
PRE-BID CONFERENCE

INVITATION TO BID (ITB)

**PN 243 William P. Hobby Airport (HOU)
Roadway Gap Wayfinding**

SOLICITATION NO. HJA-HRGW-2021-017

**Jorge Ardines
Sr. Procurement Specialist
Houston Airports**

**Thursday, May 6, 2021, 10:00 AM
MS Teams Tele-Conference via link:**

<https://bit.ly/3rQaCCB>

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
Al Oracion
Sr. Procurement Specialist, HAS
- II. Solicitation Overview
Jorge Ardines
Sr. Procurement Specialist, HAS
- III. Office of Business Opportunity
Jason McLemore
Deputy Asst. Director, HAS OBO
- IV. Project Scope and Overview
Lorna Clark / Asset Engineering
Brian Ready/JACOBS
Joe Labozan/ Labozan Assoc.
- 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, [Jorge Ardines](#) 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-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:

William P. Hobby (HOU) Roadway Gap Wayfinding Project (PN243). *The Houston Airport System (HAS) is seeking a contractor to update roadway signage at HOU in a comprehensive way that will provide a significant facelift, consistent with HAS strategies to achieve opening day fresh facilities. New wayfinding will improve the customer experience and help HOU earn a 5 Star Skytrax Rating.*

Solicitation Overview (Continued)



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

Thursday, May 13, 2021, 3:00 P.M., CST

SOLICITATION DUE DATE AND TIME:

Thursday, June 24, 2021, 10:30 A.M., CST

ADDITIONAL INFORMATION AND SPECIFICATION CHANGES



ADDENDA:

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

Procurement Timeline

Description	Scheduled Date
→ Advertisement of Solicitation	04/23/21
→ Pre-Bid Conference and Site Visit	05/06/21
→ Deadline for Submission of Questions	05/13/21
→ Bid Due Date	06/24/21
→ City Council Agenda Date (Estimated)	09/10/21
→ Contract Start Date (Estimated)	10/05/21

Submittal Procedures



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, June 24, 2021.**

Please include the phrase **“ITB No.: HJA-HRGW-2021-017, PN243 HOU ROADWAY GAP WAYFINDING AT WILLIAM P. HOBBY AIRPORT ”** in the subject line and provide all applicable contact information.

Bid Form

- ✈ 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



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

Within 10 business days 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).

It is **extremely** important for you to pay close attention to The Office of Business Opportunity's presentation.

We have been unsuccessful in approving a vendor on past project(s), due to issues with the MWBE plans that have been previously submitted. Please reach out to OBO directly if you have any questions regarding the specified goals and or documents needed to be in full compliance with requirements.

HAS Office of Business Opportunity

has.obo@houstontx.gov

Diversity Requirements

The MWBE Goal on the Design-Bid-Build Services for this project is 20% (MBE 14% & WBE 6%)

Certification

- Participating Firms Must Be Certified MWSBE
- Firms **Must Be Certified MWSBE At Time Of Bid Submission**. If Not Certified MWSBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.

- **Pre-Bid Conference**
- **PN 243-HOU Roadway Gap Wayfinding**
- **M/WBE Goal Achievement**
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- There are resources available to assist you as you assemble your team of certified subcontractors to help you achieve your participation goal for this city 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
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- Click on the Government/Departments/Departments and Directors
- Click on the Office of Business Opportunity
- Click on the Department Overview and Quick Links
- Click on the Certified Firm Directory
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- You will then be viewing 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 top of the screen. For this project, search by Certification type (MBE, WBE, SBE). SBE participation is capped at 4% for construction projects and may be applied anywhere there is a shortfall. The system will then provide you a list of currently certified companies for that business type. Clicking on the company's name will give you the contact information.
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- **M/WBE Total Goal is 20%**
- **(MBE-14% and WBE-6%)**
- Contact the HAS Office of Business Opportunity if you encounter any problems or have questions. We can help guide you through this process.
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- **Janice Ruley Contract Compliance Supervisor**
- Janice.Ruley@houstontx.gov 281 233-7853

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.

PAY OR PLAY PROGRAM

PAY OR PLAY (POP) FORMS	
POP-1	City of Houston Pay or Play Acknowledgement -- Filled out and submitted with bid packet . 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 successful bidder (Contractor/Subcontractor) . 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 successful bidder (Contractor) . 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 (Waived upon OBO approval)
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 (Waived upon OBO approval) (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 (Granted upon OBO approval)

Project Scope and Overview



INFRASTRUCTURE

**Lorna Clark / Asset Engineering Division
Gerardo Velazquez / Project Manager**

HOUSTON AIRPORTS INFRASTRUCTURE DIVISION

**ARCHITECT
Brian Reddy / JACOBS**

**WAYFINDING CONSULTANT
Joe Labozan/ Labozan Associates Inc.**

Project Scope and Overview

OVERVIEW:

- The current roadway signage at William P. Hobby Airport (HOU) is missing key information and is inconsistent and incorrect in many places. When the initial roadway signage was installed, the design package was scaled-back and many signs were not installed. Over time, the gaps in consistency have led to ineffective wayfinding and a signage update is needed now.

Project Scope and Overview

Roadway Gap Wayfinding Overview / Scope

Project Overview

- Gap Wayfinding on Roadway surrounding Hobby
- Work will be phased
- Work will be done during the day. Any work that impedes traffic or creates a safety hazard will be done at night
- Overall Sign face unit mechanically fastened to standard 2nd surface TXDOT approved aluminum support frame/ ribbing/ structure. Faces to be 1st surface applied full-bleed 3M Reflective DG3 4090 (or approved submitted film substitution) White film with digitally printed color graphics

Project Site Visit



Site Visit: Not Applicable or mandatory at this time for this project.

Project Scope and Overview

Notable:

- Questions?
- Quiet Period
- Thank You and



Good luck

QUESTIONS...

- **In order to be official, questions must be in writing and submitted to Jorge Ardines via email:**
jorge.ardines@houstontx.gov

- **Answers will be posted in HAS website as Addendum:**
<https://www.fly2houston.com/biz/opportunities/solicitations/102/>

THANK YOU