



NOTICE TO RESPONDENTS

DATE: **Wednesday, May 15, 2019**

RFP DUE DATE:
Thursday, June 13, 2019 by 3pm (CST)

HUB PLAN DUE DATE:
Friday, June 14, 2019 by 3pm (CST)

RFP NO.: **RFP No. 19-018**

PROJECT NO./ NAME: **55813-C**
Jennie Sealy Hospital and Clinical Services Wing Insulation Repair

PROJECT MANAGER: **Terri Muniz**

PURCHASING CONTACT: **Shanna Watts**

TELEPHONE: **409.772.9435**

REQUEST FOR PROPOSAL - GENERAL DESCRIPTION

This Project consists of UTMB Jennie Sealy Replacement Hospital and Clinical Service Wing Insulation Repair located at the University of Texas Medical Branch at Galveston, Texas, and related work. In general, the work includes removal of existing insulation and installation of new spray polyurethane foam insulation at both locations.

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 obtain, view or download RFP construction documents at the following website:

<https://www.utmb.edu/supplychain/purchasing/bidops.asp>

Respondents should 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 be held at UTMB Campus on **Tuesday, May 21, 2019 at 10am CST on the 2nd floor of Jennie Sealy Hospital, Room 2.506B**, located at 712 Texas Avenue, Galveston, Texas 77555. Parking Garage, D9 is available (paid parking) directly across the street from the hospital.

The site inspection will be conducted immediately following the meeting. **No additional Site Inspections will be scheduled.**



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: <https://www.myatlascms.com/map/?id=747&mrklid=116873>

SUBMITTAL INSTRUCTIONS

Proposals will be received at The University of Texas Medical Branch, Galveston, Texas, (ref. Section 1, Subsection 1.5 of the RFP Document).

Mailing Address: UTMB
Purchasing, Design & Construction
301 University Blvd.
Galveston, Texas 77555-1116

Physical Address: UTMB
Purchasing, Design & Construction
1302 Mechanic, Suite 3.106
Galveston, Texas 77555

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 **Wednesday, May 29, 2019 by 3pm CST.**

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

Rome Pitts, Zero Six Consulting
rpitts@z6consulting.com

Bill Coltzer, Zero Six Consulting
bcoltzer@z6consulting.com

with a copy to:

Terri Muniz, UTMB Project Manager
temuniz@utmb.edu

Shanna Watts, Sr. Acquisition Specialist
shwatts@utmb.edu

May 15, 2019

RFP No.19-018 NOTICE TO RESPONDENTS
00 01 15 - 4

