



**CITY OF HOUSTON**  
**HOUSTON AIRPORT SYSTEM**  
**REQUEST FOR COMPETITIVE SEALED PROPOSALS (CSP)**  
**SOLICITATION NO.: H37-RTWYNA-2019-002**  
**CONTRACTOR FOR THE RECONSTRUCTION OF TAXIWAY NA**  
**AT GEORGE BUSH INTERCONTINENTAL AIRPORT HOUSTON (IAH)**  
**Project No. 907, CIP No.: A-0507**

**Date Issued:** September 27, 2019

**Pre-Proposal Conference:** October 10, 2019, 1:30 P.M., CST  
Houston Infrastructure Division Office (IDO)  
111 Standifer Street, HAS IDO Auditorium  
Humble, TX 77338

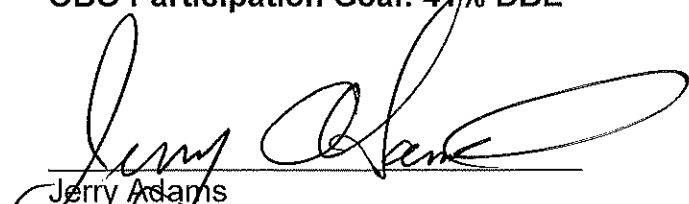
**Questions Deadline:** October 15, 2019 @ 12:00 P.M., (Noon) CST

**Proposals Due Date:** November 12, 2017 @ 2:00 P.M., CST

**Solicitation Contact Person:** Andre' Morrow, C.P.M., CPPB  
Sr. Procurement Specialist  
Supply Chain Management, Houston Airport System  
[andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov) 281-233-1046

**Project Summary:** The City of Houston is issuing this Request for Competitive Sealed Proposals (RFCSP) to engage a contractor for the Reconstruction of Taxiway NA and connector taxiways over several phases to provide for a taxiway system that will meet FAA airplane Design Group VI requirements. These include removal/disposal of existing Taxiway NA concrete pavement, construction of new taxiway pavement, installation of new taxiway lights, electrical, communication duct banks, storm drainage, pull boxes, and manholes.

**OBO Participation Goal: 41% DBE**

  
Jerry Adams  
Chief Procurement Officer  
City of Houston

9/24/19  
Date

**PART 1 – GENERAL INFORMATION**

**1.1 GENERAL OVERVIEW**

- 1.1.1 The City of Houston (City), Houston Airport System (HAS or Owner), invites interested firms to submit Competitive Sealed Proposals (CSP) in accordance with Texas Government Code Chapter 2269, Subchapter D, for the Reconstruction of Taxiway NA and connector taxiways over several phases to provide for a taxiway system that will meet FAA airplane Design Group VI requirements at George Bush Intercontinental Airport (IAH).
- 1.1.2 HAS is seeking a project team to manage construction activities with a focus and commitment to achieve construction safety and coordinated scheduling to avoid unplanned loss or closure of the runway or taxiway as a result of the required construction services required. The collaborative effort between HAS and the Contractor will create enhanced synergies throughout delivery of the Project. The successful Contractor will assemble a team that is experienced and technically proficient to work collaboratively with HAS staff, other consultants, and stakeholders

**1.2 SOLICITATION SCHEDULE**

- 1.2.1 Below are dates of significance for this Request for Competition Sealed Proposals (RFCSP)

<b>Description</b>	<b>Scheduled Date</b>
Date of CSP	09/27/2019
Pre-Proposal Conference and Site Visit	10/15/2019
Questions from Respondents Due to City	10/18/2019
<b>Proposals Due from Respondents</b>	<b>11/12/2019</b>
Notification of Shortlisted Firms (Estimated)	12/03/2019
Oral Presentations/Interviews (Estimated)	12/17/2019
Council Agenda Date (Estimated)	01/22/2020
Contract Start Date (Estimated)	02/03/2020

## **PART 2 – SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

### **2.1 PURPOSE**

- 2.1.1 The North Complex of the IAH airport was constructed in the mid 1960's as part of the original facility and have been in continuous service since. Taxiway NA, parallel to NB, serves as one of the main routes for access to the terminal complex from the north and west runways .
- 2.1.2 On the Airside of IAH, Existing Taxiway NA is not designed to accommodate aircraft design Group VI (TDG-7) aircraft that will be operating from New Terminal C North Terminal D. IAH currently has some daily operation by an A 380 aircraft and it is anticipated that additional airlines will begin A 380 operations within the next year. Existing Taxiway NB has been upgraded to accommodate Group VI aircraft between NE and NP.
- 2.1.3 Based on forecasted growth and the anticipated expansion of terminals and concourses, along with the need to accommodate larger aircraft, the reconstruction of Taxiway NA pavement is being solicited.

### **2.2 SCOPE OF WORK**

- 2.2.1 The work is summarized as reconstruction of the remaining phases of Taxiway NA and connector taxiways over several phases to provide for a taxiway system that will meet FAA airplane Design Group VI requirements. The reconstructed Taxiway NA will remain as is currently aligned within the airside of IAH.

The work may include :

- 1. Remove/dispose of existing Taxiway NA concrete pavement and all other items associated with the taxiway such as lights, signs, electrical cable, pavement sub- surface materials and other as scoped
- 2. Construct new taxiway pavement consisting of stabilized subgrade, cement treated base, and reinforced Portland cement concrete surface course.
- 3. Construction new paved shoulders consisting of recycled crushed concrete aggregate base and bituminous concrete surface course .
- 4. Install new Taxiway lights, signs and electrical cable and conduits.
- 5. Install new electrical and communication duct banks, pull boxes and manholes.

Construct storm drainage facilities and features.

### **2.3 EXHIBITS**

- 2.3.1 Refer to Attachment A and Attachment B respectively for the Reconstruction of Taxiway NA Project 907 Project Manual and the Issued Bid Design Drawings for the detailed Scope of Work.

## **PART 3 – EVALUATION CRITERIA AND SELECTION PROCESS**

### **3.1 EVALUATION SUMMARY**

- 3.1.1. Each Proposal received will be reviewed for documentation of minimum qualifications, completeness, and adherence to the RFCSP requirements.

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)  
CSP No.: H37-RTWYNA-2019-002**

3.1.2. Proposals that meet the Minimum Qualifications will be evaluated. The City, at its sole discretion, may choose to develop a shortlist of Proposers for further consideration. Shortlisted Proposers may be scheduled for a structured oral presentation and/or interview. Such presentations will be at no cost to the City. At the end of the oral presentation and/or interview, the evaluation of the shortlisted Proposers will be completed. The oral presentations and/or interview may be recorded and/or videotaped.

**3.2 SELECTION PROCESS**

3.2.1 The award of a contract(s) will be made to the Proposer(s) offering the solution that best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of the Proposer(s) to create, modify, and implement the required Scope of Work. The Proposer(s) shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any CSP if the Proposal submitted fails to satisfy the City that the Proposer is properly qualified to provide the services contemplated as specified.

**3.3 EVALUATION CRITERIA AND SCORES**

3.3.1 The following will be used in the evaluation to assess and document the degree to which the Proposals submitted meets that criterion and the requirements contained in the Scope of Work, PM, and attached Drawings.

3.3.2 Proposers meeting the Minimum Qualifications (PASS/FAIL Criteria) of this RFCSP shall be evaluated according to the criteria set forth in Section 3.4 and Section 3.5.

**3.4 MINIMUM QUALIFICATIONS**

MINIMUM QUALIFICATIONS	PASS/FAIL
<p><b>COMPANY EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>1) Your company performed as prime on a construction contract, including at least one Taxiway or Runway Rehabilitation project with an airport having greater than 9 million annual enplanements (Airports Council International (ACI) Top 30).</li> <li>2) One Taxiway or Runway project estimated or actual construction cost of an Airport Rehabilitation project greater than \$20 million.</li> <li>3) One construction project at an ACI Top 30 airport in progress or completed within past five years.</li> </ul>	Pass/Fail
<b>DBE COMPLIANCE</b>	Pass/Fail
<b>FINANCIAL CAPABILITIES</b>	Pass/Fail
<b>EXPERIENCE MODIFICATION RATIO</b>	Pass/Fail
<b>OSHA RECORDS</b>	Pass/Fail

**3.5 EVALUATION CRITERIA**

EVALUATION CRITERIA	SCORE
<b>COMPANY EXPERIENCE</b>	30
<b>STAFFING/KEY PERSONNEL</b>	20
<b>CONSTRUCTION SERVICES</b>	30
<b>PRICE</b>	20
<b>TOTAL SCORE</b>	<b>100</b>

**3.5.1 MWSBE Compliance (Pass/Fail)**

3.5.1.1 Proposer has submitted all documents required by the City regarding its MINORITY, WOMEN AND SMALL BUSINESS ENTERPRISES (MWSBE) program as detailed in Exhibits, Attachments, and referenced in the Project Manual herein.

**3.5.2 Financial Capabilities (Pass/Fail)**

3.5.2.1 FINANCIAL CAPABILITIES—Proposer is required to submit audited financial statements for the last two years and provide evidence of ability to provide the required Surety Bond.

**3.5.3 Experience Modification Ratio (Pass/Fail)**

3.5.3.1 Proposer and if a Joint Venture, each member of the Joint Venture, must have an Experience Modification Ratio (EMR) at or below 0.95 for the previous 12 months (based on the RFCSP issuance date). This information must be validated in a letter from the Proposer’s insurance carrier. Proposer and if a Joint Venture, each member of the Joint Venture, shall provide an OSHA Form 300A Summary of Work – Related Injuries and Illnesses for all company activities in the past five (5) years.

**3.5.4 OSHA Records (Pass/Fail)**

3.5.4.1 Has the Proposer or any member of the Joint Venture received a citation from OSHA in excess of serious (i.e., willful violation) within the previous five (5) years? If yes, provide details.

**3.5.5 COMPANY EXPERIENCE (30 Points)**

3.5.5.1 List all projects that meet the following criteria:

- 3.5.5.1.1 Your company performed as prime on a Design/Bid/Build contract, including at least one Taxiway or Runway Rehabilitation project with an airport having greater than 9 million annual enplanements as defined at a Top 30 airport (ACI rating).
- 3.5.5.1.2 One Taxiway or Runway project estimated or actual construction cost of an Airport Rehabilitation project greater than \$20 million
- 3.5.5.1.3 One construction project at a Top 30 ACI airport in progress or completed within past five years.
- 3.5.5.2 Arrange projects in descending order of contractual completion date from latest to earliest.
- 3.5.5.3 Provide the following information for each project, in the order listed:
  - 3.5.5.3.1 Project name and delivery method

- 3.5.5.3.2 Location
- 3.5.5.3.3 Scope Summary [include major similarities that would specifically qualify your company for project]
- 3.5.5.3.4 Owner (name, position, address, phone, and email address)
- 3.5.5.3.5 This firm's role on the project
- 3.5.5.3.6 Key staff on that project who are also proposed for this Project
- 3.5.5.3.7 Actual or Estimated Construction Cost
- 3.5.5.3.8 Percent complete or date completed
- 3.5.5.3.9 Contractual completion date
- 3.5.5.3.10 Amount of liquidated damages assessed
- 3.5.5.3.11 DBE % goal and participation attained
- 3.5.5.3.12 Give examples, if applicable, where your company overcame extreme adversity, specifically with reference to demanding cost controls, schedule creep, high turnover in personnel, and the efforts your company made to overcome those problems on the referenced projects.
- 3.5.5.4 Describe the Characteristics of your company that most set it apart from others. Identify the aspects or elements of this project that may pose unusual challenges including Operational coordination, quality controls, fast-track construction, or other. Discuss how you will address such challenges.
- 3.5.5.5 Has your company ever been terminated from a project with or without cause? If so, provide details and owner contact's name, title, telephone number, and e-mail address.
- 3.5.5.6 List all formal construction contract claims, lawsuits, and demands for arbitration filed by your organization regarding construction matters over the past 5 years and the disposition of each (whether by negotiation mediation, or formal dispute resolution process) including damages sought or awarded. Provide project name and names, telephone numbers, and e-mail addresses of all parties and counsel, if any.
- 3.5.5.7 List all formal construction contract claims, lawsuits, judgments and arbitration proceedings filed against your organization over the past 5 years. Describe the disposition of each proceeding including damages awarded. Provide project name and names, telephone numbers, and e-mail addresses of all parties and counsel, if any. You may omit claims for personal injury and property damage fully covered by insurance and not the subject of any administrative fine, penalty, or sanction.
- 3.5.5.8 List projects that were completed late and projects not completed during the last 10 years (excluding projects currently in progress). Set forth the liquidated damages assessed, if any, for such projects.
- 3.5.5.9 Respondent shall demonstrate their ability to provide multiple phased construction schedule that will minimize construction impact on airfield operations. A minimum of 1 previous airside project with these aspects shall be provided.

**3.5.6 STAFFING/KEY PERSONNEL (20 Points)**

- 3.5.6.1 Identify the Key Personnel on the proposed Project team, including an organizational chart for Preconstruction Phase Services. At a minimum:
  - 3.5.6.1.1 Provide person's name (or "Unassigned"), title, and role for each position.
  - 3.5.6.1.2 Indicate supervisor/subordinate and reporting relationships.
  - 3.5.6.1.3 Indicate if each position will be exclusively assigned or non-exclusively assigned to this Project.
  - 3.5.6.1.4 Indicate proposed team members with prior working relationships on similar projects.
- 3.5.6.2 Submit (maximum 2 page) resumes for the proposed Key Personnel including key personnel of sub-contractors (by whatever title called). At a minimum, Proposal shall include the following:
  - 3.5.6.2.1 Project Executive
  - 3.5.6.2.2 General Project Manager
  - 3.5.6.2.3 General Superintendent
  - 3.5.6.2.4 Safety Manager
  - 3.5.6.2.5 Quality Control Manager
  - 3.5.6.2.6 Project Controls Manager
  - 3.5.6.2.7 Subcontractor Managers
  - 3.5.6.2.8 The resume for each of the Key Personnel shall demonstrate their qualifications and experience to perform the roles identified in the above narrative. Resumes shall include a description of training and experience in their respective areas of expertise, including their education, professional licensing, airport experience, Airport construction experience, and other relevant work experience over a minimum of five years. Resumes shall indicate whether each person has previously worked with members of the proposed team on similar projects (Submit Key Personnel Resume Checklist: Attachment "D"). Provide a staffing plan in a table format that lists all Key Personnel required to develop and implement the Construction Phase services.
- 3.5.6.3 Key personnel identified in this submittal will be expected to remain assigned to this project for the term of the Agreement and remain on their specific assignment. Written assurance that the Key Personnel listed will be performing the work and will not be substituted with other personnel or reassigned to another project without HAS's prior written approval. Please use the form in Attachment "E" - Key Personnel Commitment for this requirement.

**3.5.7 CONSTRUCTION SERVICES (30 Points)**

- 3.5.7.1 Discuss, in detail, your innovative approach(s) to achieve this construction project within schedule and budget. Describe in detail any proposed innovations to reducing schedule or reducing the duration of specific phases, without decreasing the quality level. Itemize any assumptions made to develop the proposed innovation. Provide this discussion for both Bid Schedule A and Bid Schedule B, and all Alternatives independently.
- 3.5.7.2 Discuss scheduling and schedule control.
- 3.5.7.3 Discuss cost control. Discuss how this will flow down to the subcontractors.

- 3.5.7.4 Discuss your safety program. Discuss innovative approaches to safety improvements or corrections of systematic safety problems you made on past projects. Include your approach to maintain a safe environment within the airside of an airport ranked in the top 30 of the Airports Council International. Show company wide, and airport specific Health, Safety and Environmental record.
- 3.5.7.5 Discuss your quality-control program for this specific project. What is your system for identifying, tracking, maintaining a quality level that meets, or exceeds FAA criteria? Describe your involvement of sub-contractors to insure minimum contract requirements are obtained.
- 3.5.7.6 Discuss methodology for identifying/protecting sub surface utilities within the project area.
- 3.5.7.7 Discuss approach on coordinating work with airport operations, and regulatory agencies.

**3.5.8 PRICE (20 Points)**

**Refer to Section 5.3.2.13 Total Bid Price and Documents 00410 A & B– Proposal Form – Part A & Part B.**

**PART 4 – SPECIAL CONDITIONS**

**4.1 NO CONTACT PERIOD**

- 4.1.1. Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation, Andre' Morrow, Sr. Procurement Specialist. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from Respondent's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Respondent. However, nothing in this paragraph shall prevent a Respondent from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

**4.2 EQUAL OPPORTUNITY EMPLOYMENT**

- 4.2.1. Section 15-17 of the City of Houston Code of Ordinances establishes Equal Employment Opportunity Contract Compliance requirements for all City of Houston contracts involving the expenditure of Fifty Thousand Dollars (\$50,000) or more. Any contract for professional services that results from this RFQ will provide that the failure to carry out the requirements set forth in the City of Houston Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.



**4.3 DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

4.3.1. In accordance with Chapter 15 of the City of Houston's Code of Ordinances, Supplier/Lessor/Professional Service Provider represents to be an equal opportunity employer and agrees to abide by the terms of the Ordinance. This certification is required of all Suppliers/Lessors/Professional Service Providers providing goods or service to this project with agreements \$50,000 or more. Any contract for professional services that results from this RFQ will provide that the failure to carry out the requirements set forth in the City of Houston Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

4.3.2. **DBE Compliance**

Equal Employment Opportunity and Disadvantaged Business Enterprise (DBE) Participation

Any contract awarded as a result of this RFQ may be funded in part by grants from the United States Department of Transportation, Federal Aviation Administration (FAA). This procurement will be subject to regulations required by the FAA and City of Houston Ordinances with regard to minority participation.

The City has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the Department of Transportation (DOT), 49 CFR Part 26. The City may receive Federal financial assistance from the DOT for this Project and as a condition of receiving this assistance, the City will sign an assurance that it shall comply with 49 CFR Part 26. It is the policy of the DOT and the City to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.

Consultant shall make Good Faith Efforts, as defined in City of Houston Ordinance and 49 CFR Part 26, to subcontract **41%** of the dollar value of the prime contract to small business concerns at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of each class of voting stock outstanding and 51% of the aggregate of all stock outstanding is owned by one or more such individuals, and whose management and daily business operations are controlled by the socially and economically disadvantaged individuals who own it. "Socially and economically disadvantaged individual" means a U.S. citizen (or a lawfully admitted permanent resident of the United States) who is:

1. Any individual who the City finds to be socially and economically disadvantaged on a case-by-case basis.
2. Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged: "Black Americans," "Hispanic Americans," "Native Americans," "Asian-Pacific Americans," "Subcontinent Asian Americans," "Women," or any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

If the Consultant fails to achieve the contract goal, it will be required to provide documentation demonstrating that it made Good Faith efforts.

Include the names and addresses of any DBE firms which the Respondent intends to retain and the percentage and Scope of Services each would perform. Include a copy of the certification letter issued by the Mayor's Office of Contract Compliance for each DBE firm. (Instructions to

Respondents of a current DBE Certification Form issued by the City of Houston's Affirmative Action and Contract Compliance Division.

DBE Obligation (49 CFR Part 26.7). The City shall never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Parts 23 and 26 on the basis of race, color, sex, or national origin.

- 4.3.3. DBE subcontracts must contain the terms set out in Exhibit G, Attachment III (DBE Subcontract Terms).

#### **4.4 PROTESTS**

- 4.4.1 Protests will be handled in accordance with City of Houston Administrative Policy AP 5-12. <http://www.houstontx.gov/adminpolicies/5-12.pdf>.

#### **4.5 ANTI-BOYCOTT OF ISRAEL**

- 4.5.1 Bidder certifies that Bidder is not currently engaged in, and agrees for the duration of this Contract not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

#### **4.6 ZERO TOLERANCE POLICY FOR HUMAN TRAFFICKING AND RELATED ACTIVITIES**

- 4.6.1 The requirements and terms of the City of Houston's Zero Tolerance Policy for Human Trafficking and Related Activities, as set forth in Executive Order 1-56, as revised from time to time, are incorporated into this Contract for all purposes. Bidder has reviewed Executive Order 1-56, as revised, and shall comply with its terms and conditions as they are set out at the time of this Contract's effective date. Bidder shall notify the City's Chief Procurement Officer, City Attorney, and the Director of any information regarding possible violation by the Bidder or its subcontractors providing services or goods under this Contract within 7 days of Bidder becoming aware of or having a reasonable belief that such violations may have occurred, have occurred, or are reasonably likely to occur.

### **PART 5 – INSTRUCTIONS TO PROPOSERS**

#### **5.1 INSTRUCTIONS TO PROPOSER**

##### **5.1.1 Pre-Proposal Conference**

- 5.1.1.1 A Pre-Proposal Conference will be held at the date, time, and location as indicated on the first page of the RFCSP document. Interested Proposer(s) should plan to attend. It will be assumed that potential Proposer(s) attending this meeting have reviewed the RFCSP in detail, and are prepared to bring up any substantive questions not already addressed by the City. Attendance is highly recommended, but is not mandatory.

##### **5.1.2 Additional Information and Specification Changes**

- 5.1.2.1 Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André K. Morrow, C.P.M., CPPB: [Andre.Morrow@houstontx.gov](mailto:Andre.Morrow@houstontx.gov) no later than 12:00 pm (Noon), CDT October 18, 2019. The EMAIL subject line should state "QUESTIONS – RTWYNA CSP". The City shall provide written responses to all questions received in writing

before the proposal deadline. Questions received from all Proposer(s) shall be answered and sent to all Proposer(s) who are listed as having obtained the RFCSP. Proposer(s) shall be notified in writing of any changes in the specifications contained in this RFCSP.

**5.1.3 Letter(s) of Clarification**

5.1.3.1 All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City. Only information supplied by the City in writing or in this RFCSP should be used in preparing Proposal responses. The City does not assume responsibility for the receipt of any Letters of Clarification sent to Proposer(s).

5.1.4 Examination of Documents and Requirements

5.1.4.1 Each Proposer shall carefully examine all RFCSP documents and thoroughly familiarize themselves with all requirements prior to submitting a Proposal to ensure that the Proposal meets the intent of this RFCSP.

5.1.4.2 Before submitting a Proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFCSP. Failure to make such investigations and examinations shall not relieve the Proposer from obligation to comply, in every detail, with all provisions and requirements of the RFCSP.

5.1.5 Exceptions to Terms and Conditions

5.1.5.1 All exceptions included with the Proposal shall be submitted in a clearly identified separate section of the Proposal in which the Proposer clearly cites the specific paragraphs within the RFCSP where the Exceptions occur. Any Exceptions not included in such a section shall be without force and effect in any resulting contract unless such Exception is specifically referenced by the Chief Procurement Officer, City Attorney, Director(s) or designee in a written statement. The Proposer's preprinted or standard terms will not be considered by the City as a part of any resulting contract.

5.1.5.2 All Exceptions that are contained in the Proposal may negatively affect the City's Proposal evaluation based on the evaluation criteria as stated in the RFCSP, or result in possible rejection of Proposal consideration.

5.1.6 Post-Proposal Discussions with Proposer(s). It is the City's intent to commence final negotiation with the Proposer(s) deemed most advantageous to the City based on qualifications. The City reserves the right to conduct post-Proposal discussions with any Proposer(s).

**5.2 RELATED DOCUMENTS**

Document No.	Title
00320	Geotechnical Information
00330	Existing Conditions
00340	Environmental Information
00410A&B	Proposal Form, Parts A & B
00495	Post-Proposal Procedures
00520	Agreement
00700	General Conditions
00800	Supplementary Conditions

**5.3 DEFINITIONS**

- 5.3.1 The terms defined in Document 00700 - General Conditions and the Project Manual shall have the same meaning in this Request for Competitive Sealed Proposals (RFCSP).
- 5.3.2 In addition to the terms defined in the Document 00700 – General Conditions and the Project Manual, the following terms are defined as follows:
  - 5.3.2.1 **Addendum:** Written or graphic instrument issued prior to the opening of the Proposals, which clarifies, modifies, corrects, or changes the Request for Competitive Sealed Proposals.
  - 5.3.2.2 **Alternatives:** The total amount proposed for additions to work, as described in Section 01110 – Summary of Work. The City may accept or reject Alternatives. Each Alternative includes cost of effects on adjacent or related components, and Proposer's overhead and profit.
  - 5.3.2.3 **Code:** Code of Ordinances, Houston, Texas.
  - 5.3.2.4 **Director:** Director of the Houston Airport System, the City of Houston's Department of Aviation.
  - 5.3.2.5 **Project Manual:** Volume assembled for the Work that includes the proposal requirements, sample forms, Conditions of the Contract (General and Supplemental), and Specifications.
  - 5.3.2.6 **Project Manager:** Person designated to ensure execution of the work after City Council awards a contract.
  - 5.3.2.7 **Proposal:** A complete submittal in response to the Request for Competitive Sealed Proposals in accordance with this solicitation document.
  - 5.3.2.8 **Proposal Submittal Date:** Date and time set for receipt of Proposals as stated in Section 1.2 in Part 1 General Information of this document or as modified by Letter of Clarification or Addenda.
  - 5.3.2.9 **Proposal Supplements:** The proposal submittals that are required in Paragraph 1.0.E Document 00410A – Proposal Form – Part A.
  - 5.3.2.10 **Proposer:** Person or firm, identified in Document 00410B – Proposal Form – Part B, including its successors, and its authorized representative offering to perform the Work in accordance with the Request for Competitive Sealed Proposals.
  - 5.3.2.11 **Security Deposit:** A bid bond in the amount of 10 percent of the Total Bid Price.
  - 5.3.2.12 **Selected Proposer:** The Proposer that is selected by the City based on the published selection criteria and ranking system set out in Part 3 – Evaluation Criteria and Selection Process of this document.
  - 5.3.2.13 **Total Bid Price:** Total amount proposed for performing the Work (includes both Base Bid and all Alternatives) as identified by Proposer in Document 00410 A&B Proposal Form – Part A & Part B.

#### **5.4 NOTICE TO PROPOSERS**

- 5.4.1 The City is accepting Competitive Sealed Proposals for a construction contract, pursuant to Chapter 2269, Subchapter D, of the Texas Government Code, in accordance with the terms set forth in this RFCSP. This RFCSP provides sufficient information for interested parties to prepare and submit Proposals for consideration by the City.
- 5.4.2 PROPOSERS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFCSP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL RFCSP REQUIREMENTS AND QUESTIONS AS DIRECTED.
- 5.4.3 The description of the Project, scope, estimated budget, schedule and other information related to the Project are set out in RFCSP.

**5.5 REQUEST FOR COMPETITIVE SEALED PROPOSALS**

- 5.5.1 The RFCSP may be obtained electronically at the following Houston Airport System website: [http://www.fly2houston.com/biz/opportunities/solicitations/..](http://www.fly2houston.com/biz/opportunities/solicitations/)
- 5.5.2 A hard copy of the bid documents may be obtained by calling Broutin Sherrill, RS&H, at 713.914.4455, with 48 hours' notice for a fee of \$600. Addenda will be distributed only to holders of Bid Documents that are on record with the Engineer of Record.
- 5.5.3 On receipt of RFCSP, Proposer shall verify that documents are legible and complete, compare contents of Project Manual with Document 00010 - Table of Contents, and compare Index of Drawings with Document 00015 - List of Drawings. Proposer shall notify the Contact Person identified on the front page of this solicitation if documents are incomplete.
- 5.5.4 City of Houston Standard Specifications and/or Standard Details are required as indicated by the Project Manuals and Project Drawings. Copies of the City Standard Specifications and Details may be acquired at no cost on the City of Houston website.

**5.6 EXAMINATION OF DOCUMENTS, SITE, AND LOCAL CONDITIONS**

- 5.6.1 Proposer shall examine the Project site, become familiar with local conditions under which the Work shall be performed, conduct appropriate investigations, and correlate personal observations with requirements of the RFCSP before submitting a Proposal.
- 5.6.2 Proposer shall make site investigations to the extent Proposer deems necessary to ascertain extent of subsurface conditions.
- 5.6.3 Failure of Proposer to perform the investigations prior to submitting a Proposal does not relieve Proposer of responsibility for investigations, interpretations and proper use of available information in the preparation of its Proposal.
- 5.6.4 Proposer shall observe limitations of access to occupied or restricted site as stated below.
  - 5.6.4.1 Area within contract limits is currently restricted. Access for examination is restricted to times, durations, routes and presence of City authorities, occurring at the conclusion of the Pre-Proposal Meeting, provided that Proposers submit a completed Attachment C Pre-Proposal Site Tour Registration Form via email to Andre' Morrow, Sr. Procurement Specialist, no later than 2:00 p.m. CDT on October 14, 2019. See also, Section 5.16 below.

**5.7 ADDENDA/LETTERS OF CLARIFICATION**

- 5.7.1 Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André K. Morrow, C.P.M., CPPB: [Andre.Morrow@houstontx.gov](mailto:Andre.Morrow@houstontx.gov) no later than 12:00 pm (Noon), CDT October 18, 2019. The email subject line should state "QUESTIONS –RTWYNA CSP". The City shall provide written responses to all questions received in writing before the proposal deadline. Questions received from all Proposer(s) shall be answered and sent to all Proposer(s) who are listed as having obtained the RFCSP. Proposer(s) shall be notified in writing of any changes in the specifications contained in this RFCSP.

5.7.2 PROPOSERS WHO SUBMIT A PROPOSAL ON THIS PROJECT SHALL BE PRESUMED TO HAVE RECEIVED ALL ADDENDA/LETTERS OF CLARIFICATION AND TO HAVE INCLUDED ANY COST THEREOF IN THEIR PROPOSALS, REGARDLESS OF WHETHER THEY ACKNOWLEDGE THE ADDENDA OR NOT.

5.7.3 Addenda/Letters of Clarification will be posted online on the Houston Airport System's website.

## **5.8 SUBSTITUTION OF PRODUCTS**

5.8.1 No substitutions of Products will be considered during the proposal period.

## **5.9 PREPARATION OF PROPOSAL**

5.9.1 Proposer must organize Proposal as set out in PART 5 – SUBMISSION REQUIREMENTS – Proposal Organization and Selection Criteria.

5.9.2 Proposer shall fill in applicable blanks in Document 00410A&B – Proposal Form – Parts A & B and Proposal Supplements. In addition, Proposer shall bid all alternatives. Proposer shall properly sign Document 00410B – Proposal Form.

5.9.3 Proposer is responsible for all costs incurred by the Proposer, associated with preparation of its Proposal and compliance with Post-Proposal Procedures.

5.9.4 Proposer may not adjust Cash Allowance amounts.

5.9.5 Proposer may not adjust preprinted price on line items stating "Fixed Unit Price" in the description on the Proposal Form

5.9.6 Proposer may increase preprinted price on line items stating "Minimum Bid Price" in the description on the Proposal Form by crossing out the minimum and inserting revised price on the line above.

5.9.7 Proposer may decrease preprinted price on line items stating "Maximum Bid Price" in the description on the Proposal Form by crossing out the maximum and inserting revised price on the line above.

5.9.8 Proposer shall insert a price no greater than the maximum preprinted range and no less than the minimum preprinted range for line items stating "Fixed Range Unit Price" in the description on the Proposal Form by crossing out prices noted and inserting revised price on the line above.

## **5.10 PROPOSAL SUBMISSION**

5.10.1 The Houston Airport System's Procurement Officer will receive Proposals until 2:00 p.m. CST on November 12, 2019 at:

Supply Chain Management Office  
18600 Lee Road  
Humble, TX 77338.

5.10.2 Proposals submitted after the Proposal Submittal Date will be returned to Proposer unopened.

5.10.3 Proposer shall submit in person or by mail in accordance with Section 5.10.1 Proposal Submission.

5.10.4 Verbal, facsimile or electronic Proposals are invalid and will not be considered.

5.10.5 Proposers shall submit one (1) original (marked original) signed in BLUE ink by the authorized person that is binding the proposed Firm and ten (10) hard copies and ten (10) electronic copies (USB thumb drives) of its proposal with required Proposal Security, and required Proposal Supplements, in a sealed, opaque envelope. In addition, Proposer shall clearly identify Project,

Proposal Date and Proposer's name on the outside of envelope. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed for postal delivery.

5.10.6 Proposer shall submit Document 00470 – Bidder's DBE Participation Plan with the proposal. If the DBE goal is not met, the Document 00471 – Pre-Proposal Good Faith Efforts, and Document 00472 Bidder's DBE Goal Deviation Request form shall also be included in the submission with the RFCSP.

5.10.7 The proposer selected for an award will be the Proposer whose Proposal as presented in the response to the RFCSP, is the most advantageous to the City and offers the best value. The City is not bound to accept the lowest priced Proposal if that Proposal is not in the best interest of the City as determined by the City.

5.10.8 Submission of a Proposal indicates Proposer's acceptance of the evaluation technique and Proposer's recognition that some subjective judgments must be made by the City during the assigning of points.

#### **5.11 PROPOSAL SECURITY**

5.11.1 Proposer shall submit a Proposal Security with its Proposal equal to 10% of the total amount Bid as per Document 00410B – Proposal Form.

5.11.2 Certified Check or Cashier's Check

5.11.2.1 Proposer shall make check payable to the City of Houston

5.11.2.2 A check is submitted on the condition that if Proposer is selected and fails to timely and properly submit documents required in Document 00495 – Post Proposal Procedures, the City will cash the check in accordance with Paragraph 5.12.5.

#### **5.12 PROPOSAL SECURITY BOND**

5.12.1 The Proposal Security must be a valid and enforceable bond, signed by a surety that complies with other requirements set out by law.

5.12.2 The Proposal Security must name the City of Houston as obligee, and be signed by the Proposer as principal and signed and sealed by the surety.

5.12.3 The Proposal Security must be conditioned such that if Proposer is the Selected Proposer and then fails to timely and properly submit documents required in Document 00495 – Post-Proposal Procedures, surety will be obligated to pay to the City an amount in accordance with Paragraph 5.12.5.

5.12.4 Proposal Securitys will be retained until after the Contract is awarded or all Proposals are rejected.

5.12.5 The selected Proposer forfeits Proposal Security if it fails to timely and properly submit documents required in Document 00495 – Post-Proposal Procedures. The City may claim an amount equal to the difference between the Total Bid Price of the defaulting Proposer and the Total Proposal Price of the Proposer awarded the Contract. If Proposal Security is a check, the City will reimburse any remaining balance to the defaulting Proposer.

#### **5.13 SUBCONTRACTORS AND SUPPLIERS**

5.13.1 The City may reject proposed Subcontractors or Suppliers.

5.13.2 Refer to Document 00800 – Supplementary Conditions, for DBE goals.

**5.14 MODIFICATION OR WITHDRAWAL OF PROPOSAL**

- 5.14.1 A Proposer may modify or withdraw a Proposal submitted before the Proposal Submittal Date by written notice to the City Secretary. The notice may not reveal the amount of the original Proposal and must be signed by the Proposer.
- 5.14.2 Proposer may not modify or withdraw its Proposal by verbal, facsimile, or electronic means.
- 5.14.3 A withdrawn Proposal may be resubmitted up to the time designated for receipt of Proposals.

**5.15 PROPOSAL DISQUALIFICATION**

- 5.15.1.1 The City may disqualify a Proposal if the Proposer:
  - 5.15.1.2 fails to provide required Security Deposit in the proper amount;
  - 5.15.1.3 improperly or illegibly completes information required by the RFCSP;
  - 5.15.1.4 fails to sign Proposal or improperly signs Proposal;
  - 5.15.1.5 qualifies its Proposal; or
  - 5.15.1.6 Improperly submits its Proposal including failing to properly complete and submit documents required by Document 00410A&B.
- 5.15.1.7 When requested, Selected Proposer shall present satisfactory evidence that Proposer has regularly engaged in performing construction work as proposed, and has the capital, labor, equipment and material to perform the Work.

**5.16 PRE-PROPOSAL MEETING**

- 5.16.1 A pre-proposal meeting is scheduled to be held at 1:00 P.M., CDT on Tuesday, October 15, 2019 at:  
  
Houston Airport System - Infrastructure Division Office  
111 Standifer Street - HAS IDO Auditorium  
Humble, TX 77338
- 5.16.2 Pre-Proposal Meeting Questions will be due from proposers at October 18, 2019 @ 12:00 P.M., (Noon) CDT.
- 5.16.3 A Site Visit will begin after the Pre-Proposal Meeting. The meeting and site visit are the only opportunity for proposers to see the site prior to the RFCSP Due Date. To facilitate security clearance, HAS requires interested individuals register for the Pre- Proposal Tour by completing and returning Attachment C – Pre-Proposal Tour Registration Form as indicated on the form.
- 5.16.4 All Proposers, subcontractors, and suppliers are invited to attend.

**5.17 CONTRACT AWARD PROCESS**

- 5.17.1 Proposals are opened and publicly read at the Supply Chain Management Office, 18600 Lee Road, Humble, TX 77338 on the Proposal Submittal Date.
- 5.17.2 The Chief Procurement Officer or his designee will publicly identify the names of the Proposers and the monetary amount of the Proposals. Other contents of the Proposals will be afforded security sufficient to preclude disclosure of the contents of the Proposal prior to award.
- 5.17.3 City will evaluate and rank each Proposal satisfying minimum qualifications with respect to the selection criteria contained in Sections 3.4 Minimum Qualifications and 3.5 Evaluation Criteria.



- 5.17.4 After opening and ranking, an award may be made on the basis of the Proposals initially submitted, without discussion, clarification or modification, or, the City may discuss with the Selected Proposer offers for cost reduction and other elements of the Selected Proposer's Proposal. If the City determines that it is unable to reach a contract satisfactory to the City with the Selected Proposer, then the City will terminate discussions with the Selected Proposer and proceed to the next Proposer in order of selection ranking until a contract is reached or the City has rejected all Proposals.
- 5.17.5 The City may not disclose any information derived from the Proposals submitted by competing Proposers in conducting the discussions.
- 5.17.6 The City reserves the right to award a contract for all or any portion of the requirements proposed by reason of this request, or to reject any and all Proposals.
- 5.17.7 The City will send to the Selected Proposer Document 00498-Notice of Intent to Award.
- 5.17.8 The Proposal remains open to acceptance and is irrevocable for the period of time stated in Document 00410A

## **5.18 MISCELLANEOUS PROVISIONS**

- 5.18.1 The City of Houston Fair Campaign Ordinance makes it unlawful for Contractor to offer any contribution to a candidate for City elective office (including elected officers and officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" includes proprietors of proprietorships, all partners of partnerships, and all officers, directors, and holders of 10 percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with each proposal for a City Contract. Proposer shall complete and submit Document 00452 – Form A, Contractor Submission List, City of Houston Fair Campaign Ordinance, with its Proposal to comply with this requirement. See Chapter 18 of the Code for further information.
- 5.18.2 Chapter 15, Article VIII, of the City's Code provides that no contract shall be let, nor any other business transaction entered into, by the City with any person indebted to the City or a qualifying entity, if the contractor or transaction comes within the provisions of Section 15-1 (c) of the Code. Exceptions are provided in Section 15-126 of the Code. Proposer shall complete and submit Document 00455 – Affidavit of Ownership or Control with its Proposal to comply with this requirement.
- 5.18.3 Materials furnished by a Proposer shall become the property of the City and shall be considered public information, except for information that may be exempt from disclosure under the Texas Public Information Act.

## **PART 6 – SUBMISSION REQUIREMENTS**

### **6.1 EACH CSP RESPONSE SHALL BE ORGANIZED IN THE FOLLOWING ORDER:**

#### **6.1.1 Outside Cover**

- 6.1.2 This shall contain the name of the CSP "H37-RTWYNA-2019-002, Contractor for the Reconstruction of Taxiway NA at George Bush Intercontinental Airport Houston (IAH)", the name of the Proposer, and the submittal date. Remember to label the original documents as "**ORIGINAL**"

on the outside cover.

### **6.1.3 Table of Contents**

### **6.1.4 Team Introduction Letter**

6.1.4.1 Letter shall contain a brief summation introducing all individuals proposed for the Team and their proposed role.

### **6.1.5 SECTION 1 – TRANSMITTAL LETTER (1 page maximum)**

6.1.5.1 Submit a transmittal letter to Justina Mann, Procurement Officer, Houston Airport System. The transmittal letter shall state: “The Proposal is valid for 180 days, and that the signer of the document is authorized by the Proposer to sign the document.”

6.1.5.2 The letter shall contain the name and role of all individuals proposed for the Team, and the Proposer must certify that all Key Personnel were selected based on demonstrated competence and qualifications.

6.1.5.3 The letter must include a statement committing the availability of all Key Personnel identified in the RFCSP.

6.1.5.4 One copy of the transmittal letter shall contain the original signature of the team lead.

6.1.5.5 The Proposer’s transmittal letter must acknowledge the receipt of all RFCSP Letters of Clarification or Addenda.

### **6.1.6 SECTION 2 – DESCRIPTION OF FIRM**

6.1.6.1 Provide a general description of the firm including systems, services, and staffing offered, number of employees, office locations, and the number of years in business.

### **6.1.7 SECTION 3 – EXECUTIVE SUMMARY**

6.1.7.1 The Executive Summary should provide an overview of the qualifications necessary to accomplish the Project, which includes a narrative statement of the Proposer’s understanding of the Project and key points in their Proposal. At a minimum, the Executive Summary must contain the following information:

6.1.7.1.1 Complete legal name of the Proposer, the name of the legal entities that comprise the Proposer, and all proposed subcontractors. The Proposer must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices. If the Proposer is made up of more than one firm, the legal relationship between these firms must be described.

6.1.7.1.2 Prepare a narrative statement that describes the Proposer’s understanding of the work involved in performing the Scope of Work that is described in the Project Manual.

6.1.7.1.3 The Proposer shall address its understanding of the following:

6.1.7.1.3.1 Proposed Scope of Work

6.1.7.1.3.2 The complexity, challenges, and problems involved in planning and performing the work associated with the proposed Scope of Work

6.1.7.1.3.3 Description on how to best utilize sub-consultants to achieve project success

6.1.7.1.3.4 Approaches and philosophy of dealing with problems

6.1.7.1.3.5 Experience dealing with key issues

6.1.7.1.3.6 Any additional issues or matters relating to the Scope of Work that the Proposer believes should be addressed

**6.1.8 SECTION 4 – COMPANY EXPERIENCE**

6.1.8.1 Refer to Section 3.5.5

**6.1.9 SECTION 5 – STAFFING/KEY PERSONNEL**

6.1.9.1 Refer to Section 3.5.6

**6.1.10 SECTION 6 – CONSTRUCTION SERVICES**

6.1.10.1 Refer to Section 3.5.7

**6.1.11 SECTION 7 – PRICE PROPOSAL**

6.1.11.1 Refer to Section 3.5.8

**6.1.12 SECTION 8 – OTHER CITY ORDINANCES, POLICIES AND EXECUTIVE ORDERS**

6.1.12.1 Proposers should familiarize themselves with pertinent ordinances, policies and executive orders that relate to contracting with the City. Reference **City Required Documents** for listing.

**6.1.13 SECTION 9 – FINANCIAL CAPABILITIES**

6.1.13.1 **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.**

6.1.13.2 Proposer must provide audited financial statements if they are available. If audited financial statements are not available, Proposer must provide tax returns with unaudited or reviewed financials.

6.1.13.3 Provide a brief statement of the Proposer’s bonding ability to fulfill the obligations.

**6.1.14 SECTION 10 – ADDITIONAL INFORMATION**

6.1.14.1 The Proposer is invited to describe any particular aspects of its organization or submittal that, by way of background, experience, unique qualifications, or other basis would set it apart from the competition in its ability to accomplish the Scope of Work.

6.1.14.2 **Experience Modification Ratio**

6.1.14.3 **OSHA Records**

6.2 If the Proposer believes any information, data, process or other material in its Proposal should be considered by the City to be confidential or proprietary, the Proposer shall identify that material with specificity as to the page and paragraph and on what basis the material is believed to be proprietary or confidential.

**PART 7 – CITY REQUIRED DOCUMENTS AND ATTACHMENTS**

**7.1 FORMS TO BE SUBMITTED WITH PROPOSALS**

00410 Bid Form (Parts A and B)

00450 Bidder’s Statement of DBE Status

00452 Form A: Contractor Submission List - City Of Houston Campaign Finance Ordinance

00455 Affidavit of Ownership Information Form

00457 Conflict of Interest Questionnaire

00460 Pay or Play Program Acknowledgement Form \*

00470 Bidder's DBE Participation Plan \*\*

00471 Pre-Bid Good Faith Efforts \*\*

00472 Goal Deviation Request Form \*\*

00480 Reference Verification Form

00481 Anti-Collusion Statement

\* Link for <http://www.houstontx.gov/obo/popforms.html>

\*\* Link for fillable pdf forms: [http://www.houstontx.gov/obo/docsandforms/Document\\_00470\\_Fillable.pdf](http://www.houstontx.gov/obo/docsandforms/Document_00470_Fillable.pdf)

**7.2 DOCUMENTS TO BE SUBMITTED WITHIN 10 BUSINESS DAYS AFTER RECEIPT OF NOTICE OF INTENT TO AWARD**

00501 Resolution of Corporation

00600 List of Proposed Subs and Suppliers

00601 Drug Policy Compliance Agreement

00604 History of OSHA Actions and List of On-The-Job Injuries

00606 Contractor's Certificate of No Safety Impact Positions

00620 Affidavit of Insurance

00621 Certificate of Insurance (ACORD Form)

00630 Certificate of Compliance with POP program \*\*

00631 POP Program List of Subs \*\*

00632 OBO Certification by Professional Service Provider

00636 Form 1295 – Certificate of Interested Parties

00842 Letter of Intent

**7.3 ATTACHMENTS**

Attachment A – Taxiway NA at IAH Project Manual (PM)

Attachment B – Issued for Bid Design Drawings

Attachment C – Pre-Proposal Tour Registration Form

Attachment D – Key Personnel Resume Checklist

Attachment E – Key Personnel Commitment Letter

Attachment F – Surety Letter of Intent

Attachment G – Resource Loaded Staffing Plan

Attachment H – Project Experience Form

Attachment I – SAMPLE CONTRACT- Refer to Division 520, 700 & 800

Attachment J – Document 00821 Wage Scale And Payroll Requirements For Building Construction

Attachment K – Document 00820 Wage Scale And Payroll Requirements For Engineering Construction

Attachment L – Required Submittal Checklist

**ATTACHMENT A**  
**PROGRAM MANUAL (PM)**

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)**  
**CSP No.: H37-RTWYNA-2019-002**

**ATTACHMENT A**

**PROJECT MANUAL (PM)**

I0907\_IFCSP Volume 1 19-1003.pdf

I0907\_IFCSP Volume 2 19-1001.pdf

I0907\_IFCSP Volume 3 19-1001.pdf

May be obtained electronically at the Houston Airport System website:  
[https://www.fly2houston.com/biz/opportunities/solicitations/.](https://www.fly2houston.com/biz/opportunities/solicitations/)

**ATTACHMENT B**

**Issued for Bid Design Drawings**

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)**

**CSP No.: H37-RTWYNA-2019-002**

**ATTACHMENT B**

**ISSUED FOR BID DESIGN DRAWINGS**

**I0907\_IFB\_Plans\_19-0417.pdf**

**May be obtained electronically at the Houston Airport System website:  
[https://www.fly2houston.com/biz/opportunities/solicitations/.](https://www.fly2houston.com/biz/opportunities/solicitations/)**

**ATTACHMENT C**

**PRE-PROPOSAL TOUR REGISTRATION FORM**

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)  
CSP No.: [H37-RTWYNA-2019-002](#)**

**PRE-PROPOSAL TOUR REGISTRATION FORM**

Attendee Name \_\_\_\_\_

Attendee Name \_\_\_\_\_

Attendee Name \_\_\_\_\_

Company Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

A guided airside tour of Taxiway NA will be held on October 15, 2019 immediately following the Pre-Proposal Conference. The tour will occur on the secured sides of George Bush Intercontinental Airport (IAH); therefore, it will be necessary to escort attendees through the security checkpoint. To facilitate security clearance, HAS requires interested individuals register for the Pre- Proposal Tour. [Please complete and email this form with "TOUR REGISTRATION" in the subject line to:](#)

Houston Airport System  
Attn: Andre' K. Morrow  
[Andre.Morrow@houstontx.gov](mailto:Andre.Morrow@houstontx.gov)

Attendees are to email this form to Andre' Morrow no later than 2:00 p.m. CDT on October 9, 2019 in order to participate in the tour.

**To participate in the tour, attendees must bring current picture identification, such as a driver's license or passport.**

Respondents are requested to limit the number of touring attendees to **no more than three people** per business.



**ATTACHMENT D**  
**KEY PERSONNEL RESUME CHECKLIST**

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)**  
**CSP No.: H37-RTWYNA-2019-002**

**KEY PERSONNEL RESUME CHECKLIST**

Submit individual Resumes for KEY PERSONNEL

**RESPONDENT:** Prime Respondent

**KEY POSITION:**

**NAME:** of Key Personnel

**PROFESSIONAL LICENSE:**

**FIRM:** Employer of Key Personnel

**LENGTH OF TENURE:** with The Respondent or its Sub-Consultant

**TOTAL YEARS OF EXPERIENCE**

**EDUCATION:**

**WORK HISTORY:** Relevant Experience With Similar Projects.

Highlight Projects' Similarities in:

- Scope
- Schedule
- Delivery Methods (In particular, CM)
- Political Environment
- Stakeholder Interaction
- Project Cost/Value
- Experience working with proposed CM team

**REFERENCES:** Provide the reference contacts' name, address, e-mail, phone number, cell phone number, with that person's relationship to the Key Personnel and explain why they are qualified to be a reference on Key Personnel's behalf.

**ATTACHMENT E**  
**KEY PERSONNEL COMMITMENT LETTER**  
**Contractor for the Reconstruction of Taxiway NA**  
**at George Bush Intercontinental Airport Houston (IAH)**

**CSP No.: H37-RTWYNA-2019-002**

[Prime Respondent's Letterhead]

[Date]

Andre' K. Morrow, C.P.M., CPPB  
Senior Procurement Specialist  
Houston Airport System  
Supply Chain Management  
18600 Lee Road  
Humble, TX 77338

**Subject: Letter of Commitment of Key Personnel**

Re: Request for Competitive Sealed Proposals for the Contractor for the Reconstruction of Taxiway NA at IAH - CSP No.: T-H37-RTWYNA-002

Dear XXX,

Reference is made to the Request for Competitive Sealed Proposals for the Contractor for the Reconstruction of Taxiway NA at IAH requirement for certain Key Personnel:

“A letter of commitment signed by a company executive and each key staff member proposed to serve on the project team shall be submitted with the Technical Qualifications Proposal stating that the individual will be committed to the project for its duration should the Proposal be selected.”

Accordingly, [RESPONDENT] and the individuals proposed below hereby provide their commitment to the Request for Competitive Sealed Proposals for the Contractor for the Reconstruction of Taxiway NA at IAH at IAH Project.

Sincerely,

Name  
Title  
Firm

**ATTACHMENT F**  
**SURETY LETTER OF INTENT**

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)**  
**CSP No.: H37-RTWYNA-2019-002**

**[SURETY LETTERHEAD]**

**[Respondent's Letterhead]**

City of Houston

Houston Airport System – SURETY LETTER OF INTENT

RESPONDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

Andre' K. Morrow, C.P.M., CPPB  
Senior Procurement Specialist  
Houston Airport System  
Supply Chain Management  
18600 Lee Road  
Humble, TX 77338

**SURETY LETTER OF INTENT**

**Re: Request for Competitive Sealed Proposals for the Contractor for the Reconstruction of Taxiway NA at IAH at IAH**

Dear Madam:

Surety understands that the Contract will be for an amount of the Total Bid Price. The Performance Bond and Payment Bond will be awarded for One Hundred Percent (100%) of the Contract's Total Bid Price.

By executing this letter, Surety acknowledges that it has reviewed the information in this letter and in the RFCSP and, with knowledge of that information, intends to issue the required Proposal Guaranty to the Respondent, and should the Respondent be awarded the contract, promptly deliver a Performance Bond and Payment Bond for 100% of the Not-To-Exceed amount.

(Signature)

(Type or Print Name)

(Title)

Phone Number:

E-mail Address:

By: Respondent's Business Address:

# ATTACHMENT G RESOURCE LOADED STAFFING PLAN

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)  
CSP No.: H37-RTWYNA-2019-002**

<b>CSP: Contractor for the Reconstruction of Taxiway NA at IAH</b> <b>Resource-Loaded Staffing Plan Form</b>			Month															Total Hours			
			Staff Position	Name of Staff Member	Quantity of Staff for Position	1	2	3	4	5	6	7	8	9	10	11	12		13	14	15
						Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		Hours	Hours	Hours
Pre-Construction Staff During Pre-Construction Services			CMAR																		
Construction Staff During Pre-Construction Services			CMAR																		
Add additional pages to describe each Key Personnel staff position responsibilities. (These sheets must be 11 X 17)																					

**ATTACHMENT H**

**PROJECT EXPERIENCE FORM**

**Contractor for the Reconstruction of Taxiway NA at George Bush Intercontinental Airport Houston (IAH)**

**CSP No.: H37-RTWYNA-2019-002**

**PROJECT EXPERIENCE FORM**

Verify all contacts prior to submittal. Do not leave any spaces blank. Responses such as "N/A" are not acceptable. If not applicable, state "Not Applicable" and explain why. If none, state "NONE."

**PROJECT AND TEAM INFORMATION**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Delivery Method (CMAR, Design Build, etc.): \_\_\_\_\_

**OWNER INFORMATION**

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact (Name & Title): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact (Name & Title): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Manager for Project: \_\_\_\_\_

Superintendent for Project: \_\_\_\_\_

**DESIGN CONSULTANT INFORMATION**

Design Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact (Name & Title): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Manager for Project: \_\_\_\_\_

**ATTACHMENT H**

**PROJECT EXPERIENCE FORM**

**Contractor for the Reconstruction of Taxiway NA at George Bush Intercontinental Airport Houston (IAH)**

**CSP No.: H37-RTWYNA-2019-002**

**CONTRACT INFORMATION (TIME & COST)**

Project Start Date:	Scheduled Completion Date:	Actual Completion Date:	Days Extended Due to Unexcused Delays:
_____	_____	_____	_____
Base Contract Amount:	Adjustment Due to Owner Requested Changes:	Adjustment Due to Other Change Orders:	Final (or Current if Incomplete) Change Amount:
\$ _____	\$ _____	\$ _____	\$ _____

**GENERAL PROJECT DETAILS**

Was the Project for a Public Owner? (Yes or No): \_\_\_\_\_

Did major trade sub-contractors get on board before Design completion? (Yes or No): \_\_\_\_\_

**Did the project include the following? Check applicable boxes.**

<b>Comparable Project Components (airport and non-airport):</b>	<b>YES</b>	<b>NO</b>
A Total Bid Price that is within 4% of the Final Contract Price		
Underground (live and operational) utility relocation		
Work around and / or connecting to existing operational / occupied space		
Energy Savings (Life Cycle Cost Analysis)		
BIM modeling and full BIM Coordination		

Fill this page for Airport Projects being considered as comparable to the NA Taxiway Project.

**AIRPORT PROJECT DETAILS**

Did the project include the construction of Taxiway(s) and Airfield improvements of comparable size and technical complexity to the NA Taxiway project? (Yes or No): \_\_\_\_\_

**PROJECT DESCRIPTION – One (1) Page per project**

Provide (or attach) a brief project description, addressing, where applicable, the project components listed in previous pages:

**ATTACHMENT I**

**SAMPLE CONTRACT – REFER TO DIVISION 700 & 800**

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)  
CSP No.: [H37-RTWYNA-2019-002](#)**

**ATTACHMENT I**

**SAMPLE CONTRACT – REFER TO DIVISION 520, 700 & 800**

**(ATTACHED SEPARATELY)**

**ATTACHMENT J**

**Document 00820 Wage Scale And Payroll Requirements For Engineering Construction**

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)  
CSP No.: [H37-RTWYNA-2019-002](#)**

**Document 00820**

**Wage Scale And Payroll Requirements For Engineering Construction**

**ATTACHED SEPERATELY**



**ATTACHMENT K**

**Document 00821**

**Wage Scale And Payroll Requirements For Building Construction**

**Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)**

**CSP No.: H37-RTWYNA-2019-002**

**Document 00821**

**Wage Scale And Payroll Requirements For Building Construction**

**ATTACHED SEPERATELY**

**ATTACHMENT L**  
**REQUIRED SUBMITTAL CHECKLIST**

Contractor for the Reconstruction of Taxiway NA  
at George Bush Intercontinental Airport Houston (IAH)  
**CSP No.: H37-RTWYNA-2019-002**

Item #	REQUIRED SUBMITTAL	Check (√)
1.	Table of Contents	
2.	Team Introduction Letter	
3.	Section 1 – Transmittal Letter	
4.	Section 2 – Description Of Firm	
5.	Section 3 – Executive Summary	
6.	Section 4 – Company Experience	
7.	Section 5 – Staffing/Key Personnel	
8.	Section 6 – Construction Phase Services	
9.	Section 7 – Other City Ordinances, Policies and Executive Orders	
10.	00410 A Offer 00410 B Total Bid Price	
11.	00450 Bidder’s Statement of DBE Status	
12.	00452 Contractor Submittal List, Fair Campaign Ordinance	
13.	00454 Affidavit of Non-Interest	
14.	00455 Ownership Information Form	
15.	00457 Conflict of Interest Questionnaire	
16.	00460 POP 1 Program Acknowledgement Form	
17.	00470 Bidder’s DBE Participation Plan **	
18.	00471 Pre-Bid Good Faith Efforts **	
19.	00472 Goal Deviation Request Form **	
20.	00480 Reference Verification Form	
21.	Section 9 – Financial Capabilities <b>(To be submitted in separate sealed envelope)</b>	
22.	Section 10 – Additional Information	
23.	Experience Modification Ratio (EMR)	
24.	OSHA Records	