



# CITY OF HOUSTON

**John Whitmire**

Mayor



George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

Jim Szczesniak  
Director of Aviation

July 19, 2024

**SUBJECT: Letter of Clarification No. 1**

**RE:** Request for Proposals (RFP) Solicitation No. H93-HASJOC-2024-028, Job Order Contract (JOC) Services for the Houston Airport System (HAS); Project No. 516

**To:** All Prospective Proposers:

This Letter of Clarification is being issued for the following reasons:

## **I. To provide updated language in the solicitation.**

1. Revised Section 1.1.2 of General Overview in the Scope of Work, to read as follows:

The maximum aggregate contract price is expected to be **\$25,000,000**. The current aggregate contract price is \$12,000,000 which will be divided between the successful Proposer(s). The guaranteed minimum amount of Work to be awarded during the term of this Agreement is \$450,000 per the Contractor.

2. Revised Section 8.5.2.1 of Minimum Required Experience – Pass/Fail, to read as follows:

The Proposer shall have a minimum of **three (3)** years' experience performing Job Order Contract projects **or Task Order Contract projects**.

3. Revised sentence in Section 13.16.1 of Minority and Woman Business Enterprises (MWBE), to read as follows:

Vendor shall make good faith efforts to award subcontracts and supply agreements in at least **23%** of the value of the Agreement to certified MWBEs.

## **II. To respond to the following questions.**

1. **Question:** Page 5 of 22, item 8.5.5 states MWBE requirement is at least 23%. Page 15, item 13.16 states "vendor shall make good faith efforts to award subcontracts and supply agreements in at least 25% of the value of the Agreement to certified MWBEs. Please confirm the MWBE requirements.

**Response:** The approved MWBE goal is 23% for this project (18% for MBE and 5% for WBE).

July 19, 2024

Job Order Contract (JOC) Services for the Houston Airport System (HAS)

Solicitation No. H93-HASJOC-2024-028

Project No. 516

2. **Question:** Please confirm 3-ring binders are acceptable for proposal submission.

**Response:** Yes, a 3-ring binder is acceptable. Please ensure the proposal has tabs for each section as indicated in the RFP.

3. **Question:** Please confirm whether it will be Bare (left hand), or O&P (right hand) Means?

**Response:** Right-hand means will be utilized.

4. **Question:** Is the minimum coefficient for this RFP 0.90?

**Response:** Yes, the minimum coefficient for this RFP is 0.90.

5. **Question:** How much credit does the prime contractor receive if we are a MWBE?

**Response:** Where expressly allowed in procurement solicitations, Prime Contractors certified as MWBE can receive MWSBE participation credit for self-performing outside of a Joint Venture. MWBE firms may receive MWBE credit up to 50% of the total MWBE goal. Prime Contractors certified as both MBEs and WBEs may only receive credit in one (1) category, which will be selected at the firm's election at the time of bid or proposal submission. SBE-certified Prime Contractors are not allowed to count self-performance for goal credit.

6. **Question:** Will you consider having our financial statements be made available after award? Since as stated in Item No. 13.6.1: all information submitted becomes public record and subject to the Texas Public Information Act including information marked proprietary or confidential.

**Response:** The financial statements are required at the time of proposal submission. The financial statements are used to assess the financial stability of a company, which is a pass/fail criteria.

7. **Question:** Will E4clicks and Microsoft project software be an acceptable alternate to the required Winest and Primavera P6 software noted in the RFP?

**Response:** The above-mentioned software is not required. RS Means Online will be utilized.

8. **Question:** On attachment A on section 1.2.1 is the Unit Price Book (UPB) left hand or right-hand RS Means?

**Response:** Please refer to the response provided in Question #3.

9. **Question:** On attachment A on section 1.2.1 is the UPB updated yearly, or will it be based on 2024 only?

**Response:** The Unit Price Book (UPB) will be updated yearly.

July 19, 2024

Job Order Contract (JOC) Services for the Houston Airport System (HAS)

Solicitation No. H93-HASJOC-2024-028

Project No. 516

10. **Question:** Will there be a limitation to the percentage of non-prepriced work (NPP) relative to the total workorder amount?

**Response:** No.

11. **Question:** Will the bidder's coefficients be averaged by HAS for multiple contract award like they were on the last master contract?

**Response:** Yes.

12. **Question:** For our M/WBE participation forms: As there are no defined scopes on this project will a letter of commitment be sufficient, or should the participation be for preconstruction services only?

**Response:** The proposer is expected to state the value of commitment to the MWBE percentage and list highly probable certified suppliers and subcontractors based on the type of work outlined in Attachment A - Scope of Work.

13. **Question:** As there are no scopes are we to ignore letter of intents and assume this is for each task order?

**Response:** The bidder is expected to list all probable certified suppliers and subcontractors based on the type of work outlined in Attachment A - Scope of Work. For each certified firm listed, there shall be a corresponding letter to intent.

14. **Question:** As there are no scopes are we to ignore the list of proposed subcontractors and supplier and assume this is for each task order?

**Response:** Document 00600 - List of Proposed Subcontractors and Suppliers must be completely filled out. The NAICS codes of the proposed subcontractors and suppliers must correspond to the type of work outlined in Attachment A - Scope of Work.

15. **Question:** Can an amount be provided for the payment and performance bond that the contractor is to carry for each years performance?

**Response:** Please refer to Section 3.22 Bonds, in Attachment C – Sample Agreement. The successful Contractor(s) shall furnish and maintain a Payment and Performance Bond each year. The actual amount will be provided to the selected vendor(s).

16. **Question:** Please confirm that the O&P column is to be used in pricing the work orders?

**Response:** Yes, O&P (Overhead and Profit) will be included in each work order in accordance with the RS Means standards.

July 19, 2024

Job Order Contract (JOC) Services for the Houston Airport System (HAS)

Solicitation No. H93-HASJOC-2024-028

Project No. 516

17. **Question:** In the RFP it states that we must use Primavera P6 for scheduling. Will MS Project be acceptable for scheduling as well?

**Response:** Primavera P6 is not required. MS Project is acceptable for scheduling.

18. **Question:** In the RFP it states that the contractor is to move office furniture and portable office equipment. Can it be more specifically defined on types of furniture and office equipment which needs moving for painting purposes for example; not including cubicles or multi-piece furniture that must be taken apart then re-assembled; and excluding electronics and IT equipment.

**Response:** Office furniture and portable office equipment to be moved by the general contractor (GC) as part of their coefficient are as follows: Office desks and chairs, file cabinets big or small shelves, chalk or dry eraser boards mounted to the wall. However, items that are not covered by the coefficient are as follows: Multi-piece furniture that must be taken apart and re-assembled and cubicles. Office furniture and portable office equipment that will not be moved by the GC are as follows: Desk top phones, desk top computers, fax, copy, printer/scanner and shredding machines, all wall mounted TVs.

19. **Question:** In the RFP it states that all trash hauling is to be included in the coefficient. Performing demolition within airport spaces vastly differs from project to project based on the location of work, therefore hauling is a variable figure. Would it be acceptable to exclude trash / debris hauling and handling from the contractor's coefficient?

**Response:** As it relates to trash, task orders will require different methods and requirements to remove demolished waste from job sites, rubbish handling line items will be excluded from the contractor's coefficient. Waste and disposal fees are not variable dependent on task order constraints; therefore, will remain in the contractor's coefficient.

20. **Question:** Is there a minimum coefficient for this RFP?

**Response:** Please refer to the response provided in Question #4.

21. **Question:** Regarding EXHIBIT F – ATTACHMENT “A”: SCHEDULE OF M/WBE PARTICIPATION. Since this is an indefinite delivery, indefinite quantity JOC contract with no pre-defined scope of work or dollar value it will be impossible to fill out the form. In the absence of defined scope of work and dollar value, bidders will not be able to identify any subcontractors by name or the dollar value of the subcontract contract. Will HAS accept just listing the names of potential MWSBE subcontractors and use TBD (To Be Determined) in response to the % of total bid column?

**Response:** The bidder is expected to state the value of commitment to the M/WBE percentage and list highly probable certified suppliers and subcontractors based on the type of work outlined in Attachment A - Scope of Work.

22. **Question:** Regarding EXHIBIT F – ATTACHMENT “B”: M/WBE LETTER OF INTENT. Since this is an indefinite delivery, indefinite quantity JOC contract with no pre-defined scope of work or dollar value, we cannot commit to any specific subcontractors or an amount. We request that this form only be required on a task order basis?

July 19, 2024

Job Order Contract (JOC) Services for the Houston Airport System (HAS)

Solicitation No. H93-HASJOC-2024-028

Project No. 516

**Response:** Please refer to the response provided in Question #13.

23. **Question:** As this will be a task order based contract without a fully developed scope or quantity of work being performed at the time of bid the general contractor will not know which subcontractors will exceed the \$200k threshold of Pay or Play. As with other COH issued Job Order Contracts can Pay or Play be limited to the general contractor's only and not apply for subcontractors?

**Response:** All vendors (Prime and Subcontractors) must comply to the Pay or Play program once their contract amount reaches over the \$200K threshold.

24. **Question:** We understand that our proposed subcontractors need to fill in and sign the MWBE Letter of Intent Commitment Form (Exhibit-F Attachment-B); however, since we have no way of knowing the bid amount per project and per subcontractor—how can we ask them to commit to a percentage value when this is a JOC and not an awarded project as of yet? Can we just fill in the proposed firms and leave those areas unknown TBD?

**Response:** Please refer to the response provided in Question #13. The actual dollar value and percentage can be listed as TBD.

25. **Question:** The bid is to occur in 2024, can it be confirmed that the COH's 2024 prevailing wage rates will be used throughout the course of the contract?

**Response:** Yes, the prevailing wage rate that is initially set will be used throughout the life of the contract.

26. **Question:** We have a question pertaining to the JOC experience requirement. We would like to know if Task Order Contracting experience will be equivalent for the JOC experience requirement. We have 10 years' experience in Task Order Contracting/IDIQ at multiple Federal facilities. Please let us know if this will satisfy the requirement, we are excited to provide a proposal for this iteration of the JOC program.

**Response:** Yes, Task Order Contracting experience is acceptable.

27. **Question:** I have one clarifying question about the tabs and required documents. Should we follow the Tab 12 directions and include all forms from Section 14 there or should we include in Tab 12 only those documents not requested in another section (examples: attachment B is required in Tab 10 and Exhibit D in Tab 9)?

**Response:** All forms from Section 14 shall be in Tab 12, unless stated otherwise in the RFP document.

28. **Question:** I have a question regarding the Minimum Required Experience section of the above-referenced JOC. The minimum years of experience performing Job Order Contract projects is 5 years. How are smaller firms able to compete and bid for these projects when the minimum length of time is 5 years? Is it permissible to submit a proposal with 3 years of experience or is that 5 year experience requirement set in stone?

July 19, 2024  
Job Order Contract (JOC) Services for the Houston Airport System (HAS)  
Solicitation No. H93-HASJOC-2024-028  
Project No. 516

**Response:** Yes, three (3) years of experience is acceptable.

29. **Question:** Is there an opportunity for a Flagging or Escort service provider to be awarded a contract on the H93-HASJOC-2024-028 PROJECT NO.: 516, if the contract is able to show capability to perform?

**Response:** Flagging or Escorting services will not be awarded a separate contract. This subject will be the responsibility of the awarded contractor.

30. **Question:** Since the contract amount and project amounts are not set per contractor, what is the bond dollar amount required for the bid?

**Response:** Please refer to the response provided in Question #15.

31. **Question:** Our company specializes in providing, replacing & installing new automatic doors as well as the maintenance and repair of existing automatic door equipment. Wanted to make sure that this type of work is within the scope of this bid. I do see "doors" listed under Scope of Work 1.1.3 and am looking for clarification.

**Response:** It is possible for the above-mentioned work to be included as a JOC task.

32. **Question:** Is this opportunity for the remediation contractor(s) or environmental consultants, as well.

**Response:** Yes, remediation service is included to be performed and no environment consulting service will be required.

When issued, a Letter of Clarification (LOC) shall automatically become part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the LOC. The LOC will be incorporated into the Agreement as applicable. It is the responsibility of the respondent(s) to ensure that it has obtained all such LOC(s). By submitting a proposal on this project, respondents shall be deemed to have received all LOC(s) and to have incorporated them into their submittal.

If further clarification is needed regarding this solicitation, please contact Senior Procurement Specialist, Amanda Joseph via email at [amanda.joseph@houstontx.gov](mailto:amanda.joseph@houstontx.gov).

Sincerely,

DS  
  
DocuSigned by:  
*Cathy Vander Plaats*  
02232028DE99414...

Cathy Vander Plaats  
Aviation Procurement Officer  
Houston Airport System

cc: File, RFP Solicitation No. H93-HASJOC-2024-028