



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

HSC OP: 61.11, Advertising Methods for Construction Services Contracts.

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to set forth the advertising methods that the Texas Tech University System and Texas Tech University Health Sciences Center (TTUHSC) will follow before awarding construction contracts, as authorized in *Regents' Rules*, Section 08.

REVIEW: This HSC OP will be reviewed on September 1 of each even-numbered year (ENY) by the Vice Chancellor for Facilities Planning and Construction and the Managing Director of Procurement Services, with recommendations for revision forwarded to the VP for Facilities and Safety Services (VPFSS).

Operating Policy and Procedure

POLICY/PROCEDURE:

Advertising of Construction Services.

TTUHSC complies with rules and guidelines governed by the Texas Procurement and Support Services (TPASS) and other specific State requirements (e.g., DIR). Advertising for projects institutionally managed by TTUHSC [Facilities – Engineering Services, Planning, Design & Construction (PD&C)] and larger capital projects managed by the TTU System Facilities Planning and Construction (FP&C) will utilize a variety of methods to advertise for construction projects, contracts and services [e.g., Request for Proposals (RFP's), Bids, etc. (collectively – Requests)] and seek to maximize interest and participation of potential and qualified contractors and obtain the best value for the institution. These methods may include, but not be limited to:

- a. Electronic State Business Daily (Texas Comptroller Marketplace Website Posting)
- b. The TechBid System
- c. Construction Information Services companies, such as F.W. Dodge, Associated General Contractors, Inc.
- d. Individual solicitations
- e. FP&C website – for FP&C managed projects

NOTE: Certain minor construction services, e.g. job order contracting, may utilize companies that have been prequalified through a process that has been approved by TTUHSC Purchasing, e.g. cooperative. Any associated design professional services that are used for the construction services will be obtained through a separate process – Request for Qualification (RFQ).

2. Issuance of Documents and Receipt of Responses.

- a. Documents and bids, proposals, or Statements of Qualifications (collectively "Responses") relating to projects managed by FP&C will normally be issued through e-Builder Bid Portal and received by:

Contract Administrator
Facilities Planning and Construction
1508 Knoxville Ave., Suite 103
Lubbock, Texas 79409

Documents and Responses relating to TTUHSC construction services contracts projects managed by Facilities, TTUHSC, will normally be issued and received by:

Managing Director of Procurement Services
TTUHSC Purchasing Office
3601 4th St., STOP 9021, TTMCSW Suite 2000
Lubbock, Texas 79430-6217

- b. Responses must be received by the date and time specified in the Requests. Late responses will be returned unopened.
3. **Opening and Public Disclosure of Responses.**
- a. All Responses will be opened by the FP&C Contract Administrator, the Managing Director of Procurement Services, or their designated representatives, at a location specified in the Requests.
 - b. Any Responses that are not substantially complete when opened may be rejected.
4. **Minimum Legal Requirements.** At a minimum, all Requests must meet the minimum legal requirements set forth in Texas Education Code 51.776 - 51.784, or any successor statute.
5. **Question or Comments.** Questions or comments concerning this HSC OP should be directed to the Vice Chancellor of FP&C or TTUHSC Purchasing.