drawings based on the contractor's mark ups.
8. Leadership in Energy and Environmental Design (LEED) modeling or design incorporating any LEED certification goals.
9. Design and/or construction phase commissioning services for MEP&FP systems.
10. Design of the HVAC or plumbing systems in the building outside of the scope of work for the emergency lighting, backup generators, and fire sprinkler system.

**EXHIBIT A**

Fire Sprinkler Phase								
Discipline	Approximate Hourly Rate	50% CDs Hours	50% CDs	100% CDs Hours	100% CDs	CA Hours	CA	Total
Mechanical Engineer	\$124.70	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Mechanical Designer	\$89.90	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Electrical Engineer	\$124.70	24.76135526	\$3,087.74	8.292149158	\$1,034.03	14.07378	\$1,755.00	\$1,755.00
Electrical Designer	\$98.60	73.07027383	\$7,204.73	24.46999	\$2,412.74	41.53144	\$4,095.00	\$4,095.00
Plumbing Designer	\$80.00	231.5806875	\$18,526.46	77.5524375	\$6,204.20	131.625	\$10,530.00	\$10,530.00
Fire Protection Engineer	\$130.50	94.64344828	\$12,350.97	31.6944827	\$4,136.13	53.7931	\$7,020.00	\$7,020.00
Structural Engineer	N/A		\$9,750.00		\$5,250.00		\$3,600.00	\$3,600.00
Architect	N/A		\$13,100.00		\$8,400.00		\$2,000.00	\$2,000.00
<b>TOTAL EACH PHASE</b>			\$64,019.90		\$27,437.10		\$29,000.00	\$120,457.00

Emergency Lighting Phase								
Discipline	Approximate Hourly Rate	50% CDs Hours	50% CDs	100% CDs Hours	100% CDs	CA Hours	CA	Total
Mechanical Engineer	\$124.70	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Mechanical Designer	\$89.90	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Electrical Engineer	\$124.70	138.0914194	\$17,220.00	55.5733761	\$6,930.00	21.65196	\$2,700.00	\$2,700.00
Electrical Designer	\$98.60	407.505071	\$40,180.00	163.9959432	\$16,170.00	63.89452	\$6,300.00	\$6,300.00
Plumbing Designer	\$80.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Fire Protection Engineer	\$130.50	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Structural Engineer	N/A		\$0.00		\$0.00		\$0.00	\$0.00
Architect	N/A		\$7,700.00		\$4,800.00		\$2,000.00	\$2,000.00
<b>TOTAL EACH PHASE</b>			\$65,100.00		\$27,900.00		\$11,000.00	\$104,000.00



## **Request for Qualifications**

# **IDIQ – MECHANICAL, ELECTRICAL & PLUMBING (MEP) ENGINEERING DESIGN SERVICES**

**RFQ769-19-922ER**

DOCUMENT 001100  
RFQ769-19-922ER

## NOTICE TO DESIGN PROFESSIONALS

The University of North Texas System (UNTS) subsequently referred to as the Owner, requests firm's qualifications for basic Mechanical, Electrical and Plumbing (MEP) Design and Professional Services for an Indefinite Delivery/Indefinite Quantity (IDIQ) Agreement. Request for Qualifications (RFQ) allows UNTS to pre-qualify vendors for specific Professional Services. UNTS intends to select multiple vendors as a result of the RFQ. In order to assist with new projects, UNTS will assess the selected firms on a qualifications basis as necessary for a given project.

The firm's submittal to the RFQ will be the basis of determining qualifications to perform the professional services.

Sealed qualifications for **RFQ769-19-922ER** will be received by the UNTS at the Business Service Center (BSC), Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205. A campus map can be found online at <http://maps.unt.edu/?code=WHS>. Parking for Woodhill Square is campus parking and permits are required. There is guest parking at the door to Suite 4000 and only those spaces can be utilized for submitting the bid. Respondents are responsible for all parking costs and for complying with parking regulations. Failure to comply with parking regulations may result in citation and possible impound of vehicle.

The Qualifications will be received up to 2:00p.m. CDT on **July 8, 2019**. Responses received after the date and hour above stated will not receive consideration.

### Project Description

The scope of an agreement will include engineering project design services, technical studies, reports, MEP installation inspection during construction and other miscellaneous related professional services for UNTS facilities and its component institutions.

### Questions

Questions concerning this proposal should be directed to:



**All questions must be received no later than 2:00p.m. CDT on June 19, 2019. All questions and answers will be posted to the website by 5:00p.m. CDT on June 21, 2019.**

The Owner may in its sole discretion respond in writing to questions concerning this RFQ. Only the Owner's responses made by formal written Addendum to this Request for Qualifications shall be binding and shall be posted on the UNT System website located at <http://www.untssystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities>. Oral or other written interpretations or clarifications shall be without legal effect.

**Online** - Bidders can view bid documents at Electronic State Business Daily (<http://www.txsmartbuy.com/sp>) or at the UNT System website [www.untssystem.edu/bids](http://www.untssystem.edu/bids).

### Historically Underutilized Business (HUB)

It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. When a qualified firm is selected for a project, the firm will be required to provide a HUB Subcontracting Plan (HSP) for the intended subcontracting opportunities for the project. The HSP must be submitted along with the proposal for the project. This applies to all projects, regardless of size or scope, awarded via this IDIQ.



All subcontracted work whether identified by the Owner or not, is required to be identified in the HSP. The Plan should reflect all subcontracting opportunities to be utilized in this project and can be found online at (<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan--allfms.pdf>) A HUB Sub-Contracting Plan is NOT required with your response to this RFQ.

The Owner is not bound to accept any of the RFQ responses if they are not in its best interest, as determined by the Owner. The Owner reserves the right to: (a) enter into agreements or other contractual arrangements for all or any portion of the Scope of Work set forth in this Proposal with one or more respondents; (b) reject any and all offers and re-solicit offers; or (c) reject any and all offers and temporarily or permanently abandon this procurement, if deemed to be in the best interest of the Owner.

**END OF SECTION**

**DOCUMENT 002400  
RFQ769-19-922ER  
SCOPE FOR QUALIFICATIONS**

The University of North Texas System (UNTS) subsequently referred to as the Owner, requests firms' qualifications for Mechanical, Electrical and Plumbing (MEP) Design Services for an Indefinite Delivery/Indefinite Quantity (IDIQ) Contract. The IDIQ Request for Qualifications (RFQ) allows UNTS to pre-qualify firms for specific Professional Services. UNTS may select to contract with multiple vendors as a result of the RFQ. In order to assist with new projects, UNTS will assess the selected firms as a qualifications basis as necessary for a given project. The selected firms may be awarded projects that are managed by either UNTS or any of its component institutions. This is a solicitation for Professional Services for a single project or multiple projects over the period of three (3) years with two (2) additional one-year option periods. The cumulative total of the fees paid under a contact, including any option years, shall not exceed \$900,000.

The firm's response to the Request for Qualifications (RFQ) will be the basis of determining the qualifications to perform the professional services.

## **IDIQ Professional Services**

### 1. Scope of Services

- A. The scope of an agreement will include MEP engineering project design services, technical studies, reports, MEP installation inspection during construction and other miscellaneous related professional services for UNTS facilities and its component institutions.

An hourly rate schedule will be negotiated for services, by job classification, with firms selected as a result of this solicitation. The schedule will include profit and overhead for anticipated services. In addition, a maximum surcharge for sub-consultant services will be included in the schedule. These prices are to be held for the entire term of the contract, including any extended renewal years. No escalation will be considered during the term of the contract. When a qualified firm is selected for a project, the firm will be required to provide a proposal for the project based on hourly rate schedule costs in the IDIQ contract.

- B. The scope of professional services may also require, but are not limited to: problem analysis, feasibility studies, building information modeling, site and existing conditions surveys, site design, planning and estimation services for new MEP construction, repair, renovations, and maintenance projects.

At times, the individual IDIQ contract may also require additional services such as: sustainable MEP design, scope development, MEP construction management and inspections, and other related professional and technical services.

## **Submission Requirements**

The responses should address each of the following areas in the same order in which they are set forth below:

### 1. Firm Data

- A. General Qualifications
- B. Name and Address(es) of each key sub-consultant firm proposed for the team
- C. Firm profile, i.e.:
- i. Age
  - ii. Type of firm (partnership, professional corporation, etc.)

- iii. Firm history
  - iv. Firm size (professionals by discipline), current and one year ago
  - v. Areas of specialty/concentration: Focus on any previous IDIQ contract or program work the firm has performed and types of individual projects.
2. Description of the Team:  
Responses should include all key team members and sub-consultants for MEP Engineering Design Services.
- A. Identification of the single point of contact for the MEP Engineering team to include name, email address, and phone number**
  - B. Identification of key personnel to be assigned to the team
  - C. Organizational chart illustrating reporting lines, responsibilities, names, and titles for key participants proposed by the firm
  - D. Resumes for each key individual on the team and identification of that person's role. List any education, registrations that may be relevant

### Relevant Experience and Capabilities

1. Relevant experience and capabilities will be assessed through a review of management process of similar programs or contracts. Provide detailed data for similar contracts or programs, not more than five (5), on which the firm and team members have been involved in providing services and which best illustrate current experience and capabilities relevant to the IDIQ. For each project, please provide the following information:
  - A. Contact name and location
  - B. Brief project description, including:
    - i. Sample of individual projects
    - ii. Range of size and scope of individual projects
  - C. Owner's name, address, contact person, email address, and telephone number.
  - D. Identification of proposed personnel involved in the submitted project, along with explanations of their role in that project(s).
  - E. Construction Cost Data
    - i. Cap amount of similar services contract (\$)
    - ii. Annual volume amount of services (\$/yr)
    - iii. Term of contract (years)
2. For all other projects relevant to the IDIQ contract scope and for each member of the MEP Team (as appropriate), provide a list of assignments/project names, specific project sizes, assignment/project dates, and owner contact information which further illustrates experience and capabilities relevant to this IDIQ.
3. Approach: The exact type or size of projects is not able to be determined at this time but University structures include, but are not limited to, academic spaces, residence halls, athletic facilities, research laboratories, dining facilities, historic buildings, etc. and related infrastructure. Responses may demonstrate the respondent's qualifications for specific types of structures or multiple types. This information will be reviewed as a part of the evaluation process for this RFQ. For selected firms, this information will be reviewed when selecting a firm for an IDIQ Service Order for a project.

- A. Most pertinent consideration in this type of contract – State briefly what the firm believes to be the most pertinent consideration(s) and challenge(s) that must be addressed in delivering projects. Firms may wish to include sketches, diagrams, analysis, or other tools that will help illustrate the team's points.
- B. Unique Qualifications – State why you believe your team is qualified to address the issues that you feel will be relevant to the types of projects or products under this contract.
- C. Methods of Team Organization and Communication – Discuss how your firm would coordinate the development of design solutions, the production of contract documents, and construction administration. Be specific with regard to internal and external communications, quality assurance/quality control, construction cost estimating capabilities, proposed construction specification system, and responsible individuals including their locations (e.g., on-site or specific office). Also, discuss your firm's commitment to attending scheduled project meetings.
- D. Experience with and/or ability to work within an interactive review process. Present how the proposed team has performed on past projects or contracts of this type in which this type of key project decisions were provided by this process.
- E. Discuss your firm's experience with sustainable MEP design projects.

### **Historically Underutilized Businesses (HUB)**

Plan for participation of Historically Underutilized Businesses (HUB):

It is the policy of the Owner to promote and encourage contracting and sub-contracting opportunities for HUB in all contracts. Specific sub-contracting opportunities will be dependent on each project. When a qualified firm is selected for a project, the firm will be required to provide a HUB Sub-Contracting Plan (HSP) for the intended sub-contracting opportunities for the project. The HSP must be submitted along with the proposal for the project. This applies to all projects, regardless of size or scope, awarded via this IDIQ. A HSP is **NOT** required with this submission.

Firms are encouraged to contact Greg Obar at 940-369-5647 or email [hub@untsystem.edu](mailto:hub@untsystem.edu) with questions regarding completing the HSP. Additional information can also be found at the Texas Comptroller for Public Accounts website at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>.

### **Contract**


A copy of the proposed IDIQ Contract to be used by all qualified firms is attached. This is for informational purposes only. Responding firms should carefully review this contract before submitting qualifications. It is the Owner's intention to present all firms with the same IDIQ Contract. Proposed changes to the IDIQ Contract will not be considered by the Owner.

### **Selection Process/Description of Process**

The selection process starts after the RFQ is posted on the Electronic State Business Daily on the date listed in Selection Schedule. Following this stage, the selection process is as follows:

1. Qualifications are due on or before **2:00p.m. (CDT) on July 8, 2019**. Responses must be limited to no more than fifteen (15) pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Cover letter will not count as part of the fifteen (15) pages as long as the cover letter does not include information on how the work will be performed. All documents should be printed one-sided and submitted in 8 1/2" X 11" page size, portrait style. Proposals received that are late or exceed the number of pages listed above will not be accepted. Provide two (2) copies of the submittal in the form of: one (1) in paper format, loose bound and one (1) electronic format on a virus free CD

ROM or flash drive. Both formats must contain the exact same information. Missing information from either format may result in the Owner's rejection of the response. Overnight carrier or personal delivery to:

  
University of North Texas System  
Business Service Center  
Woodhill Square  
1112 Dallas Drive, Suite 4000  
Denton, TX 76205

**Email or faxed responses will not be accepted.**

2. The Owner may conduct formal interviews.
3. The top-ranked firm(s) will be notified on or about the date listed in Selection Schedule.
4. The Owner expects to reach a contractual agreement with the top-rated firm(s) shortly after notification. All documents related to this project shall be and become the property of the Owner.
5. The Owner reserves the right to reject any or all qualifications at any point during this selection process for any reason.

### **Selection Schedule Summary**

The schedule for selection is as follows:

RFQ posted on the Electronic State Business Daily	6/5/2019
Pre-Solicitation Meeting	Not Applicable.
Qualifications received no later than	7/8/2019 @ 2:00p.m.
HSP received no later than	Not Applicable
Notify short listed firms, if Owner elects to interview-on or about	July 2019
Interview short-listed firms, if Owner elects to interview-on or about	August 2019
Notify top-ranked firm, on or about	August 2019

The Owner may choose not to conduct interviews. The selected firm(s) will be notified by the Owner that they are top ranked and contract negotiations will begin.

Additional information and amendments may be posted on <http://www.untsystem.edu/bids>.

### **Evaluation Criteria**

Firms will be selected on the basis of experience and qualifications using the following criteria (many of the criteria are subjective):

1. Relevant successful experience will be evaluated on the basis of the experience of those key individual(s) named to the project team. Demonstrated successful experience in other projects/programs of similar character to this IDIQ program that best meets the intent of these criteria.
2. Firm performance and quality of past and current projects as included in response, including demonstrated success in delivering projects with aggressive schedule or implementation of phasing requirements.
3. Current capabilities will be evaluated on the basis of the experience and capacity (current workload and availability) of the individuals assigned to the team.

4. MEP Project Management Procedures and the design 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 will be reviewed.
5. Engineer's ability to monitor MEP construction cost estimates during the design process to ensure UNTS's construction budget is not exceeded.
6. Quality and responsiveness of the RFQ submittal – if applicable, the interview.
7. Local representation will be evaluated on the ability to respond quickly to issues during the duration of the project.

### Questions

Please address your questions concerning this RFQ to:

Elaine Robbins – Construction Solicitation Coordinator  
University of North Texas System  
Office of Facilities Planning & Construction

Please submit solicitation questions to:



**All questions must be received no later than June 19, 2019, at 2:00p.m. CDT. All questions and answers will be posted to the website by 5:00p.m. CDT, June 21, 2019.**

The Owner may in its sole discretion respond in writing to questions concerning this RFQ. Only Owner's responses made by formal written Addendum to this RFQ shall be binding and shall be posted on the UNT System website located at <http://www.untsystem.edu/bids>. Oral or other written interpretations or clarifications shall be without legal effect.

**Do not contact any other individuals from the UNTS. This may result in disqualification.**

END OF SECTION