RFP 20-018
WEST PLANT VARIABLE FREQUENCY DRIVE (VFD) UPGRADERS

PRE-PROPOSAL MEETING
TUESDAY, APRIL 28, 2020
**Pre-Proposal Meeting and Tour**

- Pre-Submittal Meeting
  - General Information
  - Project Information
  - Security Clearance
  - RFP Requirements
  - Submission of Proposals
  - HUB Subcontracting Plan Requirements
UTMB Project Teams

Project Management

• Wolf Pabst, Project Manager
• Christian Robbian, Program Director

Procurement

• Shanna Watts, Sr. Acquisition Specialist, Capital Construction

Supplier Diversity Programs

• Karen Gross, Manager Supplier Diversity/HUB Program
PRE-PROPOSAL MEETING AND SITE INSPECTION

Attendance
• Not Mandatory, but highly recommended
• No Additional Tours

Attendees
• Sign-in Sheet – Make contact info legible
• Posted and Emailed

RFP Documents
• UTMB Bid Opportunities Website – Notice and Addendum
• Official RFP Documents, Specifications and Drawings

Addenda
• Posted to Website
• Notice Emailed to Attendees

RFP Due Dates
• Bid Proposal – Thursday, May 14, 2020 at 3:00pm CST
• HUB Plans – Friday, May 15, 2020 at 3:00pm CST
PROJECT INFORMATION

The University of Texas Medical Branch
301 University Blvd. Galveston, Texas 77555

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E5 - EQUIPMENT SCHEDULE
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S2-60 - PARTIAL PLANS AND DETAILS

ISSUE FOR CONSTRUCTION
BOF-066 - WEST PLANT UPGRADE
- WEST PLANT VFD
FEBRUARY 21, 2020
The Project consists of …

Provide Contractor services for the purchase and installation of new variable frequency drives for 2 Chilled Water pumps, 3 Condenser water pumps, and 1 Cooling Tower fan at the West Plant at the UTMB Campus in Galveston, TX. Provide Contractor services for purchase and installation of 4160V to 480V transformers, motor control center, and other medium voltage electrical work. Contractor shall provide services to remove, rewire, and reinstall five existing 4160V motors to 480V, 3 phase units of equal rating to the motors. All work/craftsmanship will be completed in accordance with the construction specifications, drawings, and documents. Contractor shall provide services to include start-up and commissioning.

Work is to be completed in two phases, Phase 1 and Phase 2. Phase 1 to be completed and commissioned prior to starting Phase 2.

Contractor shall provide stamped engineering drawings and submittals by a professional electrical engineer licensed in Texas. Contractor will also provide submittals to UTMB’s Property Services Engineering Staff located in the Clinical Services Wing, 5th floor for all questions, clarifications & submittals.
## PROJECT INFORMATION
### ANTICIPATED SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Execution of Agreement</td>
<td>Late June 2020</td>
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<tr>
<td>Estimated Notice to Proceed</td>
<td>Late June 2020</td>
</tr>
<tr>
<td>Estimated Start of Work</td>
<td>Ten days after NTP</td>
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<tr>
<td>Substantial Completion</td>
<td>245 Days or March 1, 2021</td>
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<td><em>whichever is first</em></td>
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DRAWINGS AND SPECIFICATIONS

Respondents and Subcontractors may view or download RFP Documents from the following link:

https://www.utmb.edu/supplychain/purchasing/bidops.asp
SECURITY CLEARANCE

GC and subcontractors will be required to obtain a security clearance check and badges for all employees and subcontractors working on site.

Badging process involves paperwork, background and drug tests.

Pre-Check will be used by Contractor for its employees that require building access - $36.50 per individual.

FC Construction Services will be used by Contractor and Subcontractors for its employees that do not require building access – $125.00 per individual.

Pre-Check and FC Construction Services Background Check may include the following:

- Valid US Federal or State Government-issued picture ID card
- Verified social security number
- National Sex Offender List Check
- Excluded Parties or Terrorist Watch List Check
- No felony convictions within the past seven (7) years relating to theft, violence or drugs
- No Misdemeanor convictions within the past five (5) years relating to theft, violence or drugs
- No positive drug test results
Clarifications and Interpretations

RFP Section 1 – Item 1.4

- All questions must be submitted in writing
- Addendum will be issued for any clarifications and interpretations that materially affect or change the RFP requirements, drawings and/or specifications
- Respondents are responsible for obtaining Addenda from print company
- Notice of Addendum will be posted on the UTMB Bid Opportunities website [http://www.utmb.edu/supplychain/purchasing/bidops.asp](http://www.utmb.edu/supplychain/purchasing/bidops.asp)
- Interpretations or clarifications in any form other than Addendum, including oral statements, will not be binding on UTMB and should not be relied on in preparing Proposals
RFP SECTION 1
SUBMISSION OF PROPOSALS

RFP Section 1 – Item 1.5 – UTMB will not accept hand delivered or couriered submittals. **Please send proposals and HUB requirements to the email below:** (Max size of 10MB)

- **E-Mail Address:** vendor.bids@utmb.edu

- The electronic version shall be submitted by email and not exceed 10MB.
- Electronic documents must include all required signatures.
- Official time clock for E-Mail submittals shall be the date and time specified on the email received by UTMB.

**Proposals Due:** Thursday, May 14, 2020 at 3:00pm CST

**HUB Subcontracting Plans Due:** Friday, May 15, 2020 at 3:00pm CST
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 solicitation in accordance with Chapter 1, Texas Administrative Code, Section 20.285 (a) and has determined that subcontracting opportunities are probable under this solicitation.

The individual preparing and/or signing the HSP document in Section 4 is responsible for the requirements of completing a compliant HUB Subcontracting Plan.

The individual listed in Section 1 will be contacted if information is required during HSP evaluation.
Historically Underutilized Business (HUB) Subcontracting Requirements

- Method B of the HUB Subcontracting Plan is the **ONLY** acceptable Method for **Competitive Sealed Proposals**.

- There is a checklist to follow for the Method B process. Please follow the checklist in the HUB Plan package.

- Only use UTMB’s HUB Plan document – UTMB’s **agency information will appear in the agency box on page 1 of the HSP Plan and dated 02/17; no other HUB Plan document will be accepted**.

- If your company is certified as a State of Texas HUB firm and your company is bidding as a **prime contractor** you must complete a HUB subcontracting Plan. There are no exceptions; it is a state requirement.

- Good Faith Effort Method B (Attachment B) – Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2b. The following link will direct you to the HUB Subcontracting Plan form for Construction: [http://www.utmb.edu/supplychain/hub/planform.asp](http://www.utmb.edu/supplychain/hub/planform.asp)

- Submit all supporting documentation with your HUB Plan (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and Texas trade organizations or development centers.

- Submit the HUB certification profile showing the HUB firms active status for all HUBs listed in Section B-3 (b.) of the HUB Plan. **Note:** This will assist UTMB with a more rapid evaluation process.

- When searching for Texas certified HUBs, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at the following link: [https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp](https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp). HUB Status code “A” signifies that the company is a Texas certified HUB.
HUB Subcontracting Plan (HSP) Required

- Non-submittal of documents may be grounds for disqualification
- Do not make any assumptions or interpretations of the HUB Plan document; if you need assistance please request assistance.
- Include all required documentation *(UTMB reserves the right to seek clarification on all documents submitted. In addition, UTMB may request supplemental documents to clarify the documents submitted)*

Allow sufficient time for posting subcontracting opportunities.

- Must allow seven (7) business days for response. Normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer.
- Initial day the opportunity notice is sent/provided to the Texas HUBS and to Texas trade organization/development centers is considered to be “day zero” and does not count as one of the seven (7) working days.
- Written notification to trade organizations/development centers located in Texas only; The notice provided to the Texas trade organizations or development centers is required so that those organizations can post the prime contractors’ notice of subcontracting opportunities to their members. One is not asking those organizations to bid on the opportunities.

*No UTMB Holidays take place during this Competitive Sealed Proposal process*
HUB SUBCONTRACTING PLANS (HSP)

Selection of Subcontractor

Respondents cannot select a subcontractor unless they correctly complete the State of Texas HUB Subcontracting Plan Method B process for soliciting for HUBs.

As a point of clarification; if the respondent has a formal State of Texas Mentor Protégé Agreement signed with the a subcontractor (See Section B-2 HUB Subcontracting Plan) the state signed document constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Example: If the state mentor-protégé agreement is for the Respondent to mentor the HUB subcontractor on cement services then that is the only scope of work for which that agreement is valid. The respondent would have to have multiple mentor protégé agreements for other scopes of work. (A copy of the State of Texas Mentor-Protégé Agreement signed by the state Comptrollers office and the sponsoring state agency must accompany the HUB Plan submittal.)

HSP Review

HUB Plans may be submitted to Tracy Jackson at trjacks@utmb.edu to verify the most current HUB Subcontracting Plan form is used. This review will not include content.

Respondent has the option to submit the HSP for a courtesy draft review. The HSP must be filled out in its entirety and sent to Karen Gross at klgross@utmb.edu. Place "Draft HSP" in your subject line of the email and submit no later than 72 hours in advance of the solicitation due date. The courtesy review is contingent upon HUB Program staff availability and is limited to one per vendor per solicitation.

HSP Questions

For assistance with the State of Texas HUB Subcontracting Plan requirements contact Karen Gross, Manager of Supplier Diversity Programs/HUB Coordinator at 409-266-1094 or by e-mail at klgross@utmb.edu.
Respondents shall restrict all contact with the Owner and direct all questions regarding this RFP, including questions regarding terms and conditions, to the Point-of-Contact person(s) specified.

- Questions must be submitted in writing via e-mail to Project Team:
  - Wolf Pabst, Project Manager
    wopabst@utmb.edu
  - Christian Robbian, Program Director
    cvrobbia@utmb.edu
  - Shanna Watts, Sr. Acquisition Specialist
    shwatts@utmb.edu

Last day for questions: **Friday, May 1, 2020 at 3:00 pm CST.**
• Evaluation based on the requirements described in this RFP

• Portion of the evaluation will be based on Respondent’s Pricing and Delivery Proposal

• After the Public Opening, all received Proposals shall be held until the submitted HUB Subcontracting Plans (HSPs) have been reviewed and accepted by the UTMB HUB Coordinator.

• Any Proposal received, in which the HSP was not accepted by UTMB, shall not be considered in the evaluation process for the award of this project.

• Proposals, in which the submitted HSP was accepted, shall be evaluated on the criteria as specified below.
  ✓ Proposed Cost
  ✓ Company Overview
  ✓ GC Key Personnel, Past Experience and References
  ✓ Subcontractors Past Experience and References
  ✓ Project Management
  ✓ Safety Program
RFP SECTION 4
FORMAT OF PROPOSAL

- Technical Proposal – Maximum of Fifteen (15) printed pages
- Supplemental Subcontractor Qualifications – Maximum of two (2) pages per subcontractor
- Proposals shall be submitted as FOUR (4) separate documents:
  1) Completed Pricing and Delivery Proposal Form
  2) Respondent’s Technical Response,
  3) HUB Subcontracting Plan, and
  4) Subcontractor Qualifications.
Questions?