PURCHASING OFFICE
2125 COLLEGE AVENUE
SUITE 2
CONWAY, AR 72034

REQUEST FOR PROPOSAL

Project: RFP# UCA-20-014
Fiscal Year 2020 Job Order Contracting for:
ROOF REPLACEMENT, REPAIR & MAINTENANCE

PROPOSALS MUST BE RECEIVED BEFORE:
10:00 A.M. Central Time on September 5, 2019

Proposal Delivery Address and Opening Location:

University of Central Arkansas
Purchasing Department
2125 College Avenue, Suite 2
Conway, AR 72034
REQUEST FOR PROPOSALS for
JOB ORDER CONTRACTING SERVICES
RFP No. UCA-20-014

Submittal Deadline: September 5, 2019 at 10:00 AM

1.0 INTRODUCTION

The University of Central Arkansas (UCA) is requesting Proposals from roofing contractors interested in providing Job Order Contracting (JOC) services to the University. The selected Job Order Contractor shall provide project administration, planning and roofing services for all campus own facilities including, but not limited to, minor 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 roofing projects at UCA’s facilities.

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

2.0 UCA BACKGROUND INFORMATION

The General Assembly of Arkansas established the University of Central Arkansas as Arkansas State Normal School in 1907, with statewide responsibility for preparing citizens to teach Arkansas children.

The name of the institution was changed to Arkansas State Teachers College in 1925. By legislative enactment, the Board of Trustees was given authority to grant appropriate degrees. In January 1967, the name of the institution was again changed by the State legislature to the State College of Arkansas, expanding its statewide role to a multipurpose institution. On January 21, 1975, the governor of Arkansas signed a bill granting university status to the institution and naming it the University of Central Arkansas.

The first diploma granted by Arkansas State Normal School was the Licentiate of Instruction, and in 1922, the first baccalaureate degrees were granted. Today the university’s comprehensive undergraduate curriculum comprises more than 90 major programs and 10 different degrees. A program of study leading to the Master of Science in Education degree was inaugurated in 1955, and the Educational Specialist degree was begun in 1980. Since that time, UCA has developed a variety of high quality offerings in graduate studies, with more than 55 graduate program options and 14 different graduate degrees, including doctoral programs in physical therapy and psychology. Extension classes were first offered through Correspondence Study courses in 1919-1920 and Study Clubs in 1920-1921. Academic outreach, including extended-learning opportunities for undergraduate and graduate credit and in non-credit courses, continues to play an important role in fulfilling the university’s twenty-first century mission.
Board of Trustees

The Board of Trustees composed of seven members governs the University. The Governor of Arkansas appoints each member for a seven-year term. Terms of office are staggered, with one member completing a term each year.

Academic Programs

At present, the University consists of six colleges - the College of Business, the College of Education, the College of Fine Arts and Communications, the College of Health and Behavioral Sciences, the College of Liberal Arts, the College of Natural Sciences and Mathematics - and a graduate school. Each college has within it a number of departments. Offerings for most departments extend from freshman level to graduate level courses. Students of the University may select a plan of study leading to one of the eight baccalaureate degrees conferred by the University: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Music, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Fine Arts, Bachelor of Professional Studies, and Bachelor of Science in Education. The University confers ten masters and three doctoral degrees.

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 proposals 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 Purchasing completes this phase.

The University of Central Arkansas will base the second phase on evaluation of the Technical/Business proposal by an impartial committee appointed. Points will be awarded to each proposal based on a comparative formula of relative weights as described in this request for proposals. The contract will be awarded to the respondent whose proposal receives the highest cumulative point total.

The third phase will be the opening and calculation of the cost proposal by the Director of Purchasing, and reviewed by the evaluation committee appointed by the University of Central Arkansas.

Please Note: The University will contact firms to notify them of whether they will be moving on to the interview phase.

3.1 The University’s evaluation committee will evaluate all Proposals submitted by firms in response to this Request for Proposals (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 cost proposal will be added together, and the highest ranked firm in compliance will be offered the opportunity to provide the service.

The Unit Price Book to be used for this Contract will be the current edition of the RS MEANS Facility Construction Cost Data book at the time of execution of the JOC Contract. The current RS Mean Cost Data book, at the time of each annual contract renewal, will be incorporated by reference. Pricing, fees, coefficients, and similar will remain in effect for the duration each contract year.

The coefficient shall compensate the contractor for all corporate office expense overhead, profit, bonds, insurance, and similar necessary to complete the work in accordance with the terms of the JOC Contract awarded under this solicitation.

The firm with the highest scoring overall proposal, resulting from evaluation of the Proposals, the coefficient and the interview, may, at the University’s option, be selected as the University’s JOC Roofing Contractor, 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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation for the Request for Proposals for Job Order Roofing Contract Services released and posted to the University website at <a href="http://www.uca.edu">www.uca.edu</a></td>
<td>August 8, 2019</td>
</tr>
<tr>
<td>Pre-Proposal Meeting</td>
<td>August 22, 2019</td>
</tr>
<tr>
<td>RFP Proposals submittal deadline</td>
<td>September 5, 2019</td>
</tr>
<tr>
<td>Notification of most qualified firms selected to be interviewed</td>
<td>September 9, 2019</td>
</tr>
<tr>
<td>Tentative date for Interviews (exact date to be determined after selection)</td>
<td>September 12, 2019</td>
</tr>
<tr>
<td>Selection of the firm with the highest overall total score</td>
<td>September 16, 2019</td>
</tr>
<tr>
<td>JOC Roofing Contract anticipated execution</td>
<td>September 20, 2019</td>
</tr>
</tbody>
</table>

5.0 INFORMATION FOR JOC CONTRACTORS

5.1 Specific project requirements will be identified in individual Work Orders issued by the University.

5.2 The maximum total dollar amount that the University may award under the JOC Contract awarded under this solicitation shall not exceed $10M, including sales tax and design fees, per year fiscal year.

5.3 Each individual Work Order issued for a particular project will not exceed $1M, including sales tax and design fees.

5.4 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 $1M, limit on Work Orders.

5.5 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.

5.6 The initial contract term will not exceed one year, and may, upon mutual consent of the parties, be extended yearly, for a total contract duration not to exceed four (4) years.
5.7 The JOC Roofing 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.

5.8 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.

5.9 No more than twenty percent (20%) of the dollar value of a Work Order may consist of items of work not pre-priced.

5.10 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 needs.

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 UNIVERSITY OF CENTRAL ARKANSAS “Best Value”. 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 Contractor’s Capabilities (Maximum of 25 points)

Submit six (6) projects completed within the last twenty-four (24) months, two (2) of which were located at universities.

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 a Job Order Contractor 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 of 10 points)

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

Provide three (3) letters of references from Architectural/Engineering firms that your firm has worked with on projects with limited plans and specifications.

6.3 CONTRACT MANAGEMENT AND PERSONNEL CAPABILITY (Maximum of 25 points)

6.3.1 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 subcontracting 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 subcontractors.
- 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 JOC Contract of 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 of 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 COEFFICIENT (Maximum of 50 points)
Contractor’s proposed Coefficient (Use Cost Sheet Attachment 2).

The coefficient 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.

6.6  
INTERVIEW (Maximum of 30 points)

Should your firm be invited to an 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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Qualifications &amp; Contractors Capabilities</td>
<td>25</td>
</tr>
<tr>
<td>References</td>
<td>10</td>
</tr>
<tr>
<td>Contract Management and Personnel</td>
<td>25</td>
</tr>
<tr>
<td>Safety</td>
<td>10</td>
</tr>
<tr>
<td>Interview</td>
<td>30</td>
</tr>
<tr>
<td>Subtotal (RFP Responses)</td>
<td>100</td>
</tr>
<tr>
<td>Coefficient</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>150</strong></td>
</tr>
</tbody>
</table>

**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 with the University: 5 points

Subtotal: 30 points

**Final Phase:**

- Proposal with the Lowest Composite Coefficient: 50 points
- Other points will be awarded based upon the set formula example below:

\[
\text{Proposer’s Average Adjustment Factor} - \text{Lowest Average Adjustment Factor} \times 50 \text{ points possible} \\
= \text{Points subtracted from total possible of 50 points}
\]

Example: Proposers AAF = 1.75 Lowest AAF = 1.50

\[
[1.75 - 1.50] \times 50 \text{ points possible} \\
= .25/1.50 \times 50 \\
= 1.66 \times 15 = 2.49 = 2 \text{ points deducted, or } 15-2 = 13 \text{ points earned.}
\]

Failure to complete the JOC Proposal Pricing Form will result in an earned score of 0 for this area.
8.0 **PRE-PROPOSAL MEETING**

An informational meeting is scheduled for:

**Date and Time:** August 22, 2019 @ 9:30 a.m.  
**Place:** UCAPD Outreach Center, 2125 College Avenue Suite #3  
A Campus Map can be obtained via the Internet at [https://pplant.uca.edu/MFP/mapfp_frame_page.htm](https://pplant.uca.edu/MFP/mapfp_frame_page.htm)

9.0 **SUBMISSION INFORMATION**

Four (4) electronic flash drive submittals and one (1) hard copy must be received by mail (no emails will be accepted) no later than the date and time shown at the beginning of this RFP, to:

**University of Central Arkansas**  
**Purchasing Department**  
**Attention:** Jerry Coleman  
**College Avenue Suite 2**  
**Conway, AR 72034**

10.0 **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.

11.0 **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:** Jerry Coleman, Construction Buyer Supervisor  
**RE/Subject:** JOC RFP UCA-20-014  
**Questions**  
**E-mail:** jrcoleman@uca.edu
12.0 **ADDENDA**

Any addenda issued for this RFP and solicitation will be published at the following website address: [www.uca.edu/purchasing](http://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 Jerry Coleman at jrcoleman@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)

END OF REQUEST
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**

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Contact Person</th>
<th>Email Address</th>
<th>Dates of Service</th>
<th>Value or Cost of Service</th>
<th>Brief Description of Service Provided</th>
</tr>
</thead>
</table>

**REFERENCE 2**

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Contact Person</th>
<th>Email Address</th>
<th>Dates of Service</th>
<th>Value or Cost of Service</th>
<th>Brief Description of Service Provided</th>
</tr>
</thead>
</table>

**REFERENCE 3**

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Contact Person</th>
<th>Email Address</th>
<th>Dates of Service</th>
<th>Value or Cost of Service</th>
<th>Brief Description of Service Provided</th>
</tr>
</thead>
</table>
Attachment 2  
JOC Pricing Proposal

Provide Coefficient below

<table>
<thead>
<tr>
<th>Coefficient Regular Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Coefficient After Hours</td>
<td></td>
</tr>
</tbody>
</table>

- **Coefficients Regular Hours** - the priced coefficients for each region that you are willing to work in shall be listed for both regular hours* (Regular hours span from 7:00 a.m. to 5:00 p.m.)

- **Coefficient After Hours** - the priced coefficient for weekends, holidays and hours outside of regular hours. The coefficient must be rounded to the nearest second decimal place, e.g. .394 would be rounded to .39.
Attachment 3
RFP# UCA-20-014
Job Order Contracting for Roofing Services
Addendum Acknowledgement Sheet

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 Roofing Services

Proposal Number: UCA-20-014

Buyer: Jerry Coleman

Bid Opening Date: September 5, 2019
Bid Opening Time: 10:00 A.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: _____________________________________________________________________