Request for Competitive Sealed Proposal

RFCSP752-24-985CS

KERR HALL LOBBY RENOVATION
UNT SYSTEM FACILITIES PLANNING & CONSTRUCTION

• Pre-Proposal Meeting/Site Visit Following
• Thursday, March 7, 2024 @ 1:00 p.m.
AGENDA

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

- This project is renovate and refresh the existing lobby at Kerr Hall. Spaces being renovated include welcome desk, student lounges, game area and offices.

- This project will centralize the welcome desk for views of the entry and provide four (4) offices.

- Game area will include two (2) pool tables and one (1) ping pong table.

- This project includes an add alternate for a laundry facilities, residence hall kitchen and lounge space.

- Notice to Proceed for construction is anticipated to be April 2024, with substantial completion on July 5, 2024.
SUBMISSION REQUIREMENTS/CRITERIA

• Proposed agreement amount
• Number of calendar days to complete project
• Qualifications & experience of proposer’s key personnel & subcontractors committed to project with five (5) years’ experience with similar scale projects on a university campus with heavy foot and vehicular traffic, and renovations in a residence hall with an aggressive time schedule;
• Proposer’s current workload availability or time dedicated to this project both personnel and equipment
• Quality of references from owners & architects for similar projects completed by proposer within last five (5) years
• Proposed project schedule & demonstrated ability to have met expedited schedules on similar projects
• Responsibility/reputation of Proposer – claims & litigation experiences
• Proposer’s safety record
• Sufficiency of Proposer’s financial resources
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

• HUB Sub-Contracting plan is required for this project and is due March 26, 2024 @ 2:00 pm

• Should you submit HSP at the same time as Proposal, please submit Proposal and HSP as separate pdf documents

• 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.
- If a complete HSP is not submitted on due date, the Response 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. (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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Subcontracting Opportunity Description</th>
<th>Percentage of the contract expected to be subcontracted</th>
<th>Percentage of the contract with which you expect to award a subcontract</th>
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Aggregate percentages of the contract expected to be subcontracted:

Note: If you have more than 1 form subcontracting opportunities, a construction sheet is available online at [https://www.texas.gov/submit-contract-overview/addendum-forms](https://www.texas.gov/submit-contract-overview/addendum-forms).
• 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.
• 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.
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 HSP Rejection

• Plan not signed.
• Is not a separate pdf from response or not received on date and time due
• 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, Asst. HUB Coordinator & Outreach Specialist or Sony Simon, Asst. HUB Coordinator & Outreach Specialist
• Email: hub@untsystem.edu
• Web: https://finance.untsystem.edu/vendor-resources/hub-program/index.php
• Fillable Electronic Form at: https://comptroller.texas.gov/purchasing/vendor/hub/forms.php
SELECTION PROCESS

• Responses are due March 25, 2024 @ 2:00 p.m.

• HUB Sub-contracting plans due on March 26, 2024 @ 2:00 p.m.

• Public opening virtually on March 28, 2024 @ 2:00 p.m.

• Submit response and Hub Subcontracting Plan electronically at:

  **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.

• Anticipate contract complete April 2024 with Notice to Proceed April 2024.
• 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 002100-7. 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 electronically 24hr after your proposal, and mark the pdf document as “HUB Plan” at: https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS.
QUESTIONS

• Questions should be directed to Carrie Stoeckert, Senior Construction Contract Coordinator—please email questions to:

carrie.stoeckert@untsystem.edu

• Questions must be received by March 13, 2023, by 2:00 p.m. – questions & answers will be posted to UNT System website by March 15, 2023, by 5:00 p.m.

• Questions & answers and any addendums will be posted to:

and http://www.txsmartbuy.com/sp