

# **PRE-BID CONFERENCE**

## **INVITATION TO BID (ITB)**

### **HOU CENTRAL CONCOURSE FLOORING REPLACEMENT PHASE II (PN 957) SOLICITATION NO. H06-HOUCCF-2023-018**

William P. Hobby Airport (HOU)  
7800 Airport Blvd.  
Conference Room A  
Houston, TX 77061

**David Martinez, MBA**  
Sr. Procurement Specialist  
Houston Airport System (HAS)

February 24, 2023, 01:30 PM

# Pre-Bid Conference Agenda

---



- |                                     |  |
|-------------------------------------|--|
| I. Opening Remarks                  | Alfredo “Al” Oracion<br>Division Manager                                       |
| II. Solicitation Overview           | David Martinez<br>Sr. Procurement Specialist                                   |
| III. Office of Business Opportunity | Kellie Irving<br>HAS OBO Deputy Assistant Director                             |
| IV. Project Scope and Overview      | Roger Hebert<br>Senior Project Manager   |
| V. Questions/Answers                | All questions must be submitted in writing<br>via email to SCM, David Martinez |

## Opening Remarks

# Procurement Process Reminder

## Quiet Period

---



- The Quiet Period begins on the date the solicitation is issued and extends until an award recommendation appears on a City Council Committee Meeting Agenda.
- All inquiries regarding this solicitation are to be directed to the designated City Representative ([David Martinez](#)).
- Do not contact Council Members or City employees in an attempt to influence the outcome of the award. You will be able to speak publicly at the City Council Meeting.

## 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:**

**HOU CENTRAL CONCOURSE FLOORING REPLACEMENT PHASE II: Invitation to Bid (ITB):** This project will enable the Houston Airport System (HAS) to solicit and procure for a construction contractor. The project consists of the demolition of the existing Terrazzo flooring and preparing the substrate to replace the old tile with clean quartz tile flooring in the concessions area between the east and west concourses.

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

**Friday March 3, 2023, at 12:00 PM, CST**

Must be received electronically and directed via email to:

[david.martinez@houstontx.gov](mailto:david.martinez@houstontx.gov)

Please include the phrase “**QUESTIONS: ITB No. H06-HOUCCF-2023-018,**  
“**HOU CENTRAL CONCOURSE FLOORING**” in the subject line and provide all  
applicable contact information.

**SOLICITATION DUE DATE AND TIME:**  
**Thursday April 13, 2023, at 10:30 AM, CST**

## ADDENDA

**Responses to questions received from potential Bidder(s) and any changes to the bid documents shall be confirmed in writing and an Addendum will be posted to the Houston Airport System website: [www.fly2houston.com](http://www.fly2houston.com) prior to bid due date.**

# Procurement Timeline

<b>Description</b>	<b>Scheduled Date</b>
➔ Advertisement of Solicitation	02/10/2023
➔ Pre-Bid Conference and Site Visit	02/24/2023
➔ Deadline for Submission of Questions	03/03/2023
➔ Bid Due Date	04/13/2023
➔ City Council Agenda Date (Estimated)	05/10/2023
➔ Contract Start Date (Estimated)	05/24/2023

# 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.

All submittals must be delivered to the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Room P101, Houston, Texas 77002 by **Thursday, April 13, 2023, 10:30 A.M. CST.**

Please include the phrase **“ITB No.: H06-HOUCCF-2023-018, PN 957 – HOU Central Concourse Flooring Replacement Phase II”** 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.

*HOU CENTRAL CONCOURSE FLOORING REPLACEMENT – PHASE II* **BID FORM**  
*Project No. 957* **PART A**

Document 00410A

BID FORM – PART A

To: **The Honorable Mayor and City Council of the City of Houston**  
**City Hall Annex**  
**900 Bagby Street**  
**Houston, Texas 77002**

Project: HOU CENTRAL CONCOURSE FLOORING REPLACEMENT –  
PHASE II

Project No.: 957

Bidder: \_\_\_\_\_  
(Print or type full name of business entity, such as corporation, LLC,  
etc)

## 1.0 OFFER

- A. **Total Bid Price:** Having examined the Project location and all matters referred to in Bid Documents for the Project, we, the undersigned, offer to enter into a Contract to perform the Work for the Total Bid Price shown on the signature page of this Document
- B. **Security Deposit:** Included with the Bid is a Security Deposit in the amount of 10 percent of the Total Bid Price subject to terms described in Document 00200 – Instructions to Bidders.
- C. **Period for Bid Acceptance:** This offer is open to acceptance and is irrevocable for 180 days from Bid Date. That period may be extended by mutual written agreement of the City and Bidder.
- D. **Addenda:** All Addenda have been received. Modifications to Bid Documents have been considered and all related costs are included in the Total Bid Price.
- E. **Bid Supplements:** The following documents are attached:
- ☒ Security Deposit (as defined in Document 00200 – Instructions to Bidders)
  - ☒ Document 00450 - Bidder's Statement of MWSBE Status
  - ☒ Document 00454 - Affidavit of Non-interest
  - ☒ Document 00455 - Ownership Information Form
  - ☐ Document 00456 - Bidder's Certificate of Compliance with Buy American Program (required for AIP funded project)
  - ☒ Document 00457 – Conflicts of Interest Questionnaire (CIQ)
  - ☐ Document 00458 - Bidder's Certificate Regarding Foreign Trade Restriction (required for AIP funded project)
  - ☐ Document 00459 - Contractor's Statement Regarding Previous Contracts Subject to EEO (required for AIP funded project)
  - ☒ Document 00460 – Pay or Play Acknowledgement Form (POP 1-A)
  - ☒ Document 00461 – Hire Houston First Affidavit
  - ☒ Document 00470 – Bidder's MWSBE Participation Plan (required unless no MWSBE participation goal is provided in Document 00800 (the "Goal")).

Within 10 workdays 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).

## Introductions

- *HAS OBO*
- *Primes*
- *Subs*
- *Suppliers*
- *Certified*

## Responsibilities

### *Bid and Pre-Award*

- *Hire Houston First*
- *Goal Setting*
- *Participation Plan Review and Approval*
- *GFES*

### *Post Award*

- *Compliance: Contract, Labor and Pay or Play Program*

# HHF Requirements, Pay or Play and CPR

---



- **The Hire Houston First (HHF) Program** can be found in the City of Houston's Code of Ordinances (the "Code"), Ch. 15, Article XI.
- The Hire Houston First Affidavit is a required document to be acknowledged and included in the Bid being submitted.
- **Pay or Play Program**
- **Certified Payroll**

# Diversity Requirements – Kellie Irving

---



- **The MWBE Goal** on this solicitation is  
**16.4% (MBE:8.40%; WBE 8%)**
- M/WBE firms must be certified by the City of Houston Office of Business Opportunity under an applicable NAICS code.
- Firms must be certified M/WBE at time of Bid Submission. If not certified M/WBE, the firm's participation will not count towards the MWBE contract goal and participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> or By Phone (832) 393-0600.

# Diversity Requirements



## ITB for HOU Central Concourse Flooring Replacement M/WBE Goal Achievement

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](http://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 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 bottom of the screen. For this project, search by Certification type (MBE, WBE or M/WBE). 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.

**M/WBE Total Goal is 16.4% (8.40% MBE and 8% WBE)**

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

# Diversity Requirements

---

- **The MWBE Goal** on this solicitation is **16.4%**
- **Certified Payroll – Building Construction**
  - Please follow the instructions on Document 00821.
  - Complete all applicable 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 M/WBE firms.

## 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:

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

## **HAS Office of Business Opportunity**

[has.obo@houstontx.gov](mailto:has.obo@houstontx.gov)

## INFRASTRUCTURE

**Asset Engineering Division**  
**Robert Plushnick / Design Manager**  
**Roger Hebert / Sr. Project Manager**

## HOUSTON AIRPORTS INFRASTRUCTURE DIVISION

**MWA** ARCHITECTS, INC

**Noe Almaguer, AIA**  
**11767 Katy Freeway, Ste. 430**  
**HOUSTON, TX 77079**

# Project Scope and Overview

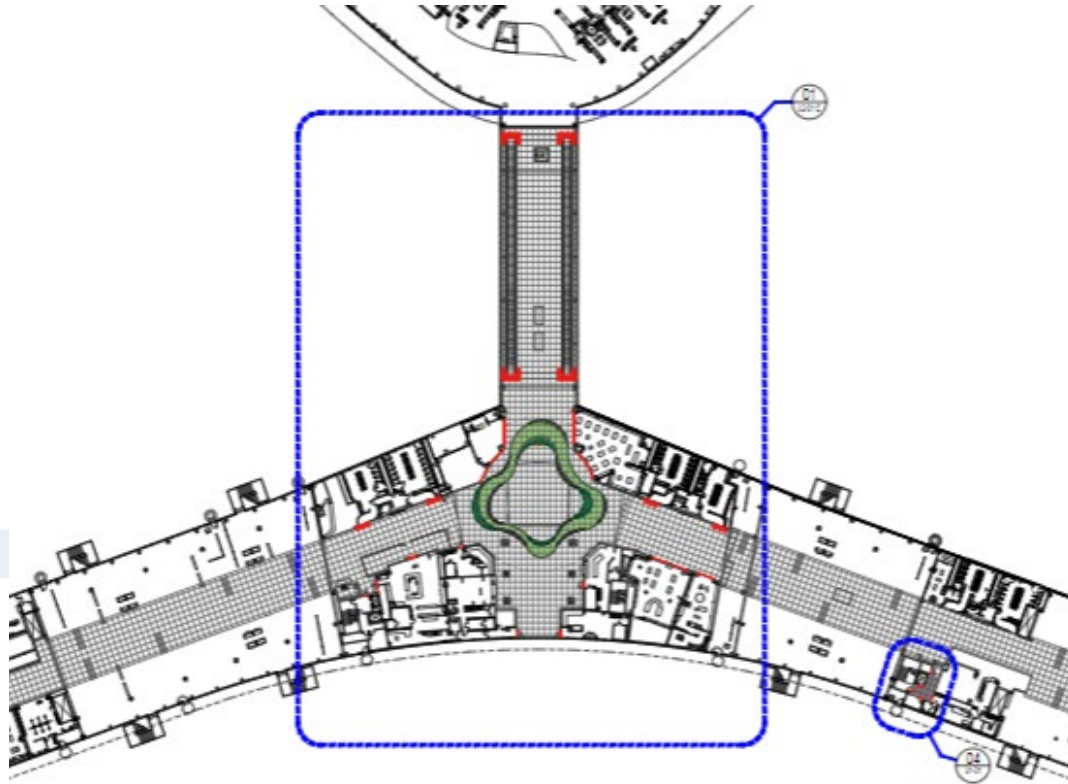
## OVERVIEW:

### Project Overview

## PN 957HOU Flooring Renovations Phase 2



## Project Overview



## Project Overview

### **Additional Scope / Information**

- Achieve Substantial Completion within 120 calendar days of NTP.
- Project requires phasing to perform work because terminals will remain operational during the work.
- Some Construction will be done during nighttime. Daytime quiet work will be carefully coordinated with HAS Project Management team.

**Site Visit:** A Site Visit will begin after the Pre-bid Meeting.

**The site visit is the only opportunity for Bidders to see the site prior to Bid Due Date.**

# QUESTIONS...

---

- In order to be official, questions must be in writing and submitted to David Martinez via email:  
[david.martinez@houstontx.gov](mailto:david.martinez@houstontx.gov)

- Answers will be posted in HAS website as Addendum:

<https://www.fly2houston.com/biz/opportunities/solicitations/2375>

**THANK YOU**