RFP 20-019
UTMB League City Medical Plaza 1 Elevator Lobby Renovations

PRE-PROPOSAL MEETING
FRIDAY, MAY 8, 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
- Chris Escamilla, Project Manager
- Chelsea Remick, Construction Manager

Procurement
- Todd Allen, Sr. Acquisition Specialist, Capital Construction

Supplier Diversity Programs
- Karen Gross, Manager Supplier Diversity/HUB Program

Architect
- Andrew Tyler, AIA, LEED AP Associate, Kirksey Architecture
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
• Print Companies – Official RFP Documents, Specifications and Drawings

Addenda
• Posted to Website and Print Shops
• Notice Emailed to Attendees

RFP Due Dates
• Bid Proposal – Tuesday, June 9, 2020 at 3:00pm cst
• HUB Plans – Wednesday, June 10, 2020 at 3:00pm cst
The Project consists of …

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.
### Project Information

**Anticipated Schedule**

- **Execution of Agreement**: July 13, 2020
- **Estimated Notice to Proceed**: July 13, 2020
- **Estimated Start of Work**: July 23, 2020
- **Substantial Completion**: November 25, 2020
Respondents and Subcontractors may purchase, view or download RFP Documents for actual cost from:

Galveston County Blueprint
1419 23rd Street
Galveston, TX 77550
Phone: 409.763.1661
e-mail: galvestonblueprt@aol.com

Thomas Print Works
4235 Richmond Avenue
Houston, TX 77027
P 713-621-0022
F 713-621-2537
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 General Contractor for its employees that require building access - $36.50 per individual.

FC Construction Services will be used by General 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
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

❖ Method of Delivery
  ▪ E-mail ONLY – Max size of 10MB

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

Proposals Due: Tuesday, June 9, 2020 at 3:00pm cst
HUB Subcontracting Plans Due: Wednesday, June 10, 2020 at 3:00pm cst
SUBMISSION OF PROPOSALS

• For mail/courier or hand deliveries, include one (1) electronic version (CD or Flash Drive) with the Proposal and HUB Plan.

• The electronic version submitted either by email, CD or Flash Drive shall be considered the official submitted document and shall prevail in the event of discrepancies, errors or omissions.

• All documents, electronic or otherwise must include all required signatures.

• Official time clock for mail/courier or hand delivered proposals shall be located in the Materials Management Building (M28), 1302 Mechanic in Galveston, Texas 77555, 3rd Floor, Room 3.106.

• Official time clock for E-Mail submittals shall be the date and time specified on the email received by UTMB.
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:

- 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.

The following are UTMB Holidays that take place during the Competitive Sealed Proposal process; firm may not include these days in the posting requirements.

- Memorial Day, Monday, May 25, 2020
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 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 trrjacks@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 Architect:
  - Andrew Tyler, AIA, LEED AP Associate - andrewt@kirksey.com
  - with a copy to:
    - Chris Escamilla, UTMB Project Manager - chescami@utmb.edu
    - Chelsea Remick, Construction Manager - caremick@utmb.edu
    - Todd Allen, UTMB Sr. Acquisition Specialist - toallen@utmb.edu

Last day for questions: **Thursday, May 14, 2020 at 3:00 pm CST.**
EVALUATION CRITERIA AND PROPOSAL REQUIREMENTS

• 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?