

INSTRUCTIONS TO RESPONDENTS

I. PROJECT OVERVIEW

DPR has been selected as the Construction Manager At-Risk (CMAR) for the renovation of the Hilton Americas Guestrooms. Construction work, expected to commence in June 2019, is to be phased by floor with anywhere from 50-150 rooms out-of-order at any one time, based on events and room occupancy. This project’s success will depend on the selected subcontractor’s ability to work with a **fast-paced** schedule. Total number of guestrooms to be renovated is 1200 including their related corridors from levels 6-22.

II. PROPOSAL SCHEDULE

1. Advertise Procurement Package	Wednesday, March 27, 2019
2. Subcontractor Pre-Submittal Meeting & Webinar (webinar will be available with procurement package.)	Tuesday, April 2, 2019
3. Issue Procurement Package to Market	Wednesday, April 3, 2019
4. Final RFIs from Prospective Respondents	Monday, April 8, 2019
5. Final Addendum Posted with RFI Responses	Wednesday, April 10, 2019
6. Proposals Due – 2:00pm CST	Thursday, April 18 2019
7. Post-Submittal Reviews Complete	Wednesday, May 8, 2019
8. DPR Submit Final Recommendation to Owner	Thursday, May 9, 2019
9. Owner Final Approval of Recommended Subcontractors	Thursday, May 16, 2019
10. Notify Bidders of Award	Thursday, May 23, 2019

III. PROJECT SCHEDULE

Construction Duration	6/24/2019 – 01/01/2020
-----------------------	------------------------

IV. SCOPE OF WORK

- a. Construction work to be performed will involve FF&E removal/replacement; lighting fixture replacement; thermostat replacement, guestroom and corridor area flooring and wallcovering replacement; painting; in-room beverage stations modifications; bathroom vanity cubby additions; new barn style bathroom entry doors; new bathroom commodes; new tub-to-shower conversions; and replacement of a limited quantity of remaining bathtubs; and final cleaning.
- b. Reference respective Attachment 2 for detailed scope of each bid package.
- c. The project will seek to maximize diversity business participation from local subcontractors and vendors. The overall goal for the project is to achieve 24% participation from diversity business enterprises (MBE, WBE, SBE, HUB, and DBE.) As part of this RFP response, subcontractors shall provide specific strategy for this project. For more information, see “Section X” on diversity below.

V. CONDITIONS OF AWARD

Mandatory Requirements:

- a. Prevailing wages.
- b. No sales taxes for materials incorporated into the work.
- c. Agreement to terms of *DPR Sample Subcontract for the State of Texas*
- d. Approval by DPR Prequalification Program (Must begin process prior to submitting proposal)
- e. Compliance with *DPR EHSP Rev 9*
- f. Provision and maintenance of insurance per *DPR Insurance Requirements*
- g. Compliance with *Textura Billing Program*
 - i. All Applications for Payment and all supporting documents (including but not limited to lien waivers, sworn statements, and the like) for Subcontractor and its sub-subcontractors and suppliers, shall be in electronic format and shall be submitted to Contractor using the Textura™ CPM payment management system. Subcontractor shall be responsible for the fees and costs owed associated with Subcontractor's use of the Textura CPM payment management system. Subcontractor shall include a similar provision in its sub-subcontracts and purchase orders. Fees to Subcontractors are calculated as 0.22% (22 basis points) of contract value, with a minimum fee of \$50 and maximum fee of \$3,700. Fees to Subcontractors' sub-subcontractors and suppliers are a fixed fee of \$100 per sub-subcontractor or supplier contract.

Proposal Evaluation:

One complete sealed envelope package is required at time of submission. The envelope will contain the items listed below. DPR will evaluate the qualifications to determine if the respondent is qualified to perform the scope of work to ensure success of the Project. Any submissions to which DPR has reasonable objections may be excluded from the selection. Failure to adhere to the instructions to bidders may also exclude the bidder from selection. All proposals will be evaluated for completeness and may include follow up interviews as required to each respective bidder if necessary.

- Bid Package Envelope should include the following:
 - a. Company Overview Information
 - b. Company Experience & Qualifications
 - c. Company previous hospitality experience
 - d. Proposed Project Team with Resumes
 - e. Company Safety Record
 - f. Completed Proposal Form with respective bid package (BP-##.)

VI. CONTACT INFORMATION

All communication must be in written form. Please direct all correspondence, questions and proposals to:

DPR Construction
3200 Southwest Freeway
Suite 1550
Houston, TX 77027

Attn: David Nolan
davidn@dpr.com

VII. DOCUMENTS

Refer to Table of Contents (to be released later) for a complete listing of documents. These documents shall become Contract Documents to the successful respondent. All Proposal Documents can be downloaded from the below link:

[Bid Documents Located Here](#)

VIII. PRE-SUBMITTAL MEETING AND SITE WALK

- a. A non-mandatory pre-submittal meeting and site walk will held on Tuesday, April 2nd, 2019 at 10:00 am CST. The meeting will be on the 2nd Floor in the Ballroom of the Americas, Room F - at The Hilton Americas Hotel. A site walk of a completed model room as well as an existing room will follow the presentation. PPE will not be required for the site walk.

IX. SUBMISSION AND FORM OF PROPOSAL

- a. Changes to Instructions or Subcontract Proposal Package: No changes to these Instructions to Respondent or the Subcontract Proposal Package shall be made unless included in an official Addendum to the Subcontract Proposal Package issued only by DPR Construction.
- b. Valid 90-Days: All proposals, once submitted, shall remain valid and binding for ninety (90) days. DPR Construction has at any time during that ninety (90) day period the right to accept the proposals without any changes in either price or time.
- c. Failure to submit the required information as indicated may disqualify your submission.
- d. Proposal Form: The Proposal Form shall be completed in its entirety by the respondent and shall provide all the requested information as well as acknowledge listed documents. The Proposal Form should be signed by a duly authorized agent of the company as acknowledgement of your proposal. The "Attachment 2" identifies the respondent's scope and commercial terms that will be incorporated into the successful respondent's contract. Respondent's proposal qualifications may be listed as a separate attachment to the completed Proposal Form.
- e. **Proposal Submission Instructions: Submit one hard copy, sealed in a single envelope as outlined in Section V above. Sealed proposals to be delivered no later than 2:00pm CST on the Proposal Submission Date shown in Section II to the following address. Proposals received after the due date/time will be automatically rejected.**

**DPR Construction
Re: Hilton Americas Guestroom Renovations
Sealed Proposal
3200 SW FWY, Suite 1550
Houston, TX 77027**

- f. Phoned/Faxed/Emailed Proposals: Proposals will not be accepted via Phone, Fax or Email.
- g. Review All Documents: By submitting a proposal, the Subcontractor acknowledges they have thoroughly reviewed and evaluated all the documents and their proposal accurately reflects what is required to complete its portion of the work. The Subcontractor shall not be allowed

any additional compensation for any conditions or issues which the Subcontractor might have fully informed itself about prior to submitting a proposal.

- h. Accept, Reject and Informalities: DPR Construction reserve(s) the right to waive any informality in any proposal received. DPR Construction also reserve(s) the right to accept or reject any or all proposals received.
 - i. Alternates: Alternative systems, cost savings and value engineering ideas are encouraged, provided that the base proposal reflects the base scope as defined in the proposal package. The Proposal Form provides for the respondent to propose any cost savings / value-engineering ideas to reduce cost, cut schedule and/or increase productivity.
 - j. Schedule: By submitting the proposal, the Subcontractor acknowledges that they have reviewed the schedule, understands the time frames and flow of the work, and can accomplish the same (including meeting interim milestones) for the proposal amount submitted. Each Respondent must indicate on the Proposal Form its acceptance of the start dates, time frames and completion dates for all activities affecting the scope of work.
 - k. Quality: If requested by DPR prior to Award, respondent shall submit a Quality Control plan for DPR's approval that includes the following items at a minimum and enhances DPR's QC plan.
 - Resume of the Quality Control Inspector
 - References from previous clients
 - Description of internal QC training programs
 - Lessons learned processes
 - Project specific QC approach.
 - l. Tier Subcontractors: Each subcontractor shall provide a listing of all scopes of work that will be contracted to lower tier subs. Also, indicate the type and extent of their involvement (e.g. miscellaneous material suppliers, structural steel fabrication, etc.). DPR encourages use of diversity sub-tier suppliers and subcontractors. Please include percentage amounts of any diversity participation of sub-tier suppliers and subcontractors.
- X. Diversity
- a. The Hilton Guestroom Renovation will be working to achieve a diversity participation goal (24%) set forth by the Houston First Corporation. Subcontractors must make good faith efforts to utilize diverse suppliers, tiered subcontractors, or other means of increasing their diversity valuation to meet or exceed the 24% goal. Subcontractors should clearly identify if they have accounted for any participation in their proposal, or if they themselves are certified subcontractors.
 - b. HFC recognizes the following certification agencies when selecting certified businesses to meet the 24% diversity goal:
 - c. City of Houston
<https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp?TN=houston&XID=2803>
 - d. Houston Minority Supplier Development Council
 - e. METRO's Small Business Certification Program
<https://ridemetro.sbdbe.com/FrontEnd/VendorSearchPublic.asp>
 - f. Women's Business Enterprise Alliance
<http://www.wbea-texas.org/wbea-member-directory#cid=563&did=1>

- g. Texas Department of Transportation’s Unified Certification Program
<https://txdot.txdotcms.com>
- h. State of Texas Historically Underutilized Business (HUB) Program
<https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do>
- i. **Bidder/Proposer must select certified businesses that have Significant Local Presence. The term “Significant Local Presence” shall mean that the required location of a business in one or more of the counties recognized by the City of Houston under its MWBE Program (Austin, Harris, Galveston, Fort Bend, Montgomery, Liberty, Waller, Chambers, Brazoria, or San Jacinto Texas), with one or more of its employees regularly based therein. A location utilized solely as a post office box, mail box, or telephone message center, or any combination thereof, with no substantial work function, shall not be construed to have Significant Local Presence.**

XI. AWARD OF SUBCONTRACT

- a. DPR will review and rank each proposal received in response to this invitation to bid based on the following metrics:
 - Qualifications
 - Pricing
 - Diversity participation
 - Safety
- b. Notification: Only the successful subcontractor will be notified after a thorough review and evaluation of all proposals have been made by DPR Construction.

XII. BOND REQUIREMENTS

Bonds are not required at this time; however, they may be required prior to contracting. If bonds do become a requirement, then within ten (10) days of receiving a subcontract or before starting work, the Subcontractor will furnish DPR Construction with a complete Labor, Material Payment Bond and a Performance Bond. Said bonds will be issued by a commercial surety and in a form acceptable to DPR Construction. DPR Construction reserves the right to require a bond for any Subcontractor, and in such case, the subcontract amount will be increased by the amount of the bond premium. All subcontractors shall be bondable for an amount equal to 100% of their proposal including any alternates. Subcontractors are not to include the bond amount in the Base Proposal.

– END OF INSTRUCTIONS TO RESPONDENT –