

## RFP 170457/ME - ADDENDUM 1

RFP Deadline: **March 5, 2020 at 2:00 PM** (Local Time)

Page: **1 of 8**

RFP Number: **170457/ME**

Date: **February 12, 2020**

### RETURN PROPOSALS AS SHOWN BELOW

#### Copies of proposal required:

Seven (7) Copies

FAX or TELEX Bids Permitted:  YES  NO

#### Physical Address for Courier Delivery:

The University of Texas MD Anderson Cancer Center  
Attn: Mary Mueller  
Fannin Holcombe Building  
6900 Fannin, 10<sup>th</sup> Floor, Suite FHB10.1000  
Houston, Texas 77030

**PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE/BOX IDENTIFIED BY THE COMPANY NAME. RFP NUMBER MUST BE SHOWN ON THE LOWER LEFT HAND CORNER OF THE ENVELOPE/BOX.**

PROPOSALS MAY BE SUBMITTED AT ANY TIME UNTIL RFP DEADLINE NOTED ABOVE.

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

### RESPONDENT MUST COMPLETE AND SIGN BELOW

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

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

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

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

E-Mail: \_\_\_\_\_

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

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

**THIS RFP ADDENDUM IS A FURTHERANCE OF A SOLICITATION FOR PROPOSALS  
AND IS NOT A CONTRACT OR OFFER TO CONTRACT.**

### **El Rio E Infrastructure Updates**

- 1. Pre-Submittal Sign In Sheets are attached.**
- 2. HUB Tip Sheet Rev. November, 2019 is attached.**
- 3. NOTE: Correct street address for El Rio Building "E" is 8080 El Rio Street.**

**Mary Mueller (Sourcing Specialist)**

**E-Mail address: [memuelle@mdanderson.org](mailto:memuelle@mdanderson.org)**

Supply Chain Management  
**Pre-Submittal Conference**  
 Sign-in Sheet

Project Name: El Rio E Infrastructure Updates  
 Project No.: 17-0457  
 Location: 8000 El Rio Street, El Rio Building "E"  
 Date: February 11, 2020 / 9:00 AM

	Printed Name	Company Name or MD Anderson Department	Phone Number/ Extension	E-mail Address	HUB? (Y/N)	GC or Sub?
1	MARY MUELLER	SOURCING + CONTRACT MGMT	713 745-2102	memuelle@mdanderson.org	—	—
2	Jackie Carrillo	Courtney Harper + Partners	713-521-7379	jackie@courtneyhp.com		
3	Scott Linn	Forney	832 865 0611	scott.linn@forneyconstruction.com	N	GC
4	Chris Jensen	Centennial	281-733-1298	cjensen@ccc-inc.com	N	GC
5	<del>Loey Brunsattel</del>	<del>ODONNELL SNIDER</del>	<del>713-203-7627</del>	<del>cburknotter@odonnellsnider.com</del>	N	GC
6	Bob Eaton	O'Donnell Snider	281-8409487	beaton@odonnellsnider.com	N	GC
7	Glenn Glenn	HBAR CONSTRUCTION	281-908-9744	GLENN@HBAZ.COM	N	GC
8	Michael Mitchell	VAUGHN	713-589-7402	Mitchell@vaughnconstruction.com	N	GC
9	GREG PARRA	Pfeiffer & Son	281-799-1106	gparr@pfeifferandson.com	N	GC
10	David Goshorn	Gordon Inc	713 545 8076	DAVID@GORDONINC.COM	N	GC
11	CHRIS BAACK	Raven Mech	832 906-0053	CHRIS.BAACK@RAVENMECHANICAL.COM	N	GC
12	MARK WEPENKAMP	"	281 987 1618	MARK@RAVENMECHANICAL.COM	N	GC

Supply Chain Management  
**Pre-Submittal Conference**  
 Sign-in Sheet

**Project Name: El Rio E Infrastructure Updates**

**Project No.: 17-0457**

**Location: 8000 El Rio Street, El Rio Building "E"**

**Date: February 11, 2020 / 9:00 AM**

	Printed Name	Company Name or MD Anderson Department	Phone Number/ Extension	E-mail Address	HUB? (Y/N)	GC or Sub?
1	JAMES COOK	R.B Hash	713-463-9800	jamese.kbhash.com	N	Sub
2	Raman Varma	York Construction, Inc.	432-331-8546	rvarma@yorkconstruction.com	N	GC
3	Nick Walton	York Construction, Inc.	281-796-1744	nwalton@yorkconstruction.com	N	GC
4	RANDY KOSS	EMANUEL ENT. (DEMO)	832-594-5126	RANDY@EMANUELENT.COM	N	Sub
5	Michael Mackey	AAR INC.	281-650-8106	m.mackey@aarinc.net	N	Sub
6	Matt Peterson	Chamberlin	815-530-2187	mpeterson@chamberlinhd.com	N	Sub
7	STEVE DANSEY	CONARCT ELECTRIC	281-830-9677	SDANSEY@CONARCTINC.COM	N	Sub
8	Ray Finlayson	Hoav Construction	713-244-2206	finlay@Hoav.com	N	GC
9	Tony Mazzeo	In Purity Systems	713-865-0977	Emazzeo@inPurity-TX.com	N	Sub
10	Santos Loutrinos	climatic, LLC	281-642-6977	sLoutrinos@climatic.com	N	Sub
11	John Barnes	Roger O'Brien	713-783-2500	skang@r-o.com	N	GC
12	Kyle Holland	Gilbane	713-209-1865	Kholland@gilbane.com	N	GC

Project Name: El Rio E Infrastructure Updates

Project No.: 17-0457

Location: 8000 El Rio Street, El Rio Building "E"

Date: February 11, 2020 / 9:00 AM

	Printed Name	Company Name or MD Anderson Department	Phone Number/ Extension	E-mail Address	HUB? (Y/N)	GC or Sub?
1	Matt Baker	The Trends Group	281 216 0173	mbaker@trendsgroup.com	Y	GC
2	Pierce daigle	Flintco	713 471 2131	Pierce.daigle@flintco.com		
3	Clint McIlwain	Flintco	713 534 5677	Clint.McIlwain@flintco.com		
4	Wayne Peadley	Thermal Protection	210-560-7414	cwebb@thermalprotection.com		
5	Don Marshall	Aerize Western	713 264 2218	donmarshall@walshgroup.com	N	GC
6	clint Mcilwain	Flintco	713-534-5677	clint.mcilwain@flintco.com		GC
7	Phil Cart	Kilgore	713-725-0844	pcart@kilgoreind.com	N	Sub
8	Rusty Conroy	Kilgore	713-725-0423	rconroy@kilgoreind.com	N	Sub
9	Rodolfo Ruiz	Brothers USA	832 292 4223	rruiz@brothers-usa.net		
10	Dalton Gray	Spanglass	318-816-2033	Dalton.Gray@Spanglass.com <del>brothers</del>		GC
11	Jimmy McBeel	Christensen Building Group	261-206-4418	jimmy@christensenbuilding.com	N	GC
12	Jamie Sims	Christensen Building Group	281-684-3244	jamie.c@christensenbuilding.com	N	GC

Supply Chain Management  
**Pre-Submittal Conference**  
 Sign-in Sheet

**Project Name:** El Rio E Infrastructure Updates  
**Project No.:** 17-0457  
**Location:** 8000 El Rio Street, El Rio Building "E"  
**Date:** February 11, 2020 / 9:00 AM

	Printed Name	Company Name or MD Anderson Department	Phone Number/ Extension	E-mail Address	HUB? (Y/N)	GC or Sub?
1	Peter Sanchez	Wayne Elec	713-249-0879	Peter@wayneonline.com	N	Sub
2						
3						
4						
5						
6						
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 5<sup>th</sup> of the month. Payments to all subcontractors, both HUB and non-HUB, are to be documented.

### **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:

Barbara Howard, Sr. HUB Coordinator

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

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