



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.11, **Advertising Methods for Construction Services Contracts.**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to set forth the advertising methods that the Texas Tech University System and Texas Tech University Health Sciences Center El Paso (TTUHSCEP) 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 year (EY) by the Vice Chancellor for Facilities Planning and Construction, the Director of Purchasing, and the Managing Director for Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revision submitted to the Chief Financial Officer or designee by September 15.

POLICY/PROCEDURE

1. Advertising of Construction Services.

TTUHSCEP 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 TTUHSCEP [Physical Plant – 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. Newspaper advertisement to include publications, such as Spanish language or African-American oriented to encourage participation from historically underutilized businesses
- d. Construction Information Services companies, such as F.W. Dodge, Associated General Contractors, Inc.
- e. Individual solicitations

NOTE: Other construction processes such as Request for Qualifications (RFQ's), selection of Construction Manager-Agent / Owners Representative Services, or work issued to pre-qualified firms (e.g., Job Order Contracts) may not be required to use the methods outlined above.

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 and received by:

Contract Administrator
Facilities Planning and Construction
1901 Univ. Ave., Suite 200
Box 42014
Lubbock, Texas 79410-2014

Documents and Responses relating to TTUHSCEP construction services contracts projects managed by the Physical Plant, TTUHSCEP, will normally be issued and received by:

Director of Purchasing
TTUHSCEP Purchasing Office
5001 El Paso Drive El Paso, TX 79905

- 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 TTUHSCEP Director of Purchasing, 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 HSCEP OP should be directed to the FP&C Contract Administrator or TTUHSCEP Purchasing.