NOTICE TO RESPONDENTS

DATE: May 4, 2020

RFP DUE DATE: Tuesday, June 9, 2020 at 3:00pm CST

HUB PLAN DUE DATE: Wednesday, June 10, 2020 at 3:00pm CST

RFP NO.: RFP # 20-019
PROJECT NO.: UTMB League City Medical Plaza 1 Elevator Lobby Renovations

PROJECT MANAGER: Chris Escamilla
PURCHASING CONTACT: Todd Allen TELEPHONE: 409-772-6952

REQUEST FOR PROPOSAL - GENERAL DESCRIPTION

Renovations of the existing elevator lobbies on levels 1-4 in the new Medical Plaza One building on the League City Campus. Renovations include updated floor, wall, and ceiling finishes along with new portal entrances to the building at these levels.

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 RFP construction documents for actual cost from:

Thomas Print Works
4235 Richmond Avenue
Houston, TX 77027
P 713-621-0022
F 713-621-2537

and

Galveston County Blueprint,
1419 23rd Street
Respondents should pick up or review the drawings and specifications prior to the Pre-Proposal Conference referenced below.

PRE-PROPOSAL CONFERENCE AND SITE INSPECTION
All Respondents interested in submitting a proposal are strongly encouraged to attend a Pre-Proposal Conference and Virtual Site Inspection to be held at UTMB Campus on Thursday, May 7, 2020 at 10:00am via video conference. See Exhibit A – Notice to Respondents for Skype Instructions.

There will be a virtual site visit at the end of PowerPoint Presentation

Respondents are advised that all surrounding the UTMB campus buildings are paid parking. Respondent must allow time to obtain parking and arrive at the conference on time. The meeting shall begin promptly at the time specified above. Respondents may view the UTMB Campus Map by visiting the following website: http://www.utmb.edu/map

SUBMITTAL INSTRUCTIONS
Due to COVID-19, EMAIL submittals will be the ONLY allowed method of delivery.

Send Proposal Documents 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) of 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
A Cashier's Check or Certified Check payable, without recourse, to The University of Texas Medical Branch at Galveston or an acceptable Surety Proposal Bond, in an amount not less than five percent (5%) of the largest possible total proposal, including consideration of alternates, must accompany each proposal as a guarantee that, if awarded the contract, the Respondent will promptly enter into a contract and execute bonds in forms provided as outlined in the RFP Documents.

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 Thursday, May 14, 2020.

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

Andrew Tyler, AIA, LEED AP Associate - andrewt@kirksey.com with a copy to:

Chris Escamilla, UTMB Project Manager- chescami@utmb.edu
Chelsea Remick, UTMB Construction Manager- caremick@utmb.edu
Todd Allen, Sr. Acquisition Specialist- toallen@utmb.edu
Skype Meeting Instructions
Thursday, May 7, 2020, 10am

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 toallen@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](#)

**Depending on the Skype Program you are using, you will need to choose one of the following:**
- Don’t Join Audio
- Switch Audio to my Phone

3. **Join by phone using one of the options below:**
   
   *If one number fails to work, please attempt another.*

   - 346-358-5900,,575766# (Galveston Main Campus Profile)  
   - 833-250-3659 (Toll Free),,575766# (Galveston Main Campus Profile)  
   - 832-632-6721,,575766# (Galveston Main Campus Profile)  
   - 409-266-9390,,575766# (Galveston Main Campus Profile)

4. **Conference ID: 575766:** 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.

[Forgot your dial-in PIN?](#) | [Help Find a local number](#)