

**RFP No. 730/783-[NUMBER]**

**Request for Proposals**

**FOR**

**a construction manager-at-risk**

**FOR**

**[PROJECT NAME]**

**AT THE [CAMPUS]**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|   |   |   |
| **Date Issued:** |  | [Date] |
|  |  |  |
| **Questions Deadline:** |  | [Date] |
|  |  |  |
| **Proposal Due Date & Bid Opening:** |  | [Date] |
|  |  |  |
| **Procurement Point of Contact:** |  | [Buyer's Name] |
|  |  | [Buyer's Position/Title] |
|  |  | 5000 Gulf Freeway |
|  |  | Building 1, Room 214 |
|  |  | Houston, TX 77204-5015 |
|  |  | [Buyer's E-Mail Address] |
|   |   |   |
|  |  |  |
| **Project Summary:** |  | Pre-construction and construction phase services for [insert project description] at the [campus/location]. |
|  |  |  |
| **Procurement Method:** |  | Selection will be made in accordance with the two-step process set forth in Tex. Educ. Code §51.782.  |
|  |  |  |
| **HUB Goal:** |  | \_\_\_\_\_% |
|  |  |  |

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| **EXHIBITS** |
| A | Execution of Offer **\*Required\*** |
| B | HUB Subcontracting Plan (“HSP”) and TIP Sheet **\*Required\***  |
| C | CMAR HSP Procedures + Letter of Intent **\*Required\*** |
| D | Cost and Delivery Proposal **\*Required\*** |
| E | No Boycott Certifications  |
| F | Texas Public Information Act **\*Required\*** |
| G | Corporate Sponsorship |

# **SECTION 1 – THE PROJECT**

* 1. **General.** The University of Houston System (*“Owner”*) is soliciting proposals (each a *“Proposals”*) from the shortlisted respondents (each a *“Respondent”*) to the Request for Qualifications No. [STEP 1 RFQ NUMBER] issued by Owner on [STEP 1 RFQ POSTING DATE] (the *“RFQ”*) for the construction of the [TITLE] located on the [CAMPUS NAME] campus (the *“Project”*). This RFP is the second step of a two-step process, the first step being the RFQ.
	2. **Preliminary Project Timeline.** The preliminary project timeline for the Project is:

|  |  |
| --- | --- |
| Design Start | [Month] [Year] |
| Construction Start | [Month] [Year] |
| Substantial Completion | [Month] [Year] |
| Final Completion | [Month] [Year] |

* 1. **Budget.** The Total Project Cost (***“TPC”***) is approximately $[number]. Owner reserves the right to increase and/or decrease the CCL and TPC in its sole discretion. The TPC includes a Construction Cost Limitation (***“CCL”***) of approximately $[number]. Fees, furnishings, equipment, other work, miscellaneous expenses, and contingencies make up the balance of the TPC. Owner reserves the right to increase and/or decrease the CCL and TPC in its sole discretion.

# **SECTION 2 –** **GENERAL INFORMATION AND REQUIREMENTS**

1. 1. **General.** Only those firms that were short-listed during Step One – RFQ (each, a ***“Respondent”)*** are invited to submit a proposal (the ***“Proposal”)*** in compliance with the requirements contained in this RFP. Failure to so comply will result in disqualification of the Proposal and the Respondent.
	2. **Schedule.** The following schedule has been established for this RFP:

|  |  |
| --- | --- |
| Request for Proposals Posted | [Date] |
| Questions Deadline | [Date] at [Time] CT |
| Questions & Answers posted to ESBD | [Date] at [Time] CT |
| Proposals Submittal Deadline | [Date] at [Time] CT |
| Oral Presentations/Interviews, if held  | TBD |
| Contract Negotiations Commence | TBD |
| Contracts Signed | TBD |
| Contract State Date (estimated) | [Date] |
| The University will be closed the following days:<https://www.uh.edu/human-resources/payroll/holiday-schedule/> |

* + 1. Owner reserves the right to change the schedule as necessary to accommodate selection committee members’ schedules or other business of Owner.
	1. **Public Information.**  Proposals and any other information submitted by Respondents in response to this RFP are the property of Owner. Owner considers all information, documentation and other materials submitted in response to this RFP to be non-confidential and/or non-proprietary and therefore subject to the public disclosure under the Texas Public Information Act (Texas Government Code Chapter 552) after a Contract is awarded**. By submitting a Proposal, you release the Owner from any liability resulting from the Owner’s disclosure of such materials.**

* 1. **Historically Underutilized Businesses.** In accordance with the State of Texas policy of encouraging the use of Historically Underutilized Businesses (***“HUBs”***) in state procurement, Owner shall make a good faith effort to utilize HUBs in contracts for construction, goods, and services. The owner strives to achieve HUB program goals by contracting directly with HUBs or indirectly through HUB subcontracting opportunities. If the Owner determines that subcontracting is probable under the contract, a HUB Subcontracting Plan (***“HSP”***) must be completed by the Respondent and submitted with the Proposal in accordance with Texas Administrative Code, Title 34, Part 1, Chapter 20, and Subchapter B. The HSP, if required by this solicitation, will become a provision of any contract that results from this solicitation and the Respondent will utilize the subcontractors indicated in the HSP, unless a revision to the HSP is approved by Owner. The Respondent shall maintain business records documenting compliance with the HSP and shall submit a monthly Progress Assessment Report (PAR) via the University of Houston’s Contracts Compliance System, <https://uh.gob2g.com/>.The PAR submission shall be required as a condition for payment.
		1. The Respondent shall report to Owner the identity and amount paid to each HUB and non-HUB subcontractor to whom the Respondent has awarded a subcontract for labor, supplies, materials, and equipment. The subcontractors listed in the PARs should be the same vendors identified in the HSP during the life of the contract. Complete the PARs Designee Form and submit with the HUB Subcontracting Plan. Information regarding the submission of the HSP required with this solicitation is included in Section 3.2 below.
	2. **Communication Restrictions**
		1. Owner designates the following person as to its representative and ***Point of Contact*** in connection with this RFP:

[Name]

University of Houston

Purchasing Department

5000 Gulf Freeway

Building 1, Room 214

Houston, TX 77204-5015

[Buyer’s E-mail Address]

* + 1. Respondents shall submit by email any questions which may arise during the preparation of the RFP to the Point of Contact. Until the Construction Manager is identified and executes a contract for the Project on the Contract Form (the ***“Contract”***), all Respondents’ communications with respect to this RFP and/or the Project must be with the Point of Contact and not with any other employee, officer, Regent, agent, representative or contractor of Owner.
	1. **Questions and Clarifications.** Any questions or requests for clarification or interpretation shall be submitted to the Point of Contact by email on or before the Questions Deadline identified in Section 2.2 and must reference “**RFP 730/783-[NUMBER] [PROJECT NAME]”**. All timely questions will be answered and requests for clarification will be addressed at one time and in one posting as an addendum to this RFP on the Electronic State Business Daily **(*“ESBD”***) website (<http://www.txsmartbuy.com/sp>). Owner will post any other clarification to or interpretation of this RFP that materially affects or changes its requirements as an addendum on the ESBD website. It is Respondents’ responsibility to obtain this information in a timely manner. All such addenda issued by Owner before Submittal Deadline are, and must be treated as, part of this RFP, and each qualification must specifically acknowledge receipt of this RFQ and each addendum by including a copy of the RFP and each addendum with the Proposal (not counted toward the page or size limit).
	2. **Submission of Proposals.** Proposals must be in writing and received by the Point of Contact on or before Proposal Deadline. Owner will not accept Proposals received after the Proposal Deadline, that do not include the Execution of Offer (as identified in Section 3.4 below) or Cost and Delivery Proposals (as identified in Section 4.3 below), or that do not conform to the requirements of this RFP regarding the required formats and size. Likewise, Proposals that do not address all aspects of the Project or the requirements of this RFP in a complete and meaningful way will be subject to rejection as non-responsive. Proposals that are qualified with conditional clauses, alterations, items not called for in this RFP, or irregularities of any kind will subject the Proposal to rejection. Unnecessary or extraneous attachments shall NOT be included with the Proposals. Only the responses provided by the Respondent to the requirements identified in this RFP will be used by the Owner for evaluation.
		1. All Proposals will be reviewed and evaluated by the Owner’s selection committee.
	3. **No Confidentiality.** All information, documentation and other materials requested by Owner and/or submitted or otherwise disclosed by a Respondent (including, but not limited to, the Proposal, the ***“Public Information”***) are and will be deemed non-confidential and/or non-proprietary and therefore subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) once a contract for the Project is awarded. Owner strictly adheres to applicable laws, including but not limited to statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of information and compliance with the requirement of the Texas Public Information Act. BY SUBMITTING A PROPOSAL, A RESPONDENT SPECIFICALLY AND EXPRESSLY RELEASE OWNER FROM LIABILITY RESULTING, AND WAIVES ANY AND ALL CLAIMS ON BEHALF OF RESPONDENT AND ANY PERSON(S) CLAIMING BY, THROUGH OR UNDER RESPONDENT, FROM OWNER’S DISCLOSURE OF THE PUBLIC INFORMATION.
	4. **Contract.** Any contract resulting from this solicitation will be on Owner’s then-current contract form Construction Manager-at- Risk Agreement which was included in the previously issued RFQ.
	5. **Owner’s Reservation of Rights.** Owner makes no representations of any kind that an award will be made as a result of this RFP. Owner reserves the right to accept or reject any or all Proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in Owner’s best interest. Further, and in accordance with Texas Education Code Section 51.782, Owner reserves the right to cease negotiations with the Respondent initially selected for the award should the parties be unable to come to terms, and proceed to negotiate with the next best-qualified Respondent.
	6. **Acceptance of Evaluation Methodology.**  By submitting a Proposal in response to this RFP, respondent accepts the evaluation process and acknowledges and accepts that determination of the “best value” firm(s) will require subjective judgments by the Owner.
	7. **No Reimbursement of Respondents’ Costs**.Proposals and any other information submitted by Respondents become the property of Owner and will not be returned. BY SUBMITTING A PROPOSAL, EACH RESPONDENT ACKNOWLEDGES AND AGREES THAT ANY COSTS INCURRED BY RESPONDENT IN CONNECTION WITH THIS RFP (INCLUDING SUBMISSION OF A PROPOSAL) ARE AT RESPONDENT’S SOLE RISK, RESPONSIBILITY, AND EXPENSE.
	8. **Compliance with Certain State Contracting Requirements.**
		1. No *Boycott of Israel.* The successful Respondent will be required to certify that it is current engaged in, and agrees for the duration of the contract awarded pursuant to this RFQ not engage in the boycott Israel as defined by Section 808.001 of the Texas Government Code. **EXHIBIT E**
		2. *Anti-Boycott of* Energy *Companies.* The successful Respondent will be required to certify that that it is not currently engaged in, and agrees for the duration of the contract awarded pursuant to this RFQ not to engage in, the boycott of energy companies as defined by Section 809.001 of the Texas Government Code. **EXHIBIT E**
		3. *Anti-Boycott of Firearm Entities or Firearm Trade Associations.* The successful Respondent will be required to certify that that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, or will not discriminate against a firearm entity or firearm trade association for the duration of the contract awarded pursuant to this RFQ, as defined by Section 2274.001 of the Texas Government Code. **EXHIBIT E**
		4. *Certification of No Business with Foreign Terrorist Organizations.* For purposes of Section 2252.152 of the Texas Government Code, the successful Respondent will be required to certify that, at the time of the contract awarded pursuant to this RFQ neither the successful Respondent nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the successful Respondent, is a company listed by the Texas Comptroller of Public Accounts under Sections 2252.153 or 2270.0201 of the Texas Government Code as a company known to have contracts with or provide supplies or to a foreign terrorist organization.
		5. *Certificate of Interested Parties.* If the value of the contract awarded pursuant to this RFQ exceeds $1,000,000, the successful Respondent will be required to it has complied with Section 2252.908 of the Texas Government Code and Part 1 Texas Administrative Code Sections 46.1 through 46.3 as implemented by the Texas Ethics Commission (*“TEC”*), if applicable, and has provided Owner with a fully executed TEC Form 1295, certified by the TEC and signed and notarized by the successful Respondent.
		6. *Certification of Compliance – Texas Public Information Act Contracts for $1 Million or more* ***(EXHIBIT F)***
			1. If the contract awarded pursuant to this RFQ has a value of $1,000,000 or more, then the successful Respondent shall:
				1. preserve all “contracting information” as defined in Section 552.003 of the Texas Government Code related to the Contract as provided by the records retention requirements applicable to Owner for the duration of the contract;
				2. provide to Owner any contracting information related to Owner that is in the custody or possession of the successful Respondent on request of Owner no later than ten (10) business days after receiving such request from Owner; and
				3. on completion of the contract, either:
				4. provide at no cost to Owner all contracting information related to the contract that is in the custody or possession of the successful Respondent; or
				5. preserve the contracting information related to the contract as provided by the records retention requirements applicable to Owner.
				6. Furthermore, the successful Respondent agrees that the requirements of Subchapter J, Chapter 552, Government Code, may apply to the Contract and Contractor agrees that the Contract can be terminated if the successful Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.
		7. *Additional Requirements.* Additional state contracting requirements are included in the Contract Form.
	9. **Corporate Partnerships and Sponsorships.** Corporate Partnerships provide increased value beyond simple purchasing agreements by leveraging the UH System’s consolidated spending power across all campuses, athletic, academic, and research strengths and other marketing assets to develop expanded and coordinated opportunities for both the UH System and its corporate partners. Corporate partners are UH System suppliers and service providers whose affiliations with the UH System may help to expand their markets or create mutually beneficial opportunities. The UH System seeks to develop mutually beneficial opportunities with corporate partners and encourages proposers to explore ways to increase the value of the partnership between the UH System and the corporate partner. Opportunities are listed on [the University of Houston Corporate Sponsorship webpage](https://giveto.uh.edu/corporate-sponsorship) might include:
* Student Talent/ internships
* Community Programming
* Alumni Association Partnerships
* Research and Innovation
* Campus Marketing and Branding
* Athletics

Proposers should submit the University of Houston Corporate Response Form **(EXHIBIT G)** to indicate any areas of interest for additional partnership opportunities and return the completed form with their response to this solicitation, separately from their bid response, to the buyer named in this solicitation. Corporate Response Forms embedded in solicitation responses will be considered non-compliant and the proposer will be provided forty-eight (48) hours to submit a corrected solicitation response and Corporate Response Form.

Proposer interest in additional partnership opportunities will not be disclosed to the solicitation evaluation committee. Proposer interest in additional partnerships will not be utilized in scoring except by the Purchasing Department in the event of a tie between two proposers. Proposer interest in additional partnerships will not be a part of contractual negotiations. The additional partnership interests of the winning proposer will be provided to the appropriate UH System department once the contract resulting from the solicitation is fully executed. That office will assist proposers and awardees with the development and execution of these opportunities.

# **SECTION 3 – REQUIREMENTS FOR PROPOSAL**

1. 1. **Format of Proposals - General Instructions.** Failure to comply with all requirements contained in this RFP will subject the Proposal to rejection.
		1. Each Proposal must be submitted as one (1) package. The proposal documents, attachments, execution of offer, and any other information must be included in one envelope with a copy on USB. Two (2) copies of the proposal must be included. Owner prefers simple and economically produced Proposals describing the Respondent’s ability to meet the requirements of this RFP in a straightforward, concise manner. In evaluating Proposals, emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and Respondent’s understanding and anticipating of the Owner’s needs.
		2. The required hard-copy counterparts of Proposals must be bound and printed on letter-size (8-1/2” x 11”) paper, assembled with spiral or metal ring bindings and contain a MAXIMUM of TWENTY-FIVE (25) printed pages (50 single-sided pages total). The cover, table of contents, divider sheets, Cost and Delivery Proposal, and Execution of Offer do not count as printed pages. Each statement, graphic section, and sample document by use of a divider sheet must be separated and identified with an integral tab for ready reference. Owner’s published manuals may be submitted in their entirety as an attachment or incorporated by reference. Excerpts from reports, schedules, etc. may be included in an index to your main response packet and will not be counted against the 25-page limits. Indices may not exceed 20 total pages. Sample Documentation:
* Pre-Construction Phase Issues Tracking Log
* Value Engineering Cost Tracking Log
* GMP Estimate Tracking Log
* Project Procedures Manual
* Standard Operating Procedures Manual
* Project Work Plan
* Site-Specific Safety Plan
* Site Specific Quality Control Plan
* Web-based Project Management
* Sample Project Schedules
* Meeting Minutes/Agenda, Submittal Log, RFI Log, and Contingency Log
	1. **Previous Submissions.** Financial profile, team organization, project methodologies, HSP, Letter of Commitment, and other team credentials submitted by a Respondent in response to the RFQ (the ***“Qualifications”***) are considered part of any Proposal submitted by the Respondent. By submission of a Proposal, each Respondent certifies that the information previously submitted in its Qualifications is still valid and has not changed materially since its original submission. Changes to the team information, HSP, and/or Letter of Commitment included in the Qualifications must be submitted in writing to the Point of Contact under transmittal referencing this RFP and must attach a copy of this RFP.
	2. **HUB Subcontracting Plan.** As set forth in Step 1 – RFQ, subcontracting was determined to be **probable** for this contract based on an analysis by the University’s Purchasing Department. Respondents were required to submit an HSP with its Qualifications and **will be required** to be submitted with the Proposal. **EXHIBIT B** contains the HSP form, Tip Sheet and Letter of Commitment. **EXHIBIT C** containsCMAR HSP Procedures and Letter of Intent. **Return HUB Plans in separate envelopes sealed and with the reference number** “**RFP 730/783-[NUMBER] [PROJECT NAME]”** **on the outside of the envelope**. Additionally, you may email the HUB Operations Department at [hubdocs@uh.edu](file:///%5C%5Cuhsa1%5Cfinance%5CPURCHASING%5CTim%27s%20Bids%5CFY19%20Solicitation%5CFacility%20Department%5CRFP%27s%20Folder%5CRFP730-19073%20CMAR%20New%20UH%20College%20of%20Medicine%20School%5Chubdocs%40uh.edu) should you have any additional questions.
* The HUB Subcontracting Goal for this project is [HUB %]%.
* The HUB Operations Department offers a courtesy review. Email hubdocs@uh.edu should you request a review. Reviews may take several days and respondents are encouraged to plan accordingly.
	1. **Execution of Offer.** Each Proposal mustinclude the completed, fully executed and acknowledged Execution of Offer in form and substance identical to the form attached hereto as **EXHIBIT A**.

# **SECTION 4 – SELECTION AND RATING CRITERIA**

1. 1. **General Information**
		1. Proposals will be reviewed and ranked by Owner’s selection committee. While the exact composition of the selection committee is not a matter of public information, for the purpose of this RFP the Chair of the Committee is the Point of Contact. The selection committee will include representatives from various campus departments.
		2. Each Proposal must address fully and meaningfully the requirements of this RFP including, but not limited to, the seven (7) rating criteria set forth in this Section.
		3. The selection committee may interview short-listed Respondents. Respondents will be notified of the date, time and location of interviews, should they be required.

* + 1. Each Respondent will be represented at its interview, if any, by its proposed project manager and superintendent who will be working directly with Owner’s Designated Representative if the contract for the Project were awarded to Respondent.

* 1. **Rating Criteria.** Respondents’ ranking by the selection committee will be based on the data furnished by the Respondents in their respective Proposals and previously submitted Qualifications in accordance with the following scale.

|  |  |
| --- | --- |
| **Category** | **Value** |
| CRITERION 1 – Respondent’s Relevant Experience and Capabilities (Section 4.3) | \_\_% |
| CRITERION 2 – Qualifications of Respondent’s Project Team (Section 4.4) | \_\_% |
| CRITERION 3 – Respondent’s Ability to Estimate and Control Costs (Section 4.5) | \_\_% |
| CRITERION 4 – Respondent’s Ability to Meet the Schedule for this Project (Section 4.6) | \_\_% |
| CRITERION 5 – Respondent’s Ability to Manage this Project (Section 4.7) | \_\_% |
| CRITERION 6 – Respondent’s Past HUB/MBE/WBE Goal Attainment and Quality of Procedures for UHS HUB Goal Attainment on this Project (Section 4.8) | 10% |
| CRITERION 7 – Respondent’s Cost and Delivery Proposal (Section 4.9) | 30% |
| **Total of Weighted Value** | **100%** |

* 1. **CRITERION 1 – Relevant Experience and Capabilities**
		1. This criteria will primarily be evaluated utilizing the criteria provided in the RFQ. Confirm your RFQ submission or provide a revised submission that specifically identifies any changes or updates.
	2. **CRITERION 2 –** **Qualification of Respondent’s Project Team**
		1. This criteria will primarily be evaluated utilizing the criteria provided in the RFQ. Confirm your RFQ submission or provide a revised submission that specifically identifies any changes or updates.
	3. **CRITERION 3 – Respondent’s Ability to Estimate and Control Costs**
		1. Describe your project estimating system for developing the GMP Proposal and how you will monitor and track these costs.
		2. Describe how the cost control team will ensure the executed GMP Proposal will be within the Owner’s budget on this Project.
		3. Describe your Bid/Proposal package strategy for completion of the Construction Documents and for procuring Cost of Work subcontractors, vendors, suppliers, etc.
		4. Describe your ability and desire to self-perform work on this Project, and the method for determining yourself as the “best value” through a competitive proposal process.
	4. **CRITERION 4 – Respondent’s Ability to Meet the Schedule for this Project**
		1. Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary.
		2. Provide a Work Progress Schedule for this Project and identify specific critical process, phases, milestones, approvals, and procurements anticipated as they may be understood at this time. Clearly identify the 10% Project Owner Float required during the Construction Phase.
		3. Describe your plan for meeting or improving the Owner’s proposed schedule for design and/or construction. If you propose to improve the schedule, describe the impact on quality of services, materials or workmanship that may occur.
	5. **CRITERION 5 – Respondent’s Ability to Manage this Project**
		1. Describe your Construction Management and Execution plan for providing Pre-Construction Phase Services required for this Project.
		2. Describe what you perceive are the critical Pre-Construction Phase issues for this Project? How does this team intend to manage and resolve these issues?
		3. Describe your plans to interface with the project architect/engineer and its consultants to enhance the design and planning process on this Project.
		4. Describe your process for attracting qualified and experienced mechanical, electrical and plumbing subcontractors to submit proposals for this Project.
		5. Describe your Construction Management and Execution plan for providing Construction Phase Services required for this Project.
		6. Describe what you perceive are the critical Construction Phase issues for this Project. How does this team intend to manage and resolve these issues?
		7. If this Project physically connects to an existing adjacent building that will remain occupied during construction, describe your plan to minimize impact to the occupants in the existing building.
		8. If this building will remained partially occupied during construction, describe the anticipated steps necessary to maintain operation of the occupied building during construction.
	6. **CRITERION 6 – Respondent’s Past HUB/MBE/WBE Goal Attainment and Quality of Procedures for UHS HUB Goal Attainment on this Project**
		1. What projects have your company completed that had a HUB or MBE/WBE goal? What were the HUB or MBE/WBE goal percentage or dollar amount that was provided by the owner and the actual HUB or MBE/WBE goal attained? What projects have you completed for the University of Houston System which had HUB or MBE/WBE goals?
		2. If the HUB/MBE/WBE goal was met for the projects listed above, what were the procedures followed that led to a meeting that goal? If the HUB/MBE/WBE goal was not met for a project, what were the reasons for not attaining the goals?
		3. What are your company’s internal processes and procedures to ensure that this project’s HUB goal will be met or explain why the HUB goal cannot be met?
		4. Does your company have an internal HUB/MBE/MWE goal? What is the goal? What was the attainment in the past 2 fiscal years?
		5. Is your company willing to participate in a kick-off meeting to describe the GMP sub-contracting to be offered?
		6. Please describe how you will package the sub-contracting to maximize HUB/MBE/MWE participation.
	7. **CRITERION 7 –** **Respondent’s Cost and Delivery Proposal**
		1. Submit Cost and Delivery Proposal in the form attached as **EXHIBIT D.**
			1. All blank spaces in the Cost and Delivery Proposal must be properly filled in and the description of the line item may not be changed. Any space left blank, any unauthorized addition, change, condition, limitation, or provision include and/or attached to the Cost and Delivery Proposal may render it non-responsive and may cause for rejection by Owner. Alternatives by erasure or interlineations must be explained or noted in the Cost and Delivery Proposal over the signature of the Respondent.

# **SECTION 5 – EXHIBITS**

The following exhibits are located on the Electronic State Business Daily and hereby incorporated by reference into this RFP:

|  |
| --- |
| **EXHIBITS** |
| A | Execution of Offer **\*Required\*** |
| B | HUB Subcontracting Plan (“HSP”) and TIP Sheet **\*Required\***  |
| C | CMAR HSP Procedures + Letter of Intent **\*Required\*** |
| D | Cost and Delivery Proposal **\*Required\*** |
| E | No Boycott Certifications  |
| F | Texas Public Information Act **\*Required\*** |
| G | Corporate Sponsorship |

Visit <http://www.txsmartbuy.com/sp> and under “Agency/Texas SmartBuy Member Name”, select “University of Houston – 730”. Under “Status”, select “Posted” and click “search” to get a list of active University of Houston procurements.

Website is best viewed using Chrome.