



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

PROCUREMENT & TRAVEL OFFICE

201 Donaghey Avenue
Wingo Hall 113
Conway, AR 72035

REQUEST FOR PROPOSAL

Project: RFP# UCA-24-038
Job Order Contracting for Skilled Trade Services:

**Electrical
Painting
Plumbing
Cabling**

**Floor Coverings
Polished Concrete Flooring
Cast In Place Concrete
HVAC**

PROPOSALS MUST BE RECEIVED BEFORE:
2:00 P.M. Central Time on February 21, 2024

Proposal Delivery Address and Opening Location:

University of Central Arkansas
Procurement Department
201 Donaghey Avenue, Wingo Hall 113
Conway, AR 72035

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED
ABOVE. THE PROPOSAL ENVELOPE MUST BE SEALED AND SHOULD BE
PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF PROPOSAL OPENING AND COMPANY'S RETURN
ADDRESS

JOB ORDER CONTRACTING FOR SKILLED TRADE CONTRACTORS

RFP# UCA-24-038

Submittal Deadline: February 21, 2024 at 2:00 p.m.

1.0 INTRODUCTION

The University of Central Arkansas (UCA) is requesting Proposals from **Electrical, Painting, Plumbing, HVAC, Cabling, Floor Coverings, Polished Concrete Flooring, Cast In Place Concrete Contractors** interested in providing Job Order Contracting (JOC) services to the University. The selected Job Order Contractor must have an Arkansas Contractor's License, shall provide project administration, planning and the above services listed for all campus owned facilities including, but not limited to, new construction, repairs, alterations, replacements, maintenance, etc.

The University has determined that the use of Job Order Contracting has been of benefit by providing an effective means of reducing the total lead-time and cost for small trade projects at UCA's facilities. The University reserves the right to award this contract to multiple vendors as in the best interest of the University.

Arkansas Code 19-4-1416 outlines the requirements for JOC and authorizes the University to utilize this contracting procedure.

The resulting contract will be considered an "On-call contract" meaning the University will have the ability to continue to call upon the successful bidder to conduct additional construction services as required by the University.

2.0 UCA BACKGROUND INFORMATION

Founded in 1907, University of Central Arkansas is one of the best and most affordable options for higher education in the South. Located in Conway, Arkansas, "The City of Colleges," the university's bustling, Georgian-style campus is among the most beautiful in the region.

In fall 2022, nearly 10,000 students from seventy-seven (77) different countries, forty-eight (48) states, and all seventy-five (75) counties in Arkansas were part of UCA's diverse community. The university is large enough to offer academic diversity, yet small enough to show personal interest and support. Students engage in undergraduate research and publication opportunities that most students don't have until graduate school.

UCA offers more than eighty (80) undergraduate degree and certificate programs and fifty-seven (57) graduate degree and certificate programs, including six (6) doctoral degrees. UCA offers programs of study in five (5) different colleges — the College of Arts, Humanities, and Social Sciences, the College of Business, the College of Education, the College of Health and Behavioral Sciences, and the College of Natural Sciences and Mathematics. Each college offers significant opportunities to learn and grow.

The university's Honors College is nationally known for its unique and challenging curriculum. The Honors College offers small, discussion-based seminars, close student-faculty relations, funding for travel abroad, and internships.

As its mission states, the University of Central Arkansas, a leader in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university's faculty and staff promote the intellectual, professional, social, and personal development of its students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas dedicates itself to academic vitality, integrity, and diversity.

3.0 SELECTION PROCESS

Proposals will be evaluated in three (3) phases. The first phase will determine if the mandatory requirements of this Request for Proposal have been agreed to and/or met. Failure to comply will deem a proposal non-responsive. The University may reject any Proposal that is incomplete. However, the University may waive minor irregularities. The Director of Procurement or designee completes this phase.

The University of Central Arkansas will base the second phase on an evaluation of the Technical/Business proposal by an evaluation committee appointed by the University. Points will be awarded to each Proposal based on a comparative formula of relative weights as described in this Request for Proposal.

The third phase will be the opening and calculation of the pricing proposal by the Director of Purchasing or designee, and review by the evaluation committee.

Please Note: The University will contact firms to notify them of whether they will be moving on to the interview phase. Potential interview dates are March 5-7, 2024.

- 3.1 The University's evaluation committee will evaluate all Proposals submitted by firms in response to this Request for Proposal (RFP), in accordance with the qualifications and evaluation criteria set forth in Section 6 of this RFP.
- 3.2 Based on the evaluation and scoring of the Proposals, the highest ranked firms will be invited to participate in an interview with the evaluation committee. The firms' interviews will be scored in accordance with the criteria outlined in Section 6.6 of this RFP.

After all interviews have been conducted, the interview scores, proposal scores and pricing proposal will be added together for an overall score. The firms with the highest overall scores, may, at the University's option, be selected as the University's JOC Skilled Trades Contractors, subject to compliance with Arkansas Code 19-4-1416.

4.0 SCHEDULE

The following is the current planned schedule for the selection process. Dates and times are subject to change; interested parties will be promptly notified of any changes to key dates via an addendum.

Solicitation for the Request for Proposals for Job Order Contracting for Construction Skilled Trades Services released and posted to the University website at www.uca.edu	February 1, 2024
RFP Proposals submittal deadline	February 21, 2024 @ 2:00 p.m.
Notification of most qualified firms selected to be interviewed	February 28, 2024
Tentative date for Interviews (exact date to be determined after selection)	March 5-7, 2024
Selection of the firms with the highest overall total score	March 13, 2024
Skilled Trades Services contract execution	July 1, 2024

5.0 INFORMATION FOR JOC CONTRACTOR

The RS Means Cost Book (the current edition) will be used at the time of execution of the JOC Contract. The current RS Mean Cost Data book will be incorporated by reference, at the time of each annual contract renewal. Pricing and fee estimates will remain in effect for the duration each contract year.

The UCA project manager will verify, through the RS Means cost data, that all estimates submitted from the contractor do not exceed RS Means pricing.

- 5.1 Specific project requirements will be identified in individual Work Orders issued by the University. Written quotes will be required for each individual project.
- 5.2 Each individual Work Order issued for a particular project will not exceed \$1.2M, including sales tax and design fees.
- 5.3 All Work Orders, including those with multiple parts, issued for the same project shall be treated as a single Work Order for purposes of the \$1.2M, limit on Work Orders.
- 5.4 Reasonable extensions may be granted at the beginning of each new fiscal year not to exceed a total of four (4) years if the price remains mutually agreeable to the university and the quality of work is satisfactory to the university.

- 5.5 The initial contract term of this contract will end June 30, 2025. The contract may be renewed on July 1 of each fiscal year and may, upon mutual consent of the parties, be extended yearly, for a total contract duration not to exceed four (4) years.
- 5.6 The JOC Contractor shall provide to the University, in an electronic spreadsheet, each month, or as requested, a summary of all Work Orders and their status. At a minimum the spreadsheet shall include, a list of Work Orders issued, the lump sum price of each Work Order, the number of change orders and the total project cost.
- 5.7 When the Specification Standards are not inclusive of the work to be performed under a Work Order, the JOC Contractor may be required to propose appropriate technical specifications, and/or products and procedures, to the University for review and acceptance. All specifications, and/or product and procedures developed by the JOC Contractor must be in compliance with the contract documents, and all current national, state, and local codes; industry standards and applicable owner requirements and regulations.
- 5.8 No more than twenty percent (20%) of the dollar value of a Work Order may consist of items of work not pre-priced.
- 5.9 The JOC Contractor shall have an office within 150 miles of the University of Central Arkansas, Conway, AR campus. It is imperative that JOC staff be able to lend support on-site within a matter of minutes not hours. Proposers should propose how staff and on-site management will be supported and responsive to UCA's needs.
- 5.10 The Procurement Contract Manager will email the JOC Contractor requesting the following required documentation for JOC projects.
- Certificate of Insurance to include General Liability, Worker's Compensation (if required) and Current Automobile Insurance.
 - Contract and Grants Disclosure Form if over \$25,000
 - Copy of current license from the Arkansas Contractor Licensing Board.
 - UCA Combined Form for Boycotts and Illegal Immigrant Certification
 - EEO Policy if over \$25,000
 - Performance and Payment bond if over \$50,000. The bond must be filed in Faulkner County.

6.0 QUALIFICATIONS AND EVALUATION CRITERIA

The Contractor(s) selected for an award will be the Contractor(s) who submits the most advantageous Proposal to the University. The University of Central Arkansas is not bound to accept the lowest priced Proposal if that Proposal does not provide the “Best Value” for the University. The criteria for evaluation of qualified Proposals, and selection of the successful Contractor(s) for this award, will be based on the factors listed below (see Proposal Evaluation Forms attached as part of the Proposal Form). Each criterion should be on a separate page, numbered and titled as listed below. The University will evaluate Proposals submitted based on the criteria listed below. When responding to this RFP, firms must reply to each of the items set forth in Sections 6.1 through 6.6.

Note: All responses to this RFP shall be organized in the same order as listed below in sections 6.1 Through 6.6, and should be thorough, clear, concise, and avoid duplication of information. **The maximum number of pages to be submitted is twenty-five (25).**

6.1 Statement of Qualifications and Trade Contractor’s Capabilities (Maximum 25 pts)

Submit six (6) *projects completed* within the last twenty-four (24) months.

The following information should be provided for each project:

- ✓ A brief description of the work including the location please be specific as to building name/address, etc.
- ✓ The Owners name and contact information;
- ✓ Budget information showing initial and final contract values;
- ✓ List all change orders, including high-level scopes (e.g. changed condition);
- ✓ Duration of project broken out by: design, pricing, construction and closeout;

6.1.1 UCA is looking for Job Order Contractors with a proven track-record of effectively and efficiently managing multiple small projects with individual schedules and locations. Please use the contracts you listed above and describe your business management procedures, approach, or similar that allows your firm to successfully manage numerous small projects at once. List 2-5 best practices.

6.2 References (Maximum 10 points)

List references (Attachment 1) of current and past customers and past performance on other projects in the State of Arkansas.

Provide three (3) letters of references from General Contractors, Architect/Engineers or Clients that your firm has worked with over the past 3 years.

6.3 **Contract Management and Personnel Capabilities (Maximum 25 points)**

Provide your firm's plan to manage the JOC Contract. Explain how your firm plans to staff and conduct the work of the Contract. Present your project management and trade contracting procedures and proposed staffing in the following order:

- Corporate organizational chart showing interface with and support for the JOC Contract.
- Project Organizational Chart for the proposed staffing of this JOC Contract.
- Proposed interface of the JOC Contractor's staff with Owner to include communication procedures with Owner, customers, and trade contractors.
- Designate the proposed project manager, project senior superintendent, and the corporate executive to be dedicated to the JOC Contract to be executed based on this solicitation, and describe their depth of knowledge and experience in executing similar types of work. None of the key personnel (project manager, project superintendent, or corporate executive dedicated to the JOC Contract) shall be changed during the course of the contract term without the prior written consent of the Owner.
- Provide resumes showing relevant experience for the proposed project manager, project superintendent, project engineer, business equity coordinator, and safety director.
- Describe how your firm can expand and contract its staffing based on a fluctuating workload under the JOC Contract. It is anticipated that various levels of superintendent support will be needed when there are multiple active projects, discuss how you will address this issue.

6.4 **Safety (Maximum 10 points)**

6.4.1 In one page or less, describe your firm's approach to the prevention of accidents and injuries on small projects. How does your firm engage its employees in project safety? What expectations about safety does your firm have of its employees, and how are those expectations communicated and subsequently met?

6.4.2 Provide an example of a site-specific safety plan (SSSP) used on a project within the last year.

6.5 **Contractor's Proposed Mark-up Percentage (Maximum 50 points)**

The percentage of mark-up shall include all overhead costs, general administrative costs, profit and all other costs not covered by RS Means Bare Cost Data, and shall compensate the contractor to complete the work in accordance with the terms of the JOC Contract awarded under this solicitation. (Use Cost Sheet Attachment 2).

6.6 **Interview (Maximum 30 points)**

Interview questions will be directed solely to the proposed key project staff. At a

minimum, the following key individuals responsible for JOC services shall attend, the corporate executive to be dedicated to the JOC Contract; the project manager; the project superintendent.

In a letter from the University, the selected firms will be provided with detailed information regarding the content of the interview. However, generally, the interview will consist of the following elements:

- ✓ A presentation regarding a hypothetical project scenario; and
- ✓ Questions to be responded to at the interview.

The total interview time will be 1 hour, broken down as follows:

- ✓ 30 minutes for the firm's presentation
- ✓ 30 minutes for questions and answers
- ✓

7.0 EVALUATION CRITERIA – POINTS BREAKDOWN

The Proposal criteria and their associated maximum points are as follows:

Section	Points
Statement Qualifications/Trade Contractors	25
References	10
Contract Management and Personnel	25
Safety	10
Interview	30
Subtotal (RFP Responses)	100
Mark-Up Percentage	50
Total Points	150

Interview: the interview criteria and their associated maximum points are as follows:

- Presentation: 15 points
 - Response to questions: 10 points
 - Quality of overall interaction between team members and UCA: 5 points
- Subtotal: 30 points

Final Phase:

- Proposal with the Lowest Mark-up Percentage 50 points

Failure to complete the JOC Proposal Pricing Form will result in an earned score of 0 for this area.

8.0 SUBMISSION INFORMATION

Firms are required to submit five (5) electronic flash drive submittals and one (1) hard copy and proposals must be received **by mail** (no emails will be accepted) no later February 21, 2024.

University of Central Arkansas Procurement Department
Attention: Pam Giblet
201 Donaghey Avenue, Wingo Hall 113
Conway, AR 72035

9.0 REFERENCES

The University reserves the right to conduct reference checks for all firms and certain individuals at any stage of the selection process. In the event that information obtained from the reference checks reveals concerns about a firm's or individual's past performance or their ability to successfully perform the work to be executed based on this RFP, the University may, at its sole discretion, determine that the firm or individual is not qualified to move forward in the selection process and/or enter into negotiations with the University. In conducting reference checks, the University may include itself as a reference if the firm or individual has performed work for the University, even if the firm or individual did not identify the University as a reference. Likewise, the University reserves the right to check references for the firm or individual from others even if they were not identified by the firm in their submitted proposal.

10.0 QUESTIONS

Any questions or comments regarding this RFP must be received **IN WRITING** via email no later than *seven (7) calendar days* prior to the date for submission of the Proposals. Written requests should be addressed to:

Attention: Pam Giblet, Construction and Contract Manager
RE/Subject: JOC RFP UCA-24-038
Questions
E-mail: pgiblet@uca.edu

11.0 ADDENDA

Any addenda issued for this RFP and solicitation will be published at the following website address: www.uca.edu/purchasing Contractors are responsible for checking the website for any addenda prior to submission of proposals and throughout the entire solicitation process. If you are unable to download the addenda, you may contact Pam Giblet at pgiblet@uca.edu

- Attachment 1- Reference Sheet (return with proposal)
- Attachment 2- JOC Proposal Pricing Form (must use this form)
- Attachment 3- Addendum Acknowledgement Sheet (return if applicable)
- Attachment 4- Signature Certification Page (return with proposal)

BASIC SCOPE OF WORK

Electrical Purpose of the job order contract is to provide a method for all types of electrical work to be performed on the campus of the University of Central Arkansas. This work may include but not be limited to work within electrical panels, pulling a new service, installing receptacles, installing light fixtures, troubleshooting circuits and power to buildings, placing electrical conduit, repairing interior and exterior lighting, installation of lighting poles and fixtures, The contractor will provide all labor, tools, and equipment as needed pertaining to University HVAC projects. Contractor should be aware that UCA is a heavily occupied campus and some work may be required at nights and on weekends based upon the schedule of the university.

Painting Purpose of the job order contract is to provide a method for all types of painting and painting related work to be performed as needed on the campus of the University of Central Arkansas. The contractor will provide all labor, tools, and equipment as needed pertaining to University painting projects. Examples of work may include but is not limited to ceilings, walls, doors, door jambs, railings, cabinets, concrete, interior and exterior structures. Additional examples related to the paint trade may include but is not limited to finishing and texturing of sheetrock, faux finishing or specialty related work and textures or finishes, pressure washing, hanging of wall paper and any other work related to the Painting trade. Contractor should be aware that UCA is a heavily occupied campus and some work may be required at nights and on weekends based upon the schedule of the university.

Plumbing The purpose of this job order contract is to provide a method for all types of plumbing work to be performed on the campus of the University of Central Arkansas. This work may include but not be limited to new plumbing installations, plumbing repairs, testing and repairs of backflow preventers, soldering, clogged drains and / or sewer lines, replacing flush valves, roto rooter clogs, cut slabs and replace rusted or damaged piping, remove and install all types of plumbing fixtures, faucets etc. To be clear this work is to have coverage over any and all related work in the Plumbing Industry Trade. The contractor will provide all labor, tools, and equipment as needed pertaining to performing this work at the University of Central Arkansas. Contractors should be aware that UCA is a heavily populated campus and some work may be required on nights and weekends based upon activities and schedules of the university.

Cabling Purpose of the job order contract is to provide labor, service, and repairs to various communications projects as well as installation of cameras, security equipment, projectors, and other various equipment located on the campus of the University of Central Arkansas. The contractor will provide all labor, tools, and equipment as needed pertaining to University cabling projects. Contractor should be aware that UCA is a heavily occupied campus and some work may be required at nights and on weekends based upon the schedule of the university.

HVAC Purpose of the job order contract is to provide a method for all types of HVAC work to be performed on the campus of the University of Central Arkansas. This work may include but not be limited to the purchase and installation of new equipment, maintenance and repair of existing equipment, recovery and charging of Freon, change out of pumps, motors, compressors etc. The contractor will provide all labor, tools, and equipment as needed pertaining to University HVAC projects. Contractor should be aware that UCA is a heavily occupied campus and some work may be required at nights and on weekends based upon the schedule of the university.

Floor Covering Purpose of the job order contract is to provide all labor, tools, and materials to install all types of floor coverings and related work as chosen by the University for floor covering projects located on the campus of the University of Central Arkansas. Examples of work may include but not be limited to removal and disposal of old floor coverings and installation of new floor coverings and when applicable, repair an existing floor covering. Products may include vinyl composition tile, luxury vinyl planks, various padded or glue down carpets and any other associated floor covering that may be chosen by the University. Contractor should be aware that UCA is a heavily occupied campus and some work may be required at nights and on weekends based upon the schedule of the university.

Polished Concrete Flooring Purpose of the job order contract is to provide labor, tools, and equipment to perform various concrete polishing projects on the campus of the University of Central Arkansas. Concrete polishing projects tend to produce dust which must be well contained. Contractor shall take all proper precautions to cover all property and equipment and shall leave any project area cleaner than it was found upon commencement of work. Contractor will work with University personnel to determine best practices and choices as far as the condition of any given floor and whether a clear polish or a stained concrete with polish is best suited for any given area. Contractor should be aware that UCA is a heavily occupied campus and some work may be required at nights and on weekends based upon the schedule of the university.

Cast In Place Concrete Purpose of the job order contract is to provide labor, tools, and equipment as needed to perform various cast in place concrete work located on the campus of the University of Central Arkansas. Examples of work may include but not be limited to forming and pour of various sidewalks, demolition and disposal of existing concrete areas, form and pour patio areas and building slabs, concrete curbs and ramps, form and pour drainage swells and pathways, cutting and troweling in expansion joints, and any other work related to the concrete industry. Contractor should be aware that UCA is a heavily occupied campus and some work may be required at nights and on weekends based upon the schedule of the university.

Attachment 1
Proposer References

Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid may cause your bid to be rejected and deemed non-responsive.

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract.

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Cost of Service			
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Cost of Service			
Brief Description of Service Provided			

REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Cost of Service			
Brief Description of Service Provided			

Attachment 2
RFP# UCA-24-038
JOC Pricing Proposal
(Please Check Appropriate Box)

Company Name: _____

Entering into this contract as a result of this Request for Proposal Invitation could be renewed for a total of FOUR (4) years, in one (1) year increments. If so what would be the maximum amount of Mark-up (percentage increase) in pricing would your company apply to the first year and the following years of renewal.

% of Mark-up _____ **Year 1**

% of Mark-up _____ **Year 2**

% of Mark-up _____ **Year 3**

% of Mark-up _____ **Year 4**

This Form MUST BE SUBMITTED in a SEPARATE ENVELOPE or FLASH DRIVE

Attachment 3

RFP# UCA-24-038

Job Order Contracting for Construction Skilled Trades Services

Addendum Acknowledgement Sheet

(Please Check Appropriate Box)

Company Name: _____

Sign the appropriate line to acknowledge any addendums posted in response to this Request for Proposal.

1. Addendum #1 _____

2. Addendum #2 _____

3. Addendum #3 _____

4. Addendum #4 _____

5. Addendum #5 _____

Attachment 4
Signature Certification Page

Description: Job Order Contracting for Construction Skilled Trades Services:

Proposal Number: UCA-24-038

Issue Date: February 1, 2024

Buyer: Pam Gible

Bid Opening Date: February 21, 2024

Bid Opening Time: 2:00 P.M. CST

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL PACKAGE AND ENVELOPE MUST BE SEALED AND PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF BID OPENING AND BIDDER'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE UNIVERSITY OF CENTRAL ARKANSAS PURCHASING OFFICE.

Company Name: _____

Name (Type or Print) _____

Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

FAILURE TO PROVIDE A TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN BID REJECTION:

Federal Employer Identification Number or Social Security Number

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of University of Central Arkansas prior to the official review of this bid. **THE BID MUST BE SIGNED. UNSIGNED BIDS WILL NOT BE CONSIDERED.**

Signature: _____