

PRE-PROPOSAL CONFERENCE



REQUEST FOR PROPOSAL (RFP)

Solicitation No.: **H37-PARCS-2021-021**

Project No.: **783A&B**

Parking Access & Revenue Control System (PARCS) and Pre-Booking/Reservation (Pre-Booking) System at IAH and HOU Airports

Tuesday, May 18, 2021, 10:00 AM

(Microsoft Teams Video-Conference)

WEB MEETING ADDRESS: <https://bit.ly/3ekSdue>

André Morrow, C.P.M., CPPB

Sr. Procurement Specialist

Houston Airports System

Wednesday, May 19, 2021, at 9:00 AM, CST

(IAH & HOU Site Tour)

The **IAH meetup location** is outside of the New South Park Parking Office located at IAH Terminal A Baggage Claim.

List of Attendees



Please fill-in the following in the “Q&A” area of MS Teams:

Company Name: _____

Name of Participant: _____

Telephone No: _____ (primary)

_____ (mobile)

Email Address: _____

Participating as: Prime _____ or Sub-Contractor _____

Pre-Bid Conference Agenda



- I. Opening Remarks
- II. Solicitation Overview
André Morrow, C.P.M., CPPB
Senior Procurement Specialist, HAS
- III. Office of Business Opportunity
Eduardo Mejia
HAS - Office of Business Opportunity
- IV. Project Scope and Overview
Walt Gray
Director of Parking –
Commercial Development
- V. Questions/Answers

Procurement Process Reminder: Quiet Period



- 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.
- Only the designated procurement specialist, [Andre' Morrow](#) should be contacted during this time.

Disclaimer:

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-proposal conference is not intended to change any terms and/or conditions stated in the advertised solicitation document (RFP). Any authorized changes will be made in writing in the form of a letter clarification (LOC) or addendum issued by Supply Chain Management.

Solicitation Overview



SOLICITATION PURPOSE:

The City of Houston (City), Houston Airport System (HAS) invites interested firms to submit proposal for the installation of a new License Plate Recognition (LPR) based PARCS hardware equipment system & integrating the pre-booking / reservation software system (a ten-year service contract term) for both the George Bush Intercontinental Airport (IAH) & William P. Hobby Airport (HOU).

Solicitation Overview (Continued)

**PROPOSER'S QUESTIONS AND REQUESTS
FOR ADDITIONAL INFORMATION ARE DUE BY:**

Friday, May 21, 2021, 12:00 (Noon), CST

SOLICITATION DUE DATE AND TIME:

Tuesday, June 22, 2021, 2:00 P.M. CST

ADDITIONAL INFORMATION AND SPECIFICATION CHANGES



Letters of Clarification (LOC):

Responses to questions received from potential Proposer(s) and any changes to the RFP documents shall be confirmed in writing and LOC(s) will be posted to the HAS website: www.fly2houston.com, prior to proposal due date.

Procurement Timeline

Listed below are the important dates for this Request for Proposal:

<u>EVENT</u>	<u>DATE</u>
Date of RFP Issued	05/07/2021
Pre-Proposal Conference	05/18/2021
Site Tour (IAH & HOU)	05/19/2021
Questions from Proposers Due to City	05/21/2021
Proposal Due from Respondents	06/22/2021
Notification of Intent to Award (Estimated)	08/03/2021
Council Agenda Date (Estimated)	08/31/2021
Contract Start Date (Estimated)	09/07/2021

Submittal Procedures

Proposal(s) will be received by the Procurement Officer: Cathy Vander Plaats, Supply Chain Management Building, 18600 Lee Road, Humble, Texas 77338 until **2:00 P.M., (CST) on Tuesday, June 22, 2021.**

- 1. Provide proposal(s), one (1) original** proposal signed in **BLUE** ink and marked “original” and **ten (10) copies** of the proposals; Additionally, provide ten(10) electronic copies of the proposal in **ten (10) USB thumb drives.**
- 2. Provide separate envelope sealed “Cost Proposal (bid)”, in triplicate, one(1) original** bid signed in **BLUE** ink and marked “original” and **two (2) copies** of the bids.
- 3. Provide separate envelope sealed “Financial Statement”, in duplicate, one(1) original** bid signed in **BLUE** ink and marked “original” and **one (1) copy** of the Financial Statement.

Please include the phrase **“RFP No.: H37-PARCS-2021-021, PN 783A&B PARCS & PRE-BOOKING/RESERVATION SYSTEM AT IAH & HOU AIRPORTS”** in the subject line and provide all applicable contact information.

Offer & Submittal, and Bid Form

Submit signed & notarized OFFER and SUBMITTAL Form (EXHIBIT I-A);

Offer is open to acceptance and is irrevocable for **180 calendar days** from the Submittal Date.

Submit signed Cost Proposal Bid Form, **sign at the last page.**

Forms To Be Submitted With The Proposal



Forms to be submitted with the Offer & Submittal are listed in the RFP:

1. PART VII, EXHIBITS; and
2. ATTACHMENT B Cost Proposal form.

Post Notice Of Intent To Award Documents



Within 10 work days after receipt of Notice of Intent to Award, successful Awardee shall execute and deliver to HAS Bonds and Insurance documents listed in the Sample Contract.

Eduardo Mejia

HAS - Office of Business Opportunity

has.obo@houstontx.gov

Diversity Requirements

The **MWBE** Goal on the PARCS Equipment Installation Services for this project is 13% (9% MBE and 4% WBE)

The **MWBE** Goal on the Pre-Booking Software System for this project is 0%

Certification

- **Participating Firms Must Be Certified M/WBE by City of Houston.**
- **Firms Must Be Certified MWBE At Time Of Proposal Submission. If Not Certified MWBE, They Will Not Be Counted Towards Contract Participation.**
- **Questions About Certification, Visit:**
<http://www.houstontx.gov/obo> or By Phone (832) 393-0600

Project Scope and Overview



COMMERCIAL DEVELOPMENT PARKING DIVISION

Walt Gray
HAS Director of Parking

Chuck Reedstrom
VP of Kimley Horn and Associates, Inc.

Project Scope and Overview

- General Information

- Houston is the only city in the United States with two Skytrax 4 Star airports. HAS Initiatives include increasing both IAH and HOU airports Skytrax ratings to 5 Stars.
- IAH Ranks 15th and HOU 36th by ACI 2019 North America passenger traffic counts.
- Our airports produced over 3 million transactions in 2019.
- There are 155 lanes of PARCS equipment and an aggregate space count of roughly 36,000.

Project Scope and Overview

Parking is an important element in the passenger experience and the largest source of non-airline revenues, with gross sales exceeding \$110 million annually.

We are looking for a new PARCS to improve the customer experience with easy contactless payment options, to drive revenue growth, and increase our Skytrax ratings to 5 Stars.

Vendor Scope of Work

PARCS and Pre-Booking

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PARCS Scope of Work



- Project Phasing
 - Detailed project schedule
 - Collaborate on phasing plan
- Project Management
 - Weekly construction meetings
 - Prepare RFI
 - Maintain weekly schedule with 3-week look-ahead
 - Submit any change orders for review and approval
 - Invoices based upon milestone payment schedule
 - Prepare and submit as-built drawings upon completion of project

PARCS Scope of Work

- Planning
 - Phasing Plan
 - Coordinate Field Investigation
- System Design Documents
 - Conceptual Design Document and Review
 - Software Design Document and Review
 - Critical Design Document and Review

PARCS Scope of Work

- Document Submittals
 - Consumables – Tickets and Receipts
 - Test Scripts
 - Training Manuals
 - Integrations
 - SAP
 - HCTRA
 - CVPS
 - Accounts Receivable
 - Pre-Booking/Reservation System
 - Credit Card Processor

PARCS Scope of Work

- Installation
 - Switches, cabinets, etc.
 - Fiber
 - Electrical
 - New Server(s)
 - Command Center
 - Test Bed
 - AVI readers – EZTag and Contractor
- Installation
 - Hobby
 - IAH
 - Must be able to work on multiple sites concurrently

Pre-Booking Reservation System



- Collaborate with HAS on functionalities
 - Account creation and management
 - Pre-Payment
 - Administration of system
 - Set-up and deploy new products
 - Space allocation and occupancy controls
 - Pricing rules and yield management principles
 - Opportunities to cross sell or up-sell
 - Integration into loyalty programs
 - Export data
 - Provide 3rd party marketing opportunities
 - Provide Yield Management solutions

Pre-Booking Reservation System



- 3rd Party Sales and Integration
- Payment and Audit
 - Credit cards, Google and Android pay, PayPal, etc.
 - 1-click payment
 - Full audit trail
 - Refunds
- Secure Server
 - Protect customer payments – PCI compliant
 - Administration permissions to access information
 - Provide report package

Pre-Booking Reservation System



- Implementation
 - Collaborate with HAS
 - Submit implementation plan
 - Procure, install, and configure require software
- Design and Customize software
 - How information will be displayed on websites
 - Test in a closed environment
 - Software Change controls
 - Maintain and support the application
 - Provide on-site training
 - Provide user documentation and manuals – hard copy and PDF

QUESTIONS...

Questions to be official must be in writing and submitted to Andre' Morrow via email: andre.morrow@houstontx.gov

Answers will be posted in HAS website as a Letter Of Clarification (LOC): <https://www.fly2houston.com/biz/opportunities/solicitations/2016>

THANK YOU

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IAH & HOU Site Tour



Participants are encouraged to tour the site

Wednesday, May 19, 2021, at 9:00 AM, CST

The meeting and site visit are the only opportunity for proposers to see the site prior to the Proposal Due Date.

Transportation will NOT be provided by HAS

Please be sure to have your ID with you to get through the TSA secure check point

The IAH meetup location is outside of the New South Park Parking Office located at IAH Terminal A.

- The office is located near the badging office on the baggage claim level.
- There should be one (1) representative for each firm.
- Each participant must wear their own mask.
- Everyone can park in the A/B Parking Garage on the 'A' side, and follow signs to Baggage Claim.

After touring IAH, tour participants will go to HOU and meet at the HOU exit plaza.

- Additional HOU instructions will be provided at the beginning and end of each tour.

PLEASE NOTE:

The Federal Mask Mandate is still in effect while inside the Airports.

Mask must be worn during the tour.