

PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSAL (RFP)

**PN 783A&B PARKING ACCESS & REVENUE
CONTROL SYSTEM (PARCS) and
PRE-BOOKING/RESERVATION (PRE-
BOOKING) SYSTEM
at IAH and HOU AIRPORT
SOLICITATION NO. HWC-PARCS-2020-013**

Warren Ching
Sr. Procurement Specialist
Houston Airports System

Thursday, July 23, 2020, 10:00 AM
Video Conference via MS Teams
<https://bit.ly/2D79WF4>

List of Attendees



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

Company Name:_____

Name of Participant:_____

Telephone No:_____

Email Address: _____

Participating as: Prime____ or Sub-Contractor_____

Pre-Bid Conference Agenda



- | | | |
|------|--------------------------------|--|
| I. | Opening Remarks | LaTonja P. Ware
Division Manager |
| II. | Solicitation Overview | Warren Ching
Senior Procurement Specialist, HAS |
| III. | Office of Business Opportunity | Eduardo Mejia
HAS OBO |
| IV. | Project Scope and Overview | Walt Gray
Director of Parking - Commercial
Development |
| I. | 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, [Warren Ching](#) 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 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:
Thursday, July 30, 2020, 12:00 (noon), CST**

**SOLICITATION DUE DATE AND TIME:
Thursday, September 3, 2020, 2:00 P.M. CST**

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

Description	Scheduled Date
→ Advertisement of Solicitation	07/10/20
→ Pre-Proposal Conference	07/23/20
→ Deadline for Submission of Questions	07/30/20
→ Bid Due Date	09/03/20
→ City Council Agenda Date (Estimated)	11/18/20
→ Contract Start Date (Estimated)	01/04/21

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 Thursday, September 3, 2020.**

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.: HWC-PARCS-2020-013, PN 783A&B PARCS & PRE-BOOKING/RESERVATION SYSTEM AT IAH & HOU AIRPORT ”** 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.**

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

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

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.

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 14th and HOU 35th by ACI 2018 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 \$115 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

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 Warren Ching via email:

warren.ching@houstontx.gov

- Answers will be posted in HAS website as Letter Of Clarification (LOC):

<https://www.fly2houston.com/biz/opportunities/solicitations/104/>

THANK YOU