



NOTICE TO RESPONDENTS

DATE: **November 4, 2020**

RFP DUE DATE:
Wednesday, December 2, 2020

HUB PLAN DUE DATE:
Thursday, December 3, 2020

RFP NO.: **RFP No. 21-001**
PROJECT Name.: **1700 Strand Third Floor Renovation**

PROJECT MANAGER: **Raymond (Sonny) Morales**

PURCHASING CONTACT: **Shanna Watts**

TELEPHONE: **409.772.9435**

REQUEST FOR PROPOSAL - GENERAL DESCRIPTION

Provide Contractor services for the Renovate the 3rd floor of 1700 Strand to house BSL-2 laboratory incubator space and associated offices while bringing the project area into code compliance.

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:

Galveston County Blueprint
1419 23rd Street
Galveston, Texas, 77550
Phone: (409) 763-1661
email: galvestonblueprt@aol.com

OR

Thomas Printworks
4235 Richmond Avenue
Houston, TX 77027
Phone: 713-621-0022
Fax: 713-621-2537

**PRE-PROPOSAL CONFERENCE & SITE VISIT (VIA SKYPE)**

The pre-proposal conference will be online via Skype and the Walk-thru will be at the site location, both on **Tuesday, November 10, 2020 (at separate times)**. All Respondents interested in submitting a proposal are strongly encouraged to attend as follows:

- **Skype (Online) Pre-Proposal Conference** - Tuesday, November 10, 2020 at **10:00am, CST**
****Please follow the "Skype Meeting Instructions" on the last page of this document.***
- **Site Visit / Walk-Thru** - Tuesday, November 10, 2020 at **1:30pm, CST at 1700 Strand (Old Customs House), Galveston, Tx 77550** *****Please plan to wear a face mask and social distance by remaining in controlled groups directed by the Project Manager and Architect. Please also minimize your attendees to no more than three (3) per company/contractor. Attendance at the Pre-Proposal Meeting and site visit 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

An acceptable Surety Proposal Bond to The University of Texas Medical Branch at Galveston 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 **Tuesday, November 17, 2020, 3pm, CST.**

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

Raymond (Sonny) Morales, Project Manager
ramorale@utmb.edu

Kyle Moller, Architect, Work5hop
kyle@work5hop.com

Shanna Watts, Purchasing
shwatts@utmb.edu



Skype Meeting Instructions

This Pre-proposal 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 with audio or call in on the separate number below.*

3. Join by phone using one of the options below:

If one number fails to work, please attempt another.

346-358-5900,51961# (Galveston Main Campus Profile)	English (United States)
833-250-3659 (Toll Free),51961# (Galveston Main Campus Profile)	English (United States)
832-632-6721,51961# (Galveston Main Campus Profile)	English (United States)
409-266-9390,51961# (Galveston Main Campus Profile)	English (United States)

4. 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, please follow Step 1 and I will send you the presentation.