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# **PRE-BID CONFERENCE**

## **INVITATION TO BID (ITB)**

**PN 209A HOU Restroom Renovations Phase 2**

**SOLICITATION NO. HHG-HRESTR-2023-008**

**Humberto De La Garza**  
Sr. Procurement Specialist  
Houston Airport System (HAS)

Friday, September 9, 2022, 1:30 PM

# Pre-Bid Conference Agenda



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|------|----------------------------|--|
| I.   | Opening Remarks            | Alfred Oracion<br>Division Manager HAS                               |
| II.  | Solicitation Overview      | Humberto De La Garza<br>Sr. Procurement Specialist, HAS              |
| III. | Project Scope and Overview | Robert Pushnick, Design Manager<br>Robert Lengefeld, Project Manager |
| IV.  | Questions/Answers          |  |
| V.   | Site Visit                 |  |

# Procurement Process Reminder

## Quiet Period

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- The Quiet Period begins on the date the solicitation is advertised and extends until an award recommendation appears on a City Council Agenda, or a City Council Committee Meeting Agenda.
- Actual and prospective bidders (including their representatives or persons acting on their behalf) are prohibited from contacting members of City Council or any City employees other than the contracting officer.
- Actual and prospective bidders (including their representatives or persons acting on their behalf) are expressly prohibited from offering, presenting or promising gratuities, favors, or anything of value to any member of an evaluation committee or any appointed or elected official or employee of the City of Houston, their families or staff members.
- As part of the solicitation, bidders shall attest that they understand and agree not to contact any members of City Council or City employees – other than the solicitation contact person – during the Quiet Period.
- Only the designated procurement specialist, [Humberto De La Garza](#) should be contacted during this time.

## Disclaimer:

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This document serves to aid interested Vendors doing business with the City of Houston (City). This document does not constitute legal advice or bind the City in any manner. Anything stated at this pre-bid conference is not intended to change any terms and/or conditions stated in the advertised solicitation document. Any authorized changes will be made in writing in the form of a letter clarification or addendum issued by Supply Chain Management.

## SOLICITATION PURPOSE:

**HOU Restroom Renovation Phase 2: Invitation to Bid (ITB):** This project will enable the Houston Airport System (HAS) to solicit and procure a construction Contractor. The Contractor will conduct the phased restroom renovation project at Hobby Terminal East Concourse, completing the renovations of three sets of restrooms. This project will modernize the existing restrooms in accordance with the approved HAS Restroom Design Guidelines at HOU, improving the customer experience.

**QUESTIONS AND REQUESTS FOR ADDITIONAL  
INFORMATION ARE DUE BY:**

**Friday, September 16, 2022, 3:00 P.M., CST**

**SOLICITATION DUE DATE AND TIME:**

**Thursday, October 20, 2022, 10:30 A.M., CST**

## ADDENDA

**Responses to questions received from potential Bidder(s) and any changes to the bid documents shall be confirmed in writing and an Addendum will be posted to the Houston Airport System website: [www.fly2houston.com](http://www.fly2houston.com) prior to bid due date.**

# Procurement Timeline

<b>Description</b>	<b>Scheduled Date</b>
→ Advertisement of Solicitation	08/26/2022
→ Pre-Bid Conference and Site Visit	09/09/2022
→ Deadline for Submission of Questions	09/16/2022
→ Bid Due Date	10/20/2022
→ City Council Agenda Date (Estimated)	01/19/2023
→ Contract Start Date (Estimated)	02/24/2023



# Submittal Procedures

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**Provide sealed bids, in triplicate, one (1) original** bid signed in **BLUE** ink and marked “original” and **two (2) copies** of the bids.

Bid(s) will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Room P101, Houston Texas 77002 until **10:30 A.M., (CST) on Thursday, October 20, 2022.**

Please include the phrase **“ITB No.: HHG-HRESTR-2023-008, PN 209A – HOU RESTROOM RENOVATION PHASE 2”** in the subject line and provide all applicable contact information.

- ✈ Submit signed Document 00410 Bid Form, Parts A and B with required 10% Security Deposit and required bid supplements.  
**Initial each page of Bid Form Part B.**
  
- ✈ Offer is open to acceptance and is irrevocable for **180 calendar days** from Bid Date.

# Forms To Be Submitted With The Bid

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The forms to be submitted with the bid are listed in the Document 00410A.

Within 10 workdays after receipt of **Notice of Intent to Award**, successful Bidder shall execute and deliver to HAS documents indicated by an “X” in section 4.0 – A. REQUIREMENTS OF BIDDER in Document 00495 (Post Bid Procedures).

# CONDITIONS OF THE CONTRACT

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## Document 00700 - General Conditions

- General Provisions
- The City
- Contractor
- Administration of the Contract
- Subcontractors and Suppliers
- Construction by the City or by Separate Contractors
- Changes in the Work
- Time
- Payment and Completion
- Safety Precautions
- Insurance and Bonds
- Uncovering and Correction of the Work
- Miscellaneous Provisions
- Termination or Suspension of the Contract

# CONDITIONS OF THE CONTRACT

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## **Document 00800 – Supplementary Conditions**

- General Provisions
- Changes in the Work
- Time
- Payments and Completion
- Insurance and Bonds

## ➤ HAS OBO Staff

Deputy Assistant Director - **Kellie Irving**

POP Liaison - **Josette Safi-Kilonda**

Business Development Coordinator (Certifications) - **My Bui**

Business Development Coordinator (Certifications) - **Desiree Williams**

## ➤ HAS Office of Business Opportunity (OBO) Functions

Establish M/WBE and DBE Goals

Evaluate Good Faith Efforts

Determine Commercially Use Functions

DBE and MWBE Participation Plans and Letters of Intent

B2GNow

Labor Compliance (Prevailing Wages/Weekly Certified Payrolls)

EEO Requirements and Drug Policy

Hire Houston First Program

Pay or Play (POP)

DBE and ACDBE Certifications



## ➤ Diversity Requirements

The DBE Goal on this project is **6.25%**.

## ➤ Davis Bacon Prevailing Wage

This project will comply with federal guidelines for the **Building** trades.

## Certification

Participating Firms Must Be Certified DBE with the Texas Unified Certification Program (TX UCP) <https://www.txdot.gov/inside-txdot/division/civil-rights/dbe.html>

Firms **Must Be Certified DBE At Time Of Bid Submission.** If Not Certified DBE, They Will Not Be Counted Towards Contract Participation.

Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.

## PAY OR PLAY PROGRAM

PAY OR PLAY (POP) FORMS	
POP-1	City of Houston Pay or Play Acknowledgement -- Filled out and submitted with <b>bid packet</b> . Contractor acknowledges POP Program and agrees to comply if they are the successful bidder
POP-2	City of Houston Certification of Compliance with Pay or Play Program -- Filled out and submitted by the <b>successful bidder (Contractor/Subcontractor)</b> . Contractor chooses how they will participate in the POP Program (updated 04.03.2013)
POP-3	City of Houston Pay or Play Program List of Subcontractors -- Filled out and submitted by the <b>successful bidder (Contractor)</b> . List of all subs participating on the project
POP-4	City of Houston Pay or Play Program Contractor / Subcontractor Waiver Request Filled out and submitted by the Department that has the contract. Used as a request for a particular contract that qualifies for a waiver <b>(Waived upon OBO approval)</b>
POP-5	City of Houston Pay or Play Program Contractor / Subcontractor Reporting Form (Pay Option) Filled out and submitted on a monthly basis by the Contractor that will be participating in the "Pay Option". (updated 12.27.2012)
POP-6	City of Houston Pay or Play Program Department Quarterly Update -- Filled out and submitted by the Department POP Liaison on a quarterly basis. Used to report current POP Contracts. (updated 12.27.2012)
POP-7	City of Houston Pay or Play Program Contractor/Subcontractor Reporting Form (Play Option) - Filled out and submitted on a quarterly basis by the Contractor that will be participating in the "Play Option". (updated 04.03.2013)
POP-8	City of Houston Pay or Play Program Employee Waiver Request -- Filled out by the Contractor or Subcontractor/Employee in effort to request that an employee is waived from the POP Program requirements <b>(Waived upon OBO approval)</b> (updated 04.03.2013)
POP-9	City of Houston Pay or Play Self-Insured Request -- Filled out and submitted by a Contractor that is requesting to be considered a self-insured company <b>(Granted upon OBO approval)</b>

## PAY OR PLAY PROGRAM

### Pay or Play (POP) Forms

On July 1, 2007, the Pay or Play (POP) program was implemented by the Mayor, through Executive Order 1-7, in an effort to promote a work environment that supports a quality workforce for employees working on City contracts, and to enhance fairness in the City's bidding process for contracts.

It is the policy of the City of Houston to require certain contractors to either; contribute a designated amount to be used to offset the costs of providing healthcare to uninsured people in the Houston/Harris County area (PAY), or to require certain contractors to provide to certain employees a minimum level of healthcare benefits (PLAY). The Office of Business Opportunity serves as the Administrator of the POP program. Please view the POP Presentation and Pay or Play Program Requirements for more details about the program.

For questions or more information regarding the POP program please contact Gracie Orr at 832.393.0633. If you already know which department will be administering your contract, we strongly encourage you to call that department's POP liaison for information & questions.

## Questions & Assistance

[has.obo@houstontx.gov](mailto:has.obo@houstontx.gov)

## INFRASTRUCTURE

**Asset Engineering Division**  
**Robert Plushnick / Design Manager**  
**Robert Lengefeld / Sr. Project Manager**

## HOUSTON AIRPORTS INFRASTRUCTURE DIVISION

**RDLR** ARCHITECTS, INC

**Daniel Ortiz**

**800 SAMPSON ST. #104**

**HOUSTON, TX 77003**

## OVERVIEW:

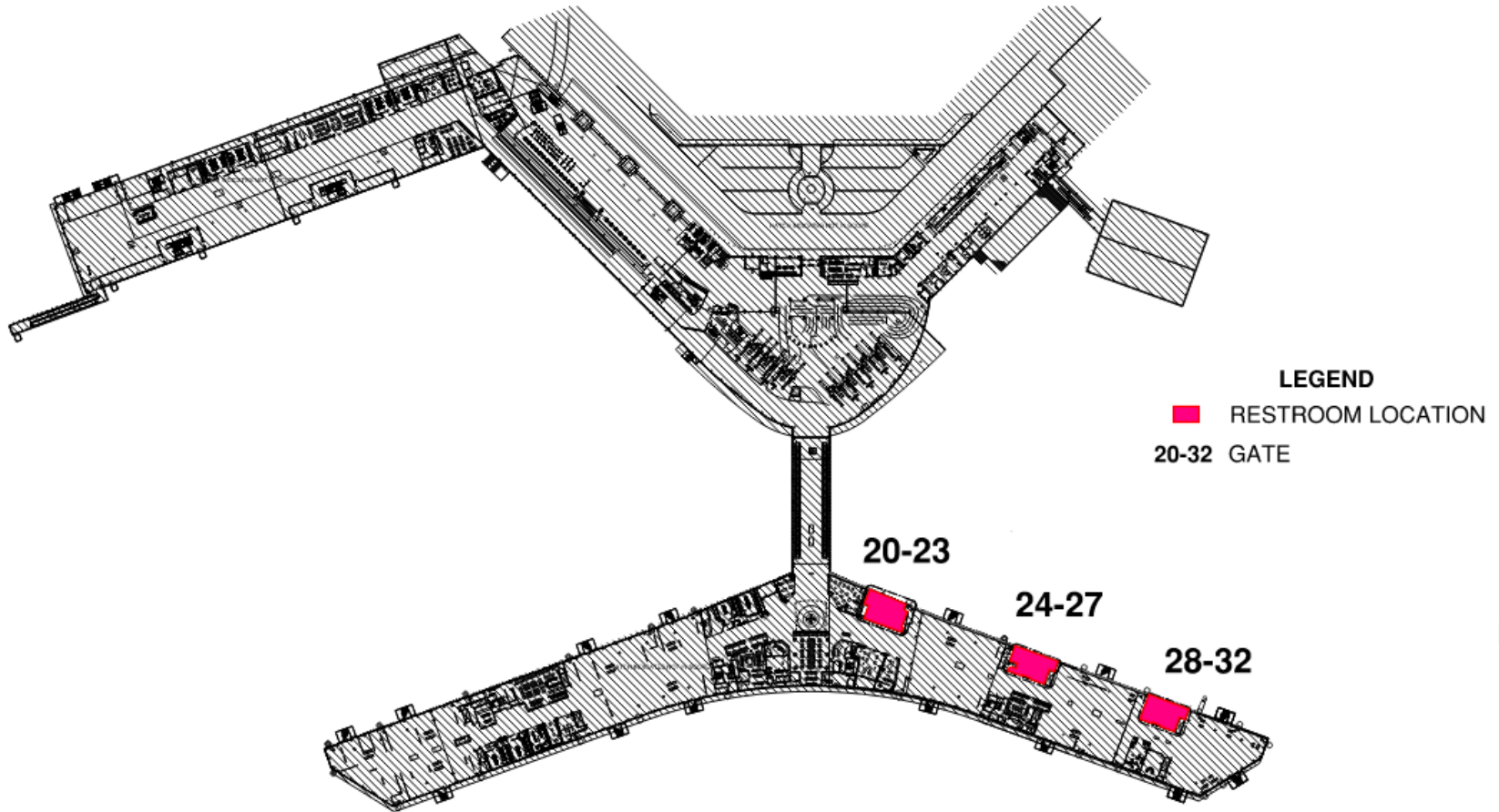
### Project Overview

## **PN 209A HOU Restroom Renovations Phase 2**

The restrooms renovations for Gates 23 thru 32.



## Project Overview





## Project Overview

### **Additional Scope / Information**

- Achieve Substantial Completion within 365 calendar days of NTP.
- Project requires phasing to perform work because terminals will remain operational during the work.
- Some Construction will be done during nighttime. Daytime quiet work will be carefully coordinated with HAS Project Management team.

# Project Site Visit

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**Site Visit:** A site visit will take place immediately after the pre-bid presentation.

# QUESTIONS...

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- In order to be official, questions must be in writing and submitted to Humberto De La Garza via email:  
[humberto.delagarza@houstontx.gov](mailto:humberto.delagarza@houstontx.gov)
- Answers will be posted in HAS website as Addendum:  
<https://www.fly2houston.com/biz/opportunities/solicitations/102/>

**THANK YOU**