



# **PRE- PROPOSAL CONFERENCE**

## **Request For Proposals (RFP)**

**Solicitation No. [H93-JOC-2023-016](#)**

### **JOB ORDER CONTRACT – OPERATIONS/MAINTENANCE AND CAPITAL PROJECTS**

**Thursday, January 12, 2023, at 1:00 P.M., CST**

HAS IDO Building  
Auditorium No. 2  
111 Standifer, Humble, Texas 77338

Amanda Joseph  
Sr. Procurement Specialist  
Houston Airport System  
**[Amanda.Joseph@houstontx.gov](mailto:Amanda.Joseph@houstontx.gov)**

# Pre-Proposal Meeting Agenda

---



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

# 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 ([Amanda Joseph](#)).
- 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-proposal 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 Overview

---



## **Solicitation Purpose**

Houston Airport System (HAS), is 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.

# Solicitation Overview

---



## **SOLICITATION DUE DATE AND TIME:**

**Thursday, February 9, 2023, 2:00 P.M. CST**

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

**Wednesday, January 18, 2023, 12:00 P.M. (noon), CST**

Must be received electronically and directed via email to:

[Amanda.joseph@houstontx.gov](mailto:Amanda.joseph@houstontx.gov)

Please include the phrase **“QUESTIONS: RFP No. H93-JOC-2023-016, Job Order Contract”** in the subject line and provide all applicable contact information.

# Add'l Info/Specification Changes

## LETTER OF CLARIFICATION(S) (LOC) :

Responses to questions received from potential Firms and any changes to the solicitation documents shall be confirmed in writing and will be posted in a Letter of Clarification to the HAS website (<https://www.fly2houston.com/biz/opportunities/solicitations>) prior to proposals due date.



# 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 its Financial Statements
- All submittals must be delivered to 18600 Lee Road, Humble, TX 77338 by **Thursday, February 9, 2023, 2:00 P.M. CST.**
- All submittals must be labeled on the outside of the box:  
**“RFP # H93-JOC-2023-016 Job Order Contract”** and provide all applicable contact information, such as the name and address of the Proposer.

# RFP SUBMITTAL REQUIREMENTS

---



- 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.
- Submissions to the RFP 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.

# Procurement Timeline

| EVENT  | DATE       |
|--|------------|
| Advertisement of Solicitation                    | 12/30/2022 |
| Pre-Proposal Conference                          | 1/12/2023  |
| Deadline for Submittal of Questions              | 1/18/2023  |
| Letter of Clarification(s) Posted on HAS Website | 1/26/2023  |
| Response to RFP Due Date                         | 2/9/2023   |
| Oral Presentations (if required)                 | 3/2/2023   |
| Submit to Council for Approval (Estimated)       | 3/29/2023  |

# Evaluation Criteria - RFP Content

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

## **The Proposer Must Meet The Following Minimum Required Experience: (Pass/Fail)**

- The Proposer shall have a minimum of five (5) years' experience performing Job Order Contract projects.
- 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.
- Proposer must pass the above criteria to be evaluated by Evaluation Committee. Proposers that fail to meet the criteria will be removed from further consideration and no further scoring of their submittal will take place.

# EVALUATION CRITERIA

---

## **Financial Stability (Pass/Fail)**

- Proposer is required to submit, in a separate, sealed envelope, clearly marked "Financial Statements", one (1) stamped "Original" and one (1) copy of its Financial Statements with its Submittal.
- Submit audited financial statement for the last two years.
- Provide a brief statement of the Proposer's bonding ability to fulfill obligations.

# RFP SUBMITTAL REQUIREMENTS



## **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 – Required Submittal Checklist
- Attachment D – Sample Agreement

## Introductions

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

## Responsibilities

### *Proposal 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. At the conclusion of scoring proposers, preference points shall be distributed in the following manner:

- 5 Points: For Proposer firm designated as a Hire Houston First “City Business” (CB);
- 3 Points: For Proposer firm designated as a Hire Houston First “Local Business” (LB);
- 0 Points: For Proposer firm not designated as either a “City Business” (CB) or a “Local Business” (LB).

As referenced in PART IV, Section 14.0, Exhibit U – Declaration of Hire Houston First Designation is a required document to be acknowledged and included in the Proposal being submitted.

- **Pay or Play Program**
- **Certified Payroll**

# Compliance - Responsiveness

| 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, Safety Records, Claim History | 30        |
| Management Plan                               | 20        |
| Contractor's Representative                   | 10        |
| Relationship with Subcontractors              | 10        |
| Coefficient Factors                           | 30        |
| Total   | 100       |
| Hire Houston First (Bonus Points)             | 5         |

# Diversity Requirements – Desiree Williams

---



- **The MWBE Goal** on this solicitation is **25%**:
- 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 RFP 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



## RFP for Job Order Contract (JOC) 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 25% (19% MBE and 6% 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 – My Bui

---



- **The MWBE Goal** on this solicitation is **25%**
- **Certified Payroll – Building Construction**
  - Please follow the instructions on the Exhibit F forms.
  - 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 proposal 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)



## **General Project & Scope Overview**

**RFP No. H93-JOC-2023-016**

**JOB CONTRACT ORDER – OPERATIONS/MAINTENANCE  
AND CAPITAL PROJECTS**

**ATTACHMENT A – SCOPE OF WORK**

## **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

---

- Questions to be official must be in writing and submitted to Amanda Joseph via email: [amanda.joseph@houstontx.gov](mailto:amanda.joseph@houstontx.gov).

Please include the phrase **“QUESTIONS: RFP No. H93-JOC-2023-011, Job Order Contract”** in the subject line and provide all applicable contact information.

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

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

# Closing Remarks

---



## HOUSTON AIRPORT SYSTEM

**Thank you!**