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# **PRE-BID CONFERENCE**

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

**METRO BUS DRIVE LANE RECONSTRUCTION  
WILLIAM P. HOBBY AIRPORT (HOU)  
PROJECT No.: 236  
SOLICITATION NO. HTD-MBDLR-2021-013**

**Tammeron Dilworth  
Sr. Procurement Specialist  
Houston Airports**

**Monday, April 5, 2021, 10:00 AM CST  
MS Teams Tele-Conference via link:**

**<https://bit.ly/3sEAVgn>**

# List of Attendees

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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 & Introductions

II. Solicitation Overview

Tammeron Dilworth

Senior Procurement Specialist,  
HAS

III. Office of Business Opportunity

Eduardo Mejia  
HAS OBO

IV. Project Scope and Overview

David Leslie/ Asset Engineer  
Infrastructure

Robert Lengefeld, Project  
Manager

V. Questions/Answers

# Procurement Process Reminder

## Quiet Period

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- 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, [Tammeron Dilworth](#) should be contacted during this time.

# Disclaimer:

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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:**

**Metro Bus Drive Lane Reconstruction William P. Hobby Airport (HOU) PN236: Invitation to Bid (ITB).** The Houston Airport System (HAS) is seeking a construction contractor to reconstruct approximately 580 linear feet of Metro Bus Lanes underneath the HOU Red Parking Garage and concrete pavement along the Hobby Airport Loop @ HOU, over five (5) phases to provide for new concrete pavement.

# Solicitation Overview (Continued)

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**QUESTIONS AND REQUESTS FOR  
ADDITIONAL INFORMATION ARE DUE BY:  
Tuesday, April 13 , 2021, 3:00 P.M., CST**

**SOLICITATION DUE DATE AND TIME:  
Thursday, May 6, 2021, 10:30 A.M. CST**

# ADDITIONAL INFORMATION AND SPECIFICATION CHANGES

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## **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](http://www.fly2houston.com)) prior to submittal due date.**



# Procurement Timeline

<b>Description</b>	<b>Scheduled Date</b>
→ Advertisement of Solicitation	03/19/21
→ Pre-Bid Conference and Site Visit	03/30/21
<b>Rescheduled</b>	<b>04/05/21</b>
→ Deadline for Submission of Questions	04/ <b>13</b> /21
→ Bid Due Date	05/ <b>06</b> /21
→ City Council Agenda Date (Estimated)	07/16/21
→ Contract Start Date (Estimated)	08/16/21

# 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. (also includes two (2) USB drives of all required submittals identified in Document 00410 Section 1.0 Offer)

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, May 6, 2021.**

Please include the phrase **“ITB No.:HTD-MBDLR-2021-013, METRO BUS DRIVE LANE RECONSTRUCTION WILLIAM P. HOBBY AIRPORT (HOU)”** in the subject line and provide all applicable contact information.

# Bid Form

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- ✈ 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.

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

Within 10 work 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).

## HAS Office of Business Opportunity

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

## Diversity Requirements

**There is not a MWBE goal on this specific solicitation.**

**However, this project can be a good opportunity for a certified MWBE to perform as a prime contractor.**

## **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 <b>bid packet</b> . 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 <b>successful bidder (Contractor/Subcontractor)</b> . 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 <b>successful bidder (Contractor)</b> . 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 <b>(Waived upon OBO approval)</b>
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 <b>(Waived upon OBO approval)</b> (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 <b>(Granted upon OBO approval)</b>

## INFRASTRUCTURE

**David Leslie/ Asset Engineering Division**  
**Robert Lengefeld/ Project Manager**

## HOUSTON AIRPORTS INFRASTRUCTURE DIVISION

**ARCHITECT**  
**Edmond Woods, PE/ Atkins North America**

# Project Scope and Overview

## OVERVIEW:

### Project Location

The Metro Bus Drive Lane Reconstruction project area is located to the north of the terminal buildings at HOU at ground level, between the Red Garage and the passenger pick-up area.



## Project Overview

### **SCOPE OF WORK:**

The scope of work for this project includes reconstruction of two lanes of the commercial vehicle segment of the arrivals level roadway. The project also includes the replacement of non-functioning in-pavement lights and associated electrical conduit and conductors, and crosswalk markings and signage.

# Project Scope and Overview

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## Scope (Continued):

### Project Overview

#### **PHASING:**

The phasing of this project was dependent on the preferred phasing option the Houston Airport System decided was best for them, from an operational standpoint. With the input of Metro, HAS decided on a phasing plan. The phasing plan will consist of four (4) phases. The phasing plan is laid out in the Construction Document Drawings.

# Project Site Visit

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**Site Visit:** William P. Hobby Airport Terminal, Baggage Claim Information Booth, 7800 Airport Blvd, Houston, TX.  
@ 1:00 p.m. (local time) **There should be one (1) representative for each firm. Each participant must wear their own mask.**

# Project Site Visit

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## Reminder to participants:

**FOR THE HEALTH SAFETY OF OUR EMPLOYEES AND VISITORS, ALL INDIVIDUALS PARTICIPATING IN THE SITE VISIT MUST WEAR FACE COVERS THAT COVER THE NOSE AND MOUTH.**

**IF YOU ARE DISPLAYING SYMPTOMS OF COVID-19 AS DEFINED BY THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC), WHICH INCLUDE HAVING A FEVER, DRY COUGH, SHORTNESS OF BREATH, CHILLS, REPEATED SHAKES WITH CHILLS, MUSCLE PAIN, HEADACHE, SORE THROAT OR A LOSS OF TASTE AND/OR SMELL, DO NOT PARTICIPATE IN THE SITE VISIT.**

# QUESTIONS...

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- In order to be official, questions must be in writing and submitted to Tammeron Dilworth via email: [Tammeron.Dilworth@Houstontx.gov](mailto:Tammeron.Dilworth@Houstontx.gov)
- Answers will be posted in HAS website as Addendum:



# Project Scope and Overview

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## Notable:

- Questions?
- Quiet Period
- Thank You and



Good luck

**THANK YOU**