NOTICE TO RESPONDENTS

DATE: August 10, 2020

RFP DUE DATE: Wednesday, September 9, 2020 at 3pm CST

HUB PLAN DUE DATE: Thursday, September 10, 2020 at 3pm CST

RFP NO.: RFP 20-007 ER Building AHU Replacement
PROJECT NO.: ER Building AHU Replacement

PROJECT MANAGER: Wolf Pabst

PURCHASING CONTACT: Shanna Watts

TELEPHONE: 409.772.9435

REQUEST FOR PROPOSAL - GENERAL DESCRIPTION

The Scope of work as follows: Perform retro-commissioning services for the Emergency Room building on the UTMB Galveston campus to improve facility comfort, operation, and efficiency. This includes removing and replacing existing building air handling units, establishing required building pressure in line with today’s codes, and upgrading outdated building automation systems, as necessary.

In addition to the requirements stated in the RFP/Contract Documents, the following will apply:

- The entire Project Delivery team, including but not limited to Contractors, Architects, Engineers, and Vendors will be required to use UTMB’s Project Management Information System (PMIS), e-Builder. E-Builder licenses and training will be provided by UTMB at no additional cost.

The work will be awarded under a lump sum contract to the respondent offering the best value to UTMB, according to the process and selection criteria state in the RFP Document (ref. Section 3 of the RFP Document). The successful respondent will be required to enter into an Agreement with UTMB. Following Contract award, the Contractor will attend a preconstruction conference.

UTMB reserves the right to reject any and all proposals.

DRAWINGS

Respondents may purchase, view, or download the RFP construction documents for actual cost from:

Thomas Print Works
4235 Richmond Avenue
Houston, TX 77027
P 713.621.0022
F 713.621.2537

Or

Galveston County Blueprint
1419 23rd Street
Galveston, Texas 77550
P 409.763.1661
email: galvestonblueprt@aol.com

Respondents should pick up or review the drawings and specifications prior to the Pre-Proposal Conference referenced below.
PRE-PROPOSAL CONFERENCE (VIA SKYPE)

Due to the current status of UTMB and the COVID-19 situation, there will not be an on-campus meeting. All Respondents interested in submitting a proposal are strongly encouraged to attend the online, Skype, Pre-Proposal Conference to be held on Tuesday, August 18, 2020 at 10:00am, CST. *Please follow the “Skype Meeting Instructions” on Page 4 of this document. Additional Site Inspections may be scheduled if necessary. Attendance at the Pre-Proposal Meeting is highly encouraged, but not mandatory.

SUBMITTAL INSTRUCTIONS
UTMB will not accept hand-delivered or couriered submittals. Please email proposals, HUB plans and associated attachments to:

   eMail: Vendor.bids@utmb.edu
          (Do Not Send to Purchasing Contact’s email)

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
UTMB encourages and supports the participation of Historically Underutilized Businesses (HUBs) in responding to this RFP.

In accordance with Texas Government Code 2161, each state agency, including UTMB, is required to make a good faith effort to assist HUBs in competing for, and receiving, contracts awarded by the agency.

UTMB has reviewed this RFP in accordance with the Texas Administrative Code (Title 34, Part 1, Chapter 20, Subchapter D, Rule 20.285) and has determined that subcontracting opportunities are probable under this solicitation. Accordingly, a HUB Subcontracting Plan (HSP) is required as a part of your proposal. The HSP shall be developed and administered in accordance with the UTMB Policy on Utilization of Historically Underutilized Businesses (HUBs) (ref. RFP Document; Section 1, Subsection 1.10 and Exhibit H).

The HSP Package, including the required forms and instructions, can be obtained via the UTMB’s HUB Program website at: https://www.utmb.edu/supplychain/hub/planform.asp.

- Select the HUB Plan for Construction Only.

Respondent must complete and submit the HUB Subcontracting Plan, as a part of your Proposal. Failure to do so will result in your Proposal being disqualified.

The HSP shall be submitted within twenty-four (24) hours (one business day) after the due date of the proposals as specified above and shall be submitted in accordance with the submittal instructions specified in Section 1, Subsection 1.5 of the RFP Documents.

If you have any questions or need assistance with the HUB Plan please contact UTMB’s Manager of Supplier Diversity Programs/HUB Program Coordinator at 409-266-1094 or email at klgross@utmb.edu.
PROPOSAL SECURITY – Not Used

PERFORMANCE AND PAYMENT BONDS
A Performance Bond and Payment Bond in an amount of one hundred percent (100%) of the contract price will be required upon award of Contract.

WAGE RATES
Attention is called to the fact that not less than the minimum wage rates prescribed in Attached A and B of the Owners Special Conditions of the RFP Documents must be paid on this project.

QUESTIONS
The last day to submit questions shall be Tuesday, August 25, 2020.

Questions must be submitted in writing via e-mail to:

Jim Buckley, WSP USA, Inc.
James.buckley@WSP.com

Cathy Horan, Philo Wilke, Partner
choran@philowilke.com

and copy to:

Shanna Watts, Sr. Acquisition Specialist - Purchasing
shwatts@utmb.edu

Wolf Pabst, Project Manager
wopabst@utmb.edu

Jim Walker, Construction Manager
jwalker@utmb.edu
Skype Meeting Instructions
Tuesday, August 18, 2020, 10:00am

In light of the current COVID-19 situation, this meeting will be held via Skype. Please use the following steps:

1. **IMPORTANT: THIS IS A NON-MANDATORY MEETING. IN ORDER TO BE REGISTERED AS AN ATTENDEE AT THIS MEETING, YOU MUST, ON THE DAY OF THE EVENT:**
   - Send an email to shwatts@utmb.edu and provide: First & Last name, Name of Company, e-Mail address & Phone number

2. **Please Click on the “Join Skype Meeting” Link Below:**
   - [Join Skype Meeting](#)
   - Trouble Joining? [Try Skype Web App](#)

   **Join by phone**
   - 346-358-5900,,51961# (Galveston Main Campus Profile)
   - 833-250-3659 (Toll Free),,51961# (Galveston Main Campus Profile)
   - 832-632-6721,,51961# (Galveston Main Campus Profile)
   - 409-266-9390,,51961# (Galveston Main Campus Profile)

   [Find a local number](#)

   **Conference ID: 51961**

   [Forgot your dial-in PIN?](#) | [Help](#)

3. **Enter Conference ID: 51961#:** If you are unable to be heard, please use the IM Chat functionality for questions. If you are unable to see or hear the presentation, please make sure to follow step 1 and I will send you the presentation. If you are unable to attend obtain a Skype connection at all, please follow Step 1 and I will send you the presentation.