



NOTICE TO RESPONDENTS

DATE: **May 5, 2020**

RFP DUE DATE: **Wednesday, June 10, 2020; 3:00 PM CST**

HUB PLAN DUE DATE: **Thursday, June 11, 2020; 3:00 PM CST**

RFP NO.: **20-021 Ronald McDonald House Galveston Playground**

UTMB PROJECT MANAGER: **Raymond "Sonny" Morales**

UTMB PURCHASING CONTACT: **Tracy R. Jackson** EMAIL: **trrjacks@utmb.edu**

REQUEST FOR PROPOSAL - GENERAL DESCRIPTION

The Project consists of new playground area and equipment, extension of existing parking, and related work at the UTMB Ronald McDonald House of Galveston, 301 14th Street, Galveston, Texas 77555. In general, the work includes: partial demolition of existing playground, concrete paving, structures and fences; site grading, new exterior CMU walls and footings, new decorative metal fences; modification and extension of existing concrete parking lot including restriping, new concrete paving, new striping, wheel stops, new planting area; new playground area including concrete paving, rubber surfacing, tensioned fabric shade structures, playground structures and equipment, sports netting assemblies, new basketball backboard, rim and supporting structure.

The Work will be conducted in one phase to provide the least possible interference to the activities of the Owner's personnel and to permit orderly function and operation of existing facilities during construction. Work shall be substantially complete ready for occupancy within 150 days of commencement of construction activities or 12/31/2020, whichever occurs first.

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:

ARC - Houston
2900 Smith St, Suite 100
Houston, Texas 77006
(713) 782-8580
Houston.prod.smith@e-arc.com
<https://www.e-arc.com/location/houston-smith-street/>



ARC - Clear Lake
1052 E NASA Parkway, Suite C,
Houston, Texas 77058
(281) 335-7900
Houston.prod.clake@e-arc.com
<https://www.e-arc.com/location/houston-clear-lake/>

Galveston County Blueprint,
1419 23rd Street
Galveston, Texas, 77550
Telephone: (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 AND SITE INSPECTION

All Respondents interested in submitting a proposal are strongly encouraged to attend a Pre-Proposal Conference and Site Inspection to via **Skype conference call**. The conference call will begin at **10:00 am; Tuesday May 12, 2020**, reference Notice to Respondents, Attachment A - Skype Instructions.

UTMB reserves the right to conduct additional in person site inspections subject to UTMB's Interim COVID-19 Masking, Social Distancing and Testing Guidelines for Employees, Students and Contractors at the website below:

<https://www.utmb.edu/covid-19/health-care-workers/article/healthcare-team-updates/2020/04/28/interim-covid-19-masking-social-distancing-and-testing-guidelines-for-employees-students-and-contractors>

If you attended the Skype conference call and need to see the site in person, please contact Tracy Jackson at trrjacks@utmb.edu to schedule an appointment. In person site visits may be made available on Wednesday, May 13, 2020 and/or Thursday. May 14, 2020 and will be limited to 10 people.

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

Bid/Proposal Bonds are not required for this RFP.

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, May 19, 2020; 3:00 PM CST.**

Questions must be submitted in writing via e-mail to Kiril Sirakov at ksirakov@Huitt-Zollars.com with a copy to:

Raymond "Sonny" Morales at ramorale@utmb.edu

Tracy R. Jackson at trrjacks@utmb.edu