



Making Cancer History®

**Addendum 2  
Expand Rotary House International Hotel  
Pre-Bid Sign-In Sheets and  
HUB Tip Sheet**

RFQ Due Date: **11/27/18** at **1:00 pm** (Local Time)

Page 1 of 8

Bid Number: **442330/JSW**

Date: **11/12/18**

**BID MUST BE SUBMITTED ON OR ATTACHED TO THIS SIGNED FORM**

**RETURN BIDS AS SHOWN BELOW**

**Copies of bid, descriptive literature or supplemental materials required:**

**Nine (9) Copies**

**FAX or TELEX Bids NOT Permitted**

**U.S. Mail /Hand Delivery/Express Mail/Courier Service  
Address:** (Including Federal Express, UPS, etc.)

**The University of Texas MD Anderson Cancer Center  
Attn: John Wroth  
6900 Fannin, Suite 10.1000 Conference room A/B  
Houston, Texas 77030**

**BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE IDENTIFIED BY THE COMPANY NAME. BID NUMBER MUST BE SHOWN ON THE LOWER LEFT HAND CORNER OF THE ENVELOPE.**

**BIDS MAY BE SUBMITTED AT ANY TIME UNTIL BID CLOSING DATE.**

**THE UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER  
RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY  
PART THEREOF.**

**BIDDER MUST COMPLETE AND SIGN BELOW**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(STREET OR BOX #)

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

Telephone No.: \_\_\_\_\_ / \_\_\_\_\_  
AC

Email Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature) (DATE)

\_\_\_\_\_  
(Typed or Printed Name and Title)

**RFQ Sign-in sheets and HUB Tip Sheet are attached.**

Project Name: Expand Rotary House International Hotel

Project No.: 18-0206

Location: RHI 1.202 A-C

Date:

	Printed Name	Company Name or MD Anderson Department	Phone Number/ Extension	E-mail Address	HUB? (Y/N)	GC or Sub?
1	Allen Oller	Linbeck	713/544-0212	ollera@linbeck.com	N	GC
2	NICK DWYER	ANSLOW BRYANT	713.828.1859	NICK.DWYER@ANSLOWBRYANT.COM	N	GC
3	PAU BORSOS	SSR	713 253 2904	pborsos@ssr-inc.com	N	Sub
4	Roger Perry	Spaulbahn	261.970.5300	roger.perry@spaulbahn.com	N	GC
5	Hector Covo	Huitt-Zollars	713.850.6688	hovo@huitt-zollars.com	N	SUB
6	Glen Hakemack	MDA	713-792-8684	gghakemack@mdaanderson.org	N	OWNER
7	MUHAMMAD CHEEN	WALSH O MARK	713-630-7300	MUHAMMAD@WALSHO-MARK.COM	Y	SUB
8	Jeff Chittenden	Perkins + Will	(713) 206-7225	jeff.chittenden@perkinswill.com	N	
9	Dichelle Burns	TRK	816-806-1976	dichelleb@trk.com	N	GC
10	Justin Daugherty	RO	281.782.6096	jdaugherty@r-o.com	N	GC
11	Jim Jarrar	K&A	702.487.6900 x26	Jim@K&A-DESIGN.COM	N	SUB
12	Courtney Harper	CH+P	713/521-7379	Courtney@Courtneyharp.com	Y	SUB



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Date:

	Printed Name	Company Name or MD Anderson Department	Phone Number/ Extension	E-mail Address	HUB? (Y/N)	GC or Sub?
1	Natasha Blonski Hill	JF Dunn Construction	832-808-3762	natasha.blonski@jedunn.com	NO	GC
2	Greg Strabe	MD Anderson	832 576 7847	gstrabe@mdanderson.org		
3	Mike Perea	Gilbane	713 413 2132	mperea@gilbane.com	N	GC
4	CRAIG GLENN	HOAR CONSTRUCTION	281-908-9744	CGLENN@HOAR.COM	N	GC
5	Alan Johnston	Johnston LLC	713 532 2406	alan.j@johnstonllc.com	N	S
6	Jaime Galvan	Rogers-O'Brien	214-205-9981	jgalvan@r-o.com	N	GC
7	Susan Kelly	Kirehall	713-806-9286	Sukelly@kirehall.com	N	GC
8	Beth Ann Harper	JACKSON SPYAN	713.526.5436	rbharper@jacksonryan.com	N	S
9	STEPHANIE PETERSEN	TELEPSEN	281-923-9136	Sjpetersen@telapersen.com	N	GC
10	DOUG CHILWELZ	HKS	713-969-4315	Dchilwels@hksinc.com	N	Sub
11	BRIAN GRAY	PAGE	213-658-2899	bgray@pagethink.com	N	ARCH
12	EVA GOMEZ	GILTV	832 867 3699	eva.gomez@gilvan.com	NO	ARCH



THE UNIVERSITY OF TEXAS

MD Anderson Cancer Center

Making Cancer History

Supply Chain Management

Pre-Submittal Conference

Sign-in Sheet

Page 3 of 4

Project Name: Expand Rotary House International Hotel

Project No.: 18-0206

Location: RHI 1.202 A-C

Date:

	Printed Name	Company Name or MD Anderson Department	Phone Number/ Extension	E-mail Address	HUB? (Y/N)	GC or Sub?
1	Amy Moen	HOK	832-289 6105	amy.moen@hok.com	N	Arch
2	LINSEY BORAUD	AUSTIN COMMERCIAL	281-414-1598	lboraud@austin-ind.com	N	GC
3	John Wroth	MD Anderson	713-792-8550	jswroth@mdanderson.org	-	-
4	Mark Stenmark	DPH	281-979-1534	mark.st@daa.com	N	GC
5	David Needle	Collaborate	832-464-3050	dneedle@collaborate-lc.com	Y	Arch
6	Sari Valentin	collaborate	" "	svalentin@collaborate-lc.com	Y	Arch
7	MARVIN MORGAN	DPH	571-243-8675	Marvin@dpri.com	N	GC
8	Doei Johnson	Kbit Architecture	512-441-8500	DJohnson@KbitDesign.com	N	Sub
9	Charlie Holliday	JE Dunn	281-573-7754	Charlie.holliday@jedunn.com	N	GC
10	ROBIN WEBER	JE DUNN	281.932.4571	robin.weber@jedunn.com	N	GC
11	Lance McKnight	FAC Engineers	713 580 8878	mcknight@eceng.com	Y	MEP
12	Manoj Advanney	Walter Moore / MME	713-630-7412	madanney@waltermoore.com	Y	Civil/Structural

Revised: 12.02.10

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Date:

	Printed Name	Company Name or MD Anderson Department	Phone Number/ Extension	E-mail Address	HUB? (Y/N)	GC or Sub?
1	Robert Mease	Page	713-871-8484	rmease@pagethink.com	N	N
2	Cliff Throat	SpawGlass	281-970-5300	cliff.throat@spawglass.com	N	R
3	Kevin Anderson	Kitchell	281-413-2546	Kanderson@kitchell.com	N	GC
4	KARIS HOUSE	AFFILIATED ENGINEERS	713-548-8912	khousc@aeieng.com	N	
5	SCOTT TIBILETTI	KIRKSEY	713-850-9600	SCOTT@KIRKSEY.COM	N	ARCH
6	Jay Miran	MDA				
7						
8						
9						
10						
11						
12						



**Supply Chain Management**  
**HUB and Federal Small Business Program**

**Historically Underutilized Business Subcontracting Plans (HSP) Tip Sheet**

The Historically Underutilized Business (HUB) Program of The University of Texas MD Anderson Cancer Center (MDACC) was established to identify Historically Underutilized Businesses and encourage them to participate in the competitive bid process with the objective of increasing the number of contracts awarded to HUB vendors.

**Helpful Websites & Contacts:**

- MDA Bid Opportunities: [www4.mdanderson.org/procurement/bids](http://www4.mdanderson.org/procurement/bids)
- Supplier Registration: [www.mdanderson.org/suppliers](http://www.mdanderson.org/suppliers)
- Centralized Master Bidder's List (CMBL):  
<http://www.window.state.tx.us/procurement/cmb/cmbhub.html>
- Houston Minority Supplier Development Council: <http://hmsdc.org/>
- Women's Business Enterprise Alliance: [www.wbea-texas.org](http://www.wbea-texas.org)

**4 HUB Subcontracting Plan Options:**

**Option 1** - (Method A) Respondent will subcontract with only HUB vendors. (No continuous contract exists with HUB exceeding 5-years in place.)

**Option 2** - (Method A) Respondent will subcontract with HUB and non-HUB vendors but the percentage subcontracted to the HUB **meets or exceeds the HUB Goal** the contracting agency identified in the "Agency Special Instructions/Additional Requirements." (No continuous contract exists with HUB exceeding 5-years in place.)

**Option 3** - (Method B) Respondent will subcontract with HUB and non-HUB vendors (or only non-HUB vendors), and the aggregate percentage of subcontracting with HUB vendors **does not meet or exceed** the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements".

**Option 4** - Self-Performance

**Completing the Forms**

Reference the "HSP Quick Check List" as well as "General Guidelines for Completing HSPs" on page 2 of this document.

**Good Faith Effort Determinations (GFE):**

Good faith effort applies to Option 3 – Method B.

- Provide written notification to all potential bidders. Notification form is included in the HSP package. Use of this form is highly recommended.
- You must allow HUBs at least seven (7) working days to respond to the notice prior to your submitting your response to the contracting agency (does not include the day notice was sent).
- Notify a minimum of two (2) minority or women trade organizations or development centers of subcontracting opportunities (reference list attached to Rider 104 HUB Plan for contact information).
- Notify a minimum of 3 HUBs for each trade identified for the project.
- Provide written justification of the selection process if a HUB is not selected.
- Include supporting documentation of all GFE (notification and HUB responses).

***\*\*Important:*** Failure to submit required documentation may result in rejection of your HUB Plan and subsequently your proposal. ***\*\****

### **Causes for Rejection:**

- Failure to submit a completed HSP
- Failure to provide 7 (seven) working day notice to HUBs
- Failure to properly notify HUBs and/or provide sufficient information to bid
- Failure to notify minimum of two trade organizations
- Failure to include supporting documentation of all Good Faith Efforts
- Telephone logs are not accepted as documentation of good faith efforts; only fax, e-mail and written correspondence are acceptable

### **General Guidelines for Completing HSPs**

Read completely the HSP Rider 104 provided in the solicitation.

To enhance the successful outcome of review of the HSP, MD Anderson offers the option to submit the HSP for a complimentary review. The HSP must be filled out in its' entirety to be eligible for a courtesy draft review. Place "Draft HSP" in your subject line of the email and submit no later than 48 hours in advance of the solicitation due date. The courtesy review is contingent upon HUB Program staff availability and is limited to one per vendor per solicitation.

Should you encounter a unique situation that has not been addressed, contact the HUB Program office. In addition, a video short is available emphasizing important points to follow.

### **Training Video**

To access the training video, visit: [www.mdanderson.org/hub](http://www.mdanderson.org/hub)

- Select "Subcontracting Program"
- Select "Training Video Overview of Rider 104"

### **Following the Award:**

**Notification of Award to Subcontractors:** Within ten (10) days following signing of the contract, contractor must notify in writing the subcontractors of their award (Section 4 Affirmation); copy of the notice must also be provided to the contracting agency's point of contact for the contract.

**Reporting:** If subcontracting, Progress Assessment Reports (PARs) will be required monthly, by the 10<sup>th</sup> of the month, documenting payments to all subcontractors, HUB and non-HUB.

### **HUB & Federal Small Business Program Staff:**

Contact staff identified below for HUB related questions, assistance with HSP forms, HSP draft review or prime contractor HUB training please contact:

#### **Construction/Campus Operations**

Barbara Howard, Sr. HUB Coordinator

713-794-3211 [bhoward@mdanderson.org](mailto:bhoward@mdanderson.org)

#### **Non-construction Related Solicitations**

Marian Nimon, Associate Director

713-745-8352 [mnimon@mdanderson.org](mailto:mnimon@mdanderson.org)



## **Completing the Forms: HSP Quick Check List**

While this HSP Quick Checklist is being provided to assist you in readily identifying sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

### **Option 1 (Method A) Section 2(c) of HSP**

**If all of your subcontracting opportunities will be performed using only HUB vendors, complete:**

- ✓ Section 1 - Respondent and Requisition Information
- ✓ Section 2 a. – Yes, I will be subcontracting portions of the contract
- ✓ Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors
- ✓ Section 2 c. – Yes
- ✓ Section 4 – Affirmation
- ✓ GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity

### **Option 2 (Method A) Section 2(d) of HSP**

**☐ If you are subcontracting with HUB vendors and Non-HUB vendors, and the aggregate percentage\* of subcontracting with HUB vendors (*with which you have a continuous contract in place for five (5) years or less*) meets or exceeds the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete:**

- ✓ Section 1 - Respondent and Requisition Information
- ✓ Section 2 a. – Yes, I will be subcontracting portions of the contract
- ✓ Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors and Non HUB vendors
- ✓ Section 2 c. – No
- ✓ Section 2 d. – Yes
- ✓ Section 4 – Affirmation
- ✓ GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity

### **Option 3 (Method B) Section B 1-4 of HSP**

**If you are subcontracting with HUB vendors and Non-HUB vendors (or only Non HUB vendors), and the aggregate percentage\* of subcontracting with HUB vendors (*with which you have a continuous contract in place for five (5) years or less*) does not meet or exceed the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete:**

- ✓ Section 1 - Respondent and Requisition Information
- ✓ Section 2 a. – Yes, I will be subcontracting portions of the contract
- ✓ Section 2 b. – List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to HUB vendors and Non HUB vendors
- ✓ Section 2 c. – No
- ✓ Section 2 d. – No
- ✓ Section 4 – Affirmation
- ✓ GFE Method B (Attachment B) – Complete this attachment for each subcontracting opportunity

### **Option 4: Self-Performance, Section 3 of HSP**

**If you are not subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources, complete:**

- ✓ Section 1 – Respondent and Requisition Information
- ✓ Section 2 a. – No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources
- ✓ Section 3 – Self Performing Justification
- ✓ Section 4 – Affirmation