



PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSALS (RFP)

JOB ORDER CONTRACT SERVICES FOR THE HOUSTON AIRPORT SYSTEM (HAS)

SOLICITATION NO. H93-HASJOC-2024-028

Amanda Joseph
Sr. Procurement Specialist
Houston Airport System

Thursday, June 20, 2024, 1:00 P.M. CT



PRE-PROPOSAL CONFERENCE

JOB ORDER CONTRACT SERVICES FOR THE HOUSTON AIRPORT SYSTEM (HAS)

Scan to sign in:



Amanda Joseph
Sr. Procurement Specialist
Houston Airport System

Thursday, June 20, 2024, 1:00 P.M. CT



Pre-Proposal Meeting Agenda

- | | | |
|-----|--------------------------------|--|
| I. | Opening Remarks | Alfredo “Al” Oracion, Division Manager |
| I. | Solicitation Overview | Amanda Joseph
Sr. Procurement Specialist |
| II. | Office of Business Opportunity | Kellie Irving
HAS Deputy Assistant Director |
| IV. | Project Scope and Overview | Joe Alvarez, Sr. Project Manager |
| 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 City Council Committee Meeting Agenda.
- Only the designated procurement specialist, [Amanda Joseph](#), should be contacted during this time.



Solicitation Overview

PURPOSE:

The Houston Airport System (HAS) is seeking proposals from firms that specialize in job order contracting services. The scope of work will vary depending on HAS' needs. The RFP process will result in a two-year contract with two (2) one-year options to extend.

M/WBE Goal 23% (MBE 18% and WBE 5%)



Solicitation Overview

SOLICITATION DUE DATE AND TIME:

Thursday, August 1, 2024, 2:00 P.M. CT

QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION ARE DUE BY:

Tuesday, July 2, 2024, 12:00 P.M., CT

Must be received electronically and directed via email to:

amanda.joseph@houstontx.gov



Additional Info/Specification Changes

LETTER OF CLARIFICATION(S) LOC:

Responses to questions received from potential Firm(s) and any changes to the solicitation documents shall be confirmed in writing and will be posted to the HAS website (www.fly2houston.com) prior to the submittal due date.

<https://www.fly2houston.com/biz/opportunities/solicitations/2654>

Additional Info/Specification Changes

To receive e-mail notifications, please join the prospective proposers list:

JOIN PROSPECTIVE PROPOSERS LIST TO RECEIVE UPDATE NOTICES

To receive email notices of changes or addendums to this posting you must register as a Prospective Proposers. Registration is for this contract opportunity only. This Prospective Proposers List, and the information you provide for it, are on public display on this Web site. Click below to be added to the Prospective Proposers List for this project. You will be notified by email of new documents posted for this opportunity.

YOUR INFORMATION

First Name *

Last Name *

Email *

COMPANY INFORMATION

Company

MWBE/DBE

Phone

SUBMIT

[List of Current Prospective Proposers >](#)



Procurement Timeline

<u>Description</u>	<u>Scheduled Date</u>
→ Advertisement of Solicitation	06/07/2024
→ Pre-Proposal Conference	06/20/2024
→ Deadline for Submission of Questions	07/02/2024
→ Letter of Clarification(s) Posted	07/18/2024
→ Response to RFP Due Date	08/01/2024
→ Oral Presentations (if required)	09/19/2024
→ City Council Agenda Date (Estimated)	February 2025

Submittal Procedures

- **Submit one (1) original submittal** signed in **BLUE** ink and marked “original” along with **six (6) copies** of the submittal in hard copy **and** on USB thumb drives labeled with the solicitation name and number.

- In a separate, sealed envelope submit "Financial Statements", one (1) stamped "Original" and one (1) copy of Financial Statements. Submit audited financial statement for the last two years. Provide a brief statement of the Proposer’s bonding ability to fulfill obligations.



Submittal Procedures (cont.)

All submittals must be delivered to:

Houston Airport System Administration Building

16930 John F Kennedy Blvd.

Houston, Texas 77032

Attention: Cathy Vander Plaats, Aviation Procurement Officer

All submittals must be labeled on the outside of the box:

“RFP # H93-HASJOC-2024-028 Job Order Contract Services” and provide all applicable contact information, such as the name and address of the Proposer.

Submittal Procedures cont.

- Each Proposal must be organized and follow the required format as stated in **Section 12.0 – Proposal Outline and Minimum Content Requirements.**
- Each item must be appropriately **tabbed** and inclusive of all the required submittals.
- The transmittal letter shall state that the RFP Submission **must be valid for a period of one-hundred and eighty (180) consecutive calendar days** from the date of receipt by the City.
- Forms to be submitted with the Proposal are listed in **Part VI, Section 14.0** and must be properly and filled out completely.

Solicitation Documents and Attachments

DOCUMENTS

Bid Documents

- [REQUEST FOR PROPOSALS - H93 HASJOC 2024 028](#)

Attachments

- [Attachment A - Scope of Work](#)
- [Attachment B - Proposed Fees \(Coefficient Factors\)](#)
- [Attachment C - Sample Agreement](#)
- [Attachment D - Proposer's JOC Experience Form](#)
- [EXHIBITS A - W H93 HASJOC 2024 028](#)

<https://www.fly2houston.com/biz/opportunities/solicitations/2654>



RFP Submittal Requirements

PART VI: CITY REQUIRED DOCUMENTS AND ATTACHMENTS

14.0 FORMS TO BE SUBMITTED WITH PROPOSAL

- Exhibit A – 00455 Ownership Information Form
- Exhibit B – 00457 Conflict of Interest Questionnaire
- Exhibit C – 00460 Pay or Play Acknowledgement Form
- Exhibit D – 00480 Reference Verification Form
- Exhibit E – 00481 Anti-Collusion Statement
- Exhibit F – Attachment “A”: Schedule of M/WBE Participation
- Exhibit F – Attachment “B”: M/WBE Letter of Intent
- Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms
- Exhibit F – Attachment “D”: Office of Business Opportunity M/WBE Utilization Report
- Exhibit H – 00600 List of Proposed Subcontractors
- Exhibit Q – Contact Directory Form
- Exhibit R – Statement of Residency
- Exhibit S – Offer and Submittal
- Exhibit T – Contract and Contract Exception Chart
- Exhibit U – Declaration of Hire Houston First Designation
- Attachment A – Scope of Work
- Attachment B – Proposed Fees (Coefficient Factors)
- Attachment C – Sample Agreement
- Attachment D – Proposer’s JOC Experience Form
- Attachment E – Required Submittal Checklist

Evaluation Criteria – RFP Content

Evaluation Criteria (Table 4)	Max Score
Financial Stability	Pass/Fail
Minimum Required Experience	Pass/Fail
Responsive	Pass/Fail
Responsible	Pass/Fail
MWBE Compliance	Pass/Fail
JOC Experience	20
Management Plan	20
Safety Records and Claim History	10
Contractor's Representative	10
Relationship with Subcontractors	10
Coefficient Factors	30
Total	100
Hire Houston First (Bonus Points)	5

Evaluation Criteria

The Proposer Must Meet The Following Minimum Qualifications: (Pass/Fail)

Section 8.5.2

8.5.2.1 The Proposer shall have a **minimum of five (5) years' experience performing Job Order Contract projects.**

8.5.2.2 The Proposer shall have the capabilities and skills of a wide variety of trades including, but not limited to, carpentry, masonry, concrete, paving, roofing, excavation, steam fitting, plumbing, sheet metal, painting, demolition, welding, HVAC, electrical, mechanical, asbestos abatement, hazardous material handling, carpeting, flooring, drywall finishing, hardware, doors, glazing, landscaping, and telecommunications cabling services etc.

Evaluation Criteria

The Proposer Must Meet The Following Minimum Qualifications: (Pass/Fail)

8.5.3 Responsive – A vendor that responds to all material requirements of any solicitation will be deemed responsive.

8.5.4 Responsible – A business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent contract(s) will be deemed responsible.

Vendor Number on Exhibit C – 00460 (POP-1)



City of Houston Pay or Play Program Acknowledgement Form



It has been determined that the project currently open for bidding meets the criteria of the City of Houston Pay or Play program. This form acknowledges your awareness of the Pay or Play program which is authorized by Ordinance 2007-534. Your signature below affirms that you will comply with the requirements of the program upon contract award and ensure the same on behalf of your subcontractors that may be subject to the Pay or Play Program.

I declare under penalty of perjury under the laws of the State of Texas that if awarded this contract which meets the criteria for the City of Houston's Pay or Play Program, I will comply with all requirements of the Pay or Play Program in accordance with Executive Order 1-7.

Fill out all information below and submit this form with your bid/proposal packet.

Solicitation Number

Signature

Print Name

Company Name

Email Address

Date

City Vendor ID

Phone Number

CITY OF HOUSTON STRATEGIC PROCUREMENT DIVISION

- If you are not registered as a City of Houston vendor, please follow the instructions below.
- Please visit our Supplier Portal using the attached link. Below is a screenshot of the website. Please follow the instructions provided for the circumstance that pertains to your company. [Strategic Procurement Division \(houstontx.gov\)](https://www.houstontx.gov/bizwithhou/SupplierPortal.html)



The screenshot shows the Supplier Portal website. The browser address bar displays <https://www.houstontx.gov/bizwithhou/SupplierPortal.html>. The page header includes a home icon and the breadcrumb [Strategic Procurement Division > Supplier Portal](#). The main heading is **STRATEGIC PROCUREMENT DIVISION**, followed by the sub-heading **Supplier Portal**. There are two primary buttons: **ARIBA EXISTING SUPPLIER LOGIN** and **NEW SUPPLIER REGISTRATION**. A note next to the registration button states: *(Only if you never had a vendor number/supplier ID with City of Houston)*. Below these buttons, there is a paragraph of instructions: **If you have previously registered with the City of Houston and have a vendor number, please DO NOT use New Supplier Registration link. In order to avoid duplication and allow legacy suppliers to continue using the existing vendor number, we have sent out invitation to your email in record. Please use the link in the email to complete the process. If you have not received any invitation email, please contact HoustonPurchasing@houstontx.gov.** A second paragraph follows: **If you have already submitted a new request on Ariba Network, we will review your request and deny it once we find duplicated record(s).** On the right side of the page, there are two sections: **DEPT. MAIN LINKS** with links for [Strategic Procurement Homepage](#) and [Finance Department Homepage](#); and **PROCUREMENT LINKS** with links for [Chief Procurement Officer](#), [Administrative Policies](#), [Bid Law](#), [Department Purchasing Representative](#), [Employee Directory](#), [Overview of Bid Processes](#), and [Purchasing Terms and Conditions](#).



HAS

Office of Business Opportunity

Kellie Irving
Deputy Assistant Director
HAS OBO

kellie.irving@houstontx.gov



About Us

- 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

The MWBE goals on the project are the following:

- MWBE Goal – 23% (18% MBE and 5% WBE)
- Weekly Certified Payroll
- Pay or Play Program

Certification

- Participating Firms Must Be Certified Minority/Women-owned Business Enterprise (MWBE) by the City of Houston Office of Business Opportunity.
- Firms Must Be Certified MWBE At Time Of Qualification Submission. If Not Certified MWBE, They Will Not Be Counted Towards Contract Participation.
- DBE Certification Will Not Be Counted Towards the Goal.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.



MWBE Goal Achievement

There are resources available to assist in assembling your team of certified subcontractors to meet the MWBE participation goal for this locally funded project.

Follow these easy steps to access the MWDBE/SBE Directory. Log on to the City of Houston's Website at www.houstontx.gov.

- Click on the Departments Link/Departments and Directors
- Click on the Office of Business Opportunity
- Click on the Certified Firm Directory

You will then view a search parameter screen where you may enter a company name (Search by Business Name or DBA) or a business description (Search by Business Description). Additionally, check off the applicable certification types you need at the bottom of the screen. For this project, search by Certification type (MBE, WBE or M/WBE). The system will then provide you with a list of currently certified companies for that business type. Clicking on the company's name will give you the contact information.

Contact the HAS Office of Business Opportunity if you encounter any problems or have questions. We can help guide you through this process.

Kellie Irving, Deputy Assistant Director, HAS - Office of Business Opportunity

kellie.irving@houstontx.gov (281) 233-7833

Other Requirements

- Weekly Certified Payrolls with Little Davis Bacon Prevailing Wages
- City of Houston Pay or Play Program (POP)

Pay or Play Program

- Developed to address the needs of the uninsured in the Houston area by Executive Order 1-7, certain contractors are required to either:
- Pay: Contribute a designated amount to be used to offset the costs of providing healthcare to uninsured people in the Houston/Harris County area.
- Play: Provide certain employees a minimum level of healthcare benefits.
- Funds collected as a result of POP are placed in a Contractor Responsibility Fund that provides healthcare services to uninsured individuals in the Greater Houston area.



Pay or Play Program

Vendors must complete and return the following forms before contract award by the Contracting Department:

- Acknowledgment Form (POP-1)
- Certification of Compliance (POP-2)
- Participating Subcontractors Form (POP-3)



Quick List:

- Please follow the instructions on Document 00811.
- Complete all applicable OBO sections in its entirety.
- List percentage and dollar value of your MWBE team member.
- Complete a Letter of Intent for each MWBE participating on your team.
- List and submit with your bid all activities engaging MWBE firms.

Questions:

Please send all OBO related questions to Amanda Joseph, Senior Procurement Specialist for this solicitation. She will forward all questions to OBO for a response.



Project Scope and Overview

General Project & Scope Overview

RFP No. H93-HASJOC-2024-028

JOB CONTRACT ORDER – OPERATIONS/MAINTENANCE AND
CAPITAL PROJECTS FOR HOUSTON AIRPORT SYSTEM (HAS)

ATTACHMENT A –SCOPE OF WORK

Scope

Project Overview for Job Order Contract

- The Houston Airport System (HAS) is currently seeking up to four (4) Job Order Contract (JOC) contractors for Operations & Maintenance (O&M) and Capital tasks to provide repairs, maintenance tasks, renovations, rehabilitations, alterations, and small construction projects services in a cost effective and time efficient manner.
- Each Contractor shall be awarded an equal amount per Capital and O&M funding. Contractors shall furnish all labor, materials, tools, supplies, instruments, equipment, transportation, insurance, Bonds, subcontracts, supervision, management, reports, permits, incidentals, and quality control, and shall perform all operations necessary and required for construction management and construction work, which will be defined in each Work Order (WO).



Questions

- To be official, questions must be in writing and submitted via email to:
Amanda.Joseph@houstontx.gov
- Questions are due no later than 12:00 p.m. (CT) on Tuesday, July 2, 2024
- Responses will be posted on the HAS website as a Letter of Clarification:
<https://www.fly2houston.com/biz/opportunities/solicitations/2654>



Closing Remarks

Thank you!