

REQUEST FOR COMPETITIVE SEALED PROPOSALS  
FOR A GENERAL CONTRACTOR

**M. D. ANDERSON CANCER CENTER**  
**T2.3850 Replace Existing AHU's with Fan Wall TEC**  
MDACC Project No.: **08-0176**  
RFP No.: **486420**

**PRE-BID MEETING:**  
**January 29, 2010, 9:00AM**  
**CRB TB.3830**  
**1515 Holcombe, Houston, Texas 77030**

***SUBMITTAL DUE DATE: February 23, 2010***  
**2:00 PM LOCAL TIME**



Prepared By:  
M. D. Anderson Cancer Center  
Sourcing & Contract Management  
1020 Holcombe Blvd., Suite 1450  
Houston, Texas 77030  
713-745-8300

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**REQUEST FOR COMPETITIVE SEALED PROPOSALS**  
**M. D. ANDERSON CANCER CENTER**  
**T2.3850 Replace Existing AHU's with Fan Wall TEC**  
**08-0176**  
RFP No.: **486420**

**SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS**

- 1.1 **GENERAL INFORMATION:** The University of Texas M. D. Anderson Cancer Center (“Owner”) is soliciting Competitive Sealed Proposals (“Proposals”) for selection of a General Contractor firm for **08-0176 T2.3850 Replace Existing AHU's with Fan Wall TEC** (“Project”), as authorized by Texas Education Code §51.783 and in accordance with the terms, conditions, and requirements set forth in this Request for Competitive Sealed Proposals (“RFP”).
- 1.1.1 This RFP provides the information necessary to prepare and submit Competitive Sealed Proposals for consideration and ranking by the Owner.
- 1.1.2 The Owner may select the Proposal that offers the “best value” for the institution based on the published selection criteria and on its ranking evaluation. The Owner may first attempt to negotiate a contract with the selected offeror. The Owner may discuss with the selected offeror options for a scope or time modification and any price change associated with the modification. If the board is unable to reach a contract with the selected offeror, the Owner may formally end negotiations with that offeror and proceed to the next “best value” offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.
- 1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed.
- 1.2.1 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.
- 1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Standard General Contractor Agreement, a copy of which is included in the Bidding Documents.
- 1.3.1 If awarded, the work will be awarded as a Lump-Sum contract to the Respondent offering the “best value” to the Owner.
- 1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFP that materially affect or change its requirements will be issued by the Owner as an Addendum on the M. D. Anderson web site (<http://www.mdanderson.org/departments/bids>) or by the Project Architect/Engineer. It is the responsibility of all respondents to obtain this information in a timely manner. All such Addenda issued by the Owner before the proposals are due as part of the RFP, and respondents shall acknowledge receipt of each Addendum to the RFP and/or the Bid Documents in its Proposal.
- 1.4.1 No oral explanation in regard to the meaning of the Bidding Documents will be made and no oral instructions will be given before the award of the contract. Discrepancies, omissions or doubts as to the meaning of Drawings and Specifications shall be communicated in writing to

the Project Architect for interpretation. Any interpretation made will be in the form of an Addendum, which will be forwarded to all known plan holders and its receipt by the respondent shall be acknowledged on the Pricing and Delivery Proposal Form.

- 1.4.2 Respondents shall consider only those clarifications and interpretations to the Drawings and Specifications that the Project Architect issues by Addenda three (3) calendar days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Proposals.

1.5 SUBMISSION OF PROPOSALS:

- 1.5.1 The Owner will receive Base Proposals, Alternate Proposals, if any, Qualifications, and HUB Subcontracting Plan at the time and location described below.

**February 23, 2010, 2:00PM LOCAL TIME**

**Physical Address for Courier Delivery:**

The University of Texas M. D. Anderson Cancer Center  
**Sourcing and Contract Management**  
**1020 Holcombe, Suite 1450**  
Houston, Texas 77030  
Attn: **Lola Jackson**

Or

**Mailing Address:**

**Lola Jackson Unit #506**  
The University of Texas M. D. Anderson Cancer Center  
**Sourcing and Contract Management**  
**1020 Holcombe Suite 1450**  
Houston, Texas 77030

- 1.5.1.1 Submit **Seven (7)** identical copies of the Base Proposal, Alternate Proposals, if any, and Qualifications, as described in Section 4 of this RFP.
- 1.5.1.2 Respondent must submit one (1) complete, virus free, exact copy of the RFP Proposal on a CD. The CD must be submitted in a SEALED envelope apart from the other bid proposal documents and must be submitted at the same time the hard copy sealed proposal/bid is submitted. The envelope containing the CD must clearly be labeled "PROPOSAL" and have the name of the firm submitting the bid, the project name and the bid/proposal number on both the sealed envelope and on the CD."
- 1.5.1.3 See Section 4.1.1 of this RFP for information specific to the for HUB Subcontracting Plan submittal.
- 1.5.2 Not used.
- 1.5.3 Base Proposals, Alternate Proposals, Qualifications or HUB Subcontracting Plans that are received late will be returned to the respondent unopened. The Point-of-Contact identified in Section 1.6 will identify the official time clock at the Proposal submittal location identified above.

- 1.5.4 The Owner will not acknowledge or receive Base Proposals, Alternate Proposals, Qualifications or HUB Subcontracting Plans that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 1.5.5 Properly submitted Base Proposals, Alternate Proposals, Qualifications or HUB Subcontracting Plans will not be returned to the respondents.
- 1.5.6 Base Proposals, Alternate Proposals, Qualifications and HUB Subcontracting Plans materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact identified in Section 1.6; the package must clearly identify the submittal deadline, the RFP Number, and the name and return address of the Respondent.
- 1.5.7 Properly submitted Proposals will be opened publicly and the names of the respondents will be read aloud after the HUB Subcontracting Plans are received and confirmed by the Owner.
- 1.6 POINT-OF-CONTACT: The Owner designates the following person, as its representative and Point-of-Contact for this RFP. 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.

**Lola Jackson**  
**The University of Texas M. D. Anderson Cancer Center**  
**Sourcing & Contract Management**  
**Phone: 713-745-5370**  
**Fax: 713-792-8084**  
**Email: lola.jackson@mdanderson.org**

- 1.6.1 The Owner designates the following person, as its Architect/Engineer representative regarding the technical Drawings and Specifications.
- Andrew Holdaway***  
**6900 Fannin 9<sup>th</sup> floor**  
**Houston, Texas 77030**  
**Phone: 713 563-9063**  
**Fax: 713 794-4278**  
**e-mail: ajholdaw@mdanderson.org**
- 1.7 EVALUATION OF PROPOSALS: The evaluation of the Proposals shall be based on the requirements described in this RFP. Approximately **Forty Percent (40%)** of the evaluation will be based on the Respondent's Pricing and Delivery Proposal; the remaining evaluation will be based on the Respondent's qualifications. All properly submitted Proposals will be reviewed, evaluated, and ranked by the Owner.
- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner may evaluate the Proposals based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all Proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

- 1.8.1 Respondent understands and agrees that this RFP and any subsequent Agreement ensuing from this RFP is contingent upon approval by Owner, The University of Texas Board of Regents, and the Texas Higher Education Coordinating Board. Respondent understands and agrees that Owner has made no representation, written or oral, that any such approvals will actually be obtained. If any such approvals are not obtained, Respondent understands and agrees that this RFP and any subsequent Agreement ensuing from this RFP will be null, void, and of no effect.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Proposals in response to this RFP, the Respondent accepts the evaluation process and acknowledges and accepts that determination of the “best value” Respondent will require subjective judgments by the Owner.
- 1.9.1 The Owner reserves the right to consider any Proposal “non-responsive” if the Base Proposal Cost is determined to be unreasonable or irresponsible in relation to the other submitted Proposals and/or the Owner’s estimate of the construction cost.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent’s participation in this RFP process shall be at the sole risk and responsibility of the respondent. Respondents submit Proposals at their own risk and expense.
- 1.11 PRE-BID MEETING: A pre-bid meeting will be held at the time and location described below.
- Friday, January 29, 2010, 9:00AM** local time
- The University of Texas M.D. Anderson Cancer Center  
**CRB TB.3830**  
**1515 Holcombe**  
**Houston, Texas 77030**
- 1.11.1 A guided tour of the project site **will** be included as a part of the conference agenda. This may be the only opportunity for potential respondents to view the project site before the submittal of Proposals. Attendance at the pre-bid meeting is optional.
- 1.12 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Proposal.
- 1.13 HISTORICALLY UNDERUTILIZED BUSINESSES SUBMITTAL REQUIREMENTS: It is the policy of The University of Texas System and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, the Owner has adopted Exhibit H, Policy on Utilization of Historically Underutilized Businesses (included in the Bidding Documents). The Policy applies to all contracts with an expected value of \$100,000 or more. If Owner determines that subcontracting opportunities are probable, then a HUB Subcontracting Plan is a required element of the Proposals. Failure to submit a required HUB Subcontracting Plan will result in rejection of the Proposals.
- 1.13.1 HUB STATEMENT

Owner has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part

of the respondent's Qualifications. The respondent shall develop and administer a HSP as a part of the respondent's Qualifications in accordance with the Owner's Policy on Utilization of Historically Underutilized Businesses (HUB).

- 1.13.2 The HUB Subcontracting goal for this project is **thirty three (33%)** percent. Respondents are expected to make a good faith effort meeting this goal.
  - 1.13.3 All HUB Subcontracting Plans must be submitted by the bid closing date SEPARATE from the bid response in a SEALED Envelope.
  - 1.13.4 Refer to Exhibit H – Policy on Utilization, Historically Underutilized Business (attached) and the Summary of Requirements for a detailed list of attachments required with the Qualifications.
  - 1.13.5 The “Statement of Probability” determines the probability for subcontracting opportunities. This determination will clarify which attachments, detailed in Figure 1, will be required to be completed and returned.
  - 1.13.6 Submit the HUB Subcontracting Plan as described in Section 4.1.1 of this RFP.
- 1.14 CERTAIN PROPOSALS AND CONTRACTS PROHIBITED: Under Section 2155.004, Texas Government Code, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following statement, "Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.
  - 1.15 SALES AND USE TAXES: Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include The University of Texas System. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."
  - 1.16 CERTIFICATION OF FRANCHISE TAX STATUS: Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law (H.B. 175, Acts 70th Leg. R.S., 1987, Ch. 283, p. 3242). The Respondent further agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.

- 1.17 REQUIRED NOTICES OF WORKERS' COMPENSATION INSURANCE COVERAGE: The Texas Workers' Compensation Commission has adopted a new rule, 28 TAC, sec. 110.110, relating to REPORTING REQUIREMENTS FOR BUILDING OR CONSTRUCTION PROJECTS FOR GOVERNMENTAL ENTITIES. The rule applies to all building or construction contracts advertised for bid on or after September 1, 1994. The rule implements sec. 406.096, Texas Labor Code, which requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity. The requirements of the rule are set forth in the Uniform General and Supplementary General Conditions for The University of Texas System Building Construction Contracts.
- 1.18 PREVAILING MINIMUM WAGE RATE DETERMINATION: Respondents are advised that the Texas Prevailing Wage Law will be administered in accordance with the policies and procedures set forth in the U. T. System document, entitled "Prevailing Wage Guidelines." A copy is attached to the Special Conditions. The penalty for violation of prevailing wage rates has been increased from \$10.00 per underpaid worker per day or portion thereof to \$60.00.
- 1.19 DELINQUENCY IN PAYING CHILD SUPPORT: Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 1.20 FINANCIAL COMMITMENT: The University of Texas M. D. Anderson Cancer Center is an institution of The University of Texas System, which consists of nine universities and six health institutions.
- 1.20.1 Each UT System campus is a financially separate entity and shall be solely responsible for the financial commitments of that institution.

## **SECTION 2 – EXECUTIVE SUMMARY**

### **2.1 HISTORICAL BACKGROUND:**

M. D. Anderson is known throughout the world for high-quality cancer care, research, academic programs and prevention services. Since its establishment in 1941, M. D. Anderson has made major contributions to improve the outlook for cancer patients everywhere.

M. D. Anderson was one of the first three federally designated comprehensive cancer centers by the National Cancer Act of 1971. A survey of health professionals has routinely ranked M. D. Anderson as one of the two premier cancer centers in the nation for the past eight years. Over 55,000 persons annually seek care at M. D. Anderson. The team approach to cancer care, pioneered at M. D. Anderson, has been strengthened by consolidating specialty clinics into multi-disciplinary care centers that allow patients to receive more ambulatory care and treatment in a single location.

M. D. Anderson offers one of the largest bone marrow and stem cell transplantation programs, as well as clinical trials to improve existing therapies. Teams of clinical specialists collaborate with scientists on problems of common interest and test theories that shorten the application of better treatment methods. Translational research studies are responsible for the promising field of chemoprevention, which uses synthetic vitamins to reverse pre-malignant lesions and halt the

recurrence of some cancers, and for innovative gene therapy strategies being evaluated for several forms of cancer.

Existing Houston facilities include the latest M. D. Anderson Main Complex facility completed in 1998 and designated as the Alkek Building. This facility consists of more than 1.2 million square feet of new space and is dedicated to clinic, research, and patient care in the Texas Medical Center. During 2005, Owner completed construction of the George and Cynthia Mitchell Basic Sciences Research Building, Ambulatory Clinical Building, the Cancer Prevention Building, and the South Campus Research Building Two. Owner is currently constructing the T. Boone Pickens Academic Tower, which is scheduled to be occupied during 2008. Educational programs train about 2,000 scientists, physicians, and allied health professionals annually. A new Cancer Prevention Center provides sophisticated cancer risk assessment and early detection, genetic testing, counseling, classes to address harmful lifestyle habits, and long-term follow-up for recovering cancer patients. Studies of the environmental causes of cancer are conducted at M. D. Anderson Science Park in nearby Bastrop County. The Bastrop site also includes a center to provide veterinary resources for research.

## 2.2 MISSION STATEMENT:

Mission. The mission of M. D. Anderson is to eliminate cancer in Texas, the nation and the world through outstanding integrated programs in patient care, research, education and prevention.

Vision. We shall be the premier cancer center in the world, based on the excellence of our people, our research-driven patient care and our science. We are Making Cancer History.

### Core Values.

- Caring: By our words and actions, we create a caring environment for everyone.
- Integrity: We work together to merit the trust of our colleagues and those we serve.
- Discovery: We embrace creativity and seek new knowledge.

## 2.3 PROJECT DESCRIPTION AND SCOPE:

**This project is to convert 4 AHU's from large motor driven fans to Fan Wall Technology. Included will be demo of several systems, sound attenuators, fan assemblies, heat recovery system, steam/condensate piping system, steam coils, VFD's, other systems noted in documents. The demo/salvage of flash tanks, CRU's, condensate pumps, valves, other systems noted in documents. Removal of old insulation and replace with expanding foam insulation, repair to sheet metal as documented. Installation of fan wall system, piping, coils, and all other systems identified in documents. This project is in CRB an occupied building, phasing of the project will be critical, It will include numerous shut downs and special attention to occupants needs, including one AHU that supplies a vivarium.**

## 2.4 PROJECT PLANNING SCHEDULE:

The following anticipated dates are for planning purposes only (if there is a conflict between the dates below and the Proposal Form, the duration shown on the Proposal Form shall govern). The

contractual dates required by the Owner of the “best value” respondent will be identified in the executed agreement.

- Owner conducts Pre-Bid Meeting Refer to Section 1.11
- Owner receives Request For Competitive Sealed Proposals Refer to Section 1.5
- Owner receives Qualifications/HUB Subcontracting Plan Refer to Section 1.5
- Owner determines Contractor offering “Best Value” **03/02/2010**
- Selected Contractor delivers executed Agreement to Owner **03/17/2010**
- Owner issues Notice to Proceed with Construction **03/30/2010**
- Contractor achieves Substantial Completion **09/30/2010**
- Contractor achieves Final Completion **10/15/2010**

## 2.5 CONSTRUCTION DOCUMENTATION:

Construction Documents, Issued for Bid & Construction, are available for purchase at:

**Ridgeways**  
**2900 Smith**  
**Houston, Texas 77006**  
Phone: **713 782-8580**  
Fax: **NA**  
e-mail: **Todd Benton tbenton@ridgeways.com**

Interested bidders will not be reimbursed for costs associated with obtaining copies of construction documents.

## SECTION 3 – REQUIREMENTS FOR COMPETITIVE SEALED PROPOSALS

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Proposals to all questions in Section 3 formatted as directed in Section 4. Incomplete Proposals will be considered non-responsive and subject to rejection.

### 3.1 CRITERIA ONE: RESPONDENT’S ABILITY TO PROVIDE CONSTRUCTION SERVICES

- 3.1.1 Provide a statement of interest for the Project including a narrative describing the respondent’s unique qualifications as they pertain to this particular Project.
- 3.1.2 Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the Project.
- 3.1.3 Explain the methods used to ensure quality control during the Construction phase of a project
- 3.1.4 Describe how your quality control team will measure the quality of construction and commissioning performed by trade Subcontractors as required by Owner specifications on this Project, and how will you address non-conforming work.
- 3.1.5 Provide resumes of the Respondent’s team that will be directly involved in the Project, including their experience with similar projects, the number of years with the firm, and their city(s) of residence. Include as applicable; Project Managers, Superintendents, Assistant Project Managers and Superintendents, Expeditors, Project Scheduler, Quality Control Inspectors, Safety Coordinator / Assistant, Carpenter Forman, and Labor Forman.

3.2 CRITERIA TWO: RESPONDENT'S ABILITY TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES

3.2.1 Provide the following information on your firm for the past **five** (5) fiscal years:

Volume

- Annual number, value and percent change of contracts in Texas per year;
- Annual number, value and percent change of contracts nationally per year;

Revenues

- Annual revenue totals and percent change per year;

Bonding

- Total bonding capacity;
- Available bonding capacity and current backlog;

3.2.2 Attach a letter of intent from a surety company indicating your firm's ability to bond for the entire construction cost of the project. The surety shall acknowledge that the firm may be bonded for the full amount of the project. Bonding requirements are set forth in the Agreement and in the Uniform General and Supplementary General Conditions for The University of Texas System Building Construction Contracts.

3.2.3 Identify if your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If so, please explain the impact both in organization and company direction.

3.2.4 Provide details of any past or pending litigation, or claims filed, against your firm that may affect your performance under a Contract with the Owner.

3.2.5 Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.

3.2.6 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.

3.3 CRITERIA THREE: RESPONDENT'S PAST PERFORMANCE ON REPRESENTATIVE PROJECTS

3.3.1 Identify and describe the Construction Team's past experience for providing Construction Services that are most similar (Fan Wall Conversion) to this project within the last five (5) years. List the projects in order of priority, with the most similar project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final construction cost
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Superintendent (individual responsible for coordinating the day to day work)

- Names of Mechanical, Plumbing and Electrical Subcontractors

References (for each project listed above, identify the following):

- The Owner's representative who served as the day-to-day liaison during construction, including telephone number
- Architect/Engineer's name and representative who served as the day-to-day liaison during construction, including telephone number
- Length of business relationship with the Owner

References shall be considered relevant based on specific project participation and experience with the respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFP process.

- 3.3.2 Attachment A is a draft copy of the Competitive Sealed Proposal Agreement for Owner. Identify any terms of the Agreement you will require to be changed prior to signing the Owner's Competitive Sealed Proposal Agreement.

#### 3.4 CRITERIA FOUR: RESPONDENT'S PAST PERFORMANCE ON U.T. SYSTEM PROJECTS

- 3.4.1 Identify and describe the Construction Team's past experience for providing Construction Services on University of Texas System projects within the last five (5) years.

If the respondent has not previously provided Construction Services for The University of Texas System, then identify and describe the respondent's past performance on Construction projects for "major" institutions of higher education (or similar) within the last five (5) years. Projects may repeat with Section 3.3 above.

In either case above, provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final construction cost
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Superintendent (individual responsible for coordinating the day to day work)
- Names of Mechanical, Plumbing and Electrical Subcontractors

#### 3.5 CRITERIA FIVE: RESPONDENT'S PROJECT PLANNING AND SCHEDULING FOR THIS PROJECT

- 3.5.1 Provide a CPM Milestone schedule for this Project as described in Owner Specification Section 01 32 00 using the Project Planning Schedule and identify specific critical process, phases, milestones, approvals, and procurements anticipated. Clearly identify the 10% Total Project Float required during the Construction Phase.

- 3.5.2 Describe what you perceive are the critical Construction issues for this Project.
- 3.5.3 Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any three (3) of the projects listed in response to Section 3.3 or 3.4 of this RFP, provide examples of how these techniques were used, including specific scheduling challenges/requirements and actual solutions.
- 3.5.4 This Project will physically connect to (or occur within) an existing building that will remain occupied during construction. Describe your plan to phase construction to minimize the impact on the occupants in the existing building.
- 3.5.5 Describe the anticipated steps necessary to maintain operation of the occupied building during construction. Provide a detailed sequence/schedule to include each step from beginning to end for AHU BR 1-1 and AHU BR 1-3. Include each task with duration (shut downs/demo/build back/etc) identified in provided documents. Include lead time for equipment.

3.6 **CRITERIA SIX: RESPONDENT’S PROJECT SAFETY PROGRAM FOR THIS PROJECT**

- 3.6.1 Describe your job site safety program for this Project and specific safety policies in which employees must be in compliance.
- 3.6.2 Identify any deaths that have occurred on a project site controlled by your firm, or any subcontractor(s) (at any contractual level), that had a death on your project site? If so, describe how you have revised your program.
- 3.6.3 Describe the Safety and Insurance/Claims History information and weighting that the firm includes in the submission and award process for “best value” Subcontracts.

3.7 **CRITERIA SEVEN: RESPONDENT’S WARRANTY AND SERVICE SUPPORT PROGRAM FOR THIS PROJECT**

- 3.7.1 Describe your warranty service support philosophy and warranty service implementation plan for this Project.
- 3.7.2 Describe how you will measure the quality of service provided to the Owner for this Project.

3.8 **CRITERIA EIGHT RESPONDENT’S PRICING AND DELIVERY PROPOSAL**

- 3.8.01 Complete the “Respondent’s Pricing and Delivery Proposal” included with the Bidding Documents.

**SECTION 4 – FORMAT OF PROPOSALS**

4.1 **GENERAL INSTRUCTIONS**

4.1.1 Proposals shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs. Each bound copy must be in the following order.

- Cover
- Cover Letter
- Table of Contents
- CRITERIA ONE: RESPONDENT'S ABILITY TO PROVIDE CONSTRUCTION SERVICES
- CRITERIA TWO: RESPONDENT'S ABILITY TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES
- CRITERIA THREE: RESPONDENT'S PAST PERFORMANCE ON REPRESENTATIVE PROJECTS
- CRITERIA FOUR: RESPONDENT'S PAST PERFORMANCE ON U.T. SYSTEM PROJECTS
- CRITERIA FIVE: RESPONDENT'S PROJECT PLANNING AND SCHEDULING FOR THIS PROJECT
- CRITERIA SIX: RESPONDENT'S PROJECT SAFETY PROGRAM FOR THIS PROJECT
- CRITERIA SEVEN: RESPONDENT'S WARRANTY AND SERVICE SUPPORT PROGRAM FOR THIS PROJECT
- CRITERIA EIGHT: RESPONDENT'S PRICING AND DELIVERY PROPOSAL
- **HUB SUBCONTRACTING PLAN – Respondents must submit one (1) hard copy and one (1) virus free exact copy of the HUB subcontracting plan on a CD. Both items must be submitted together in a SEPARATE and SEALED envelope apart from the other bid proposal documents. Note: The HUB Subcontracting Plan must be submitted at the same time the sealed proposal/bid is submitted. The envelope containing the HUB Subcontracting Plan and the CD must clearly be labeled “HUB Subcontracting Plan and marked with the project name and the bid/proposal number.”**

4.1.2 Proposals shall be a MAXIMUM OF FIFTY (50) PRINTED PAGES. The cover, table of contents, divider sheets, HUB Subcontracting Plan (Section 1.13), Pricing and Delivery Proposal, and Execution of Offer do not count as printed pages.

4.1.3 Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete Proposals will be considered non-responsive and subject to rejection.

4.1.4 Proposals and any other information submitted by respondents in response to this RFP shall become the property of the Owner.

4.1.5 Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

4.1.6 The Owner makes no representations of any kind that an award will be made as a result of this RFP. The 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.

4.1.7 Proposals shall consist of answers to questions identified in Section 3 of the RFP. Separate each section of the Qualifications by use of a divider sheet with an integral tab for ready reference. Identify the tabs in accordance with the parts under Section 3, which is to be consistent with the Table of Contents. **TAB IDENTIFICATION BY NUMBERS ONLY IS NOT ACCEPTABLE.**

4.1.8 Failure to comply with all requirements contained in this Request for Proposals may result in the rejection of the Proposals.

4.2 **PAGE SIZE, BINDING, DIVIDERS AND TABS:**

4.2.1 Proposals shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.**

4.2.2 Additional attachments shall NOT be included with the Proposals. Only the responses provided by the Respondent to the questions identified in Section 3 of this RFP will be used by the Owner for evaluation.

4.2.3 Separate and identify each criteria response to Section 3 of this RFP by use of a divider sheet with an integral tab for ready reference.

4.3 **TABLE OF CONTENTS:**

4.3.1 Submittals shall include a "Table of Contents" and give page numbers for each part the Qualifications.

4.4 **PAGINATION:**

4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the HUB Subcontracting Plan.

**SECTION 5 – ATTACHMENTS TO THE PROPOSAL**

- 5.1 Attachment A – Draft Agreement
- 5.2 Rider 1 to the Agreement; Joint Commission
- 5.3 Attachment B – Exhibit H; Policy on Utilization of Historically Underutilized Businesses
- 5.4 Attachment C – Rider 105; Vendor Affirmation
- 5.5 Attachment D – Rider 106; Premises Rules
- 5.6 Attachment E – Rider 116; Invoice Payment Requirements
- 5.7 Attachment F – Rider 117; Compliance with Institutional Policies
- 5.8 Attachment G – Request for Information
- 5.9 Attachment H – Respondent's Pricing and Delivery Proposal