



PRE- SUBMITTAL CONFERENCE

Request For Qualifications (RFQ)

Solicitation No. **H37-OCAMS-2022-004**

ON-CALL ASSET MANAGEMENT SERVICES (OCAMS) for HOUSTON AIRPORT SYSTEM (HAS)

Tuesday, November 16, 2021 @ 2:00 P.M., CST
([Microsoft Teams Video-Conference](#))

WEB MEETING ADDRESS: <https://bit.ly/3watL5O>

André Morrow, C.P.M., CPPB
Sr. Procurement Specialist
Houston Airport System
andre.morrow@houstontx.gov

List of Attendees



Please fill-in the following on the “Q&A” area of MS Teams:

Company Name: _____

Name of Participant: _____

Telephone No: _____

Email Address: _____

Proposing as: Prime _____ or Sub-Contractor _____

Pre-Submittal Meeting Agenda



- I. Opening Remarks
Cathy Vander Plaats
Procurement Officer
- II. Solicitation Overview
Andre' Morrow, C.P.M., CPPB
Sr. Procurement Specialist
- III. Office of Business Opportunity
HAS OBO
- IV. Project Scope and Overview
Scott B. Hill
Director of Maintenance
- V. Questions/Answers
All questions must be submitted in writing via email to SCM, Andre' Morrow

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 ([Andre' Morrow](#)).
- 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-submittal 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

To identify successful experienced and qualified contractors through submission of qualifications to provide various asset management support services on an on-going and on-call basis for multiple infrastructure systems, assets, and components for the Houston Airport System at George Bush Intercontinental Airport, William P. Hobby Airport, Ellington Airport, and various other properties.

The On-Call Asset Management Services will include activities that directly support any of the work assigned to the Infrastructure Division, Maintenance, and Asset Management Business Unit at the Houston Airport System.

A contract resulting from this RFQ would have a term of three (3) years with two (2) 1-year options to extend.

Solicitation Overview



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

Friday, November 19, 2021, 12:00 P.M. (noon), CST

SOLICITATION DUE DATE AND TIME:

Tuesday, December 21, 2021, 2:00 P.M. CST

Add'l Info/Specification Changes



LETTER OF CLARIFICATION(S) (LOC) :

Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André Morrow, C.P.M., CPPB: andre.morrow@houstontx.gov no later than 12:00 P.M. (Noon), November 19, 2021.

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 submittal due date.

Add'l Info/Specification Changes



SOLICITATION FILES:

Solicitation Documents

- RFQ H37- OCAMS-2022-004 On-Call Asset Management Services
- ATTACHMENT A - Sample Contract - On-Call Asset Management Services
(v3 11-2-21A)

Procurement Timeline



Description	Scheduled Date
Date of RFQ (Advertised & Posted on HAS Website)	November 5, 2021
Pre-Submittal Conference	November 16, 2021
Deadline for Questions	November 19, 2021
Letter of Clarification(s) Posted on HAS Website (Estimated)	December 2, 2021
SUBMISSIONS DUE FROM RESPONDENTS	December 21, 2021
Notification of Shortlisted Firms (Estimated)	January 26, 2022
Oral Presentations/Interviews (Estimated)	February 09, 2022
Notification of Intent to Award (Estimated)	February 22, 2022
Council Agenda Date (Estimated)	March 30, 2022
Contract Start Date (Estimated)	April 14, 2022

Submittal Procedures



- **Provide one (1) original submittal** signed in **BLUE** ink and marked “original” along with **eight (8) copies** of the submittal in hard copy **and** on thumb drives.
- **Provide two (2) hard copies** (1-original and 1-copy) of **Firms’ Financial Statements** in a separate, sealed envelope bearing the assigned Solicitation Name and Number.
- All submittals must be delivered to 18600 Lee Road, Humble, TX 77338 by **Tuesday, December 21, 2021 at 2:00 P.M., CST.**
- All submittals must be labeled on the outside of the box: **“RFQ # H37-OCAMS-2022-004 On-Call Asset Management Services For Houston Airport System (HAS)”** and provide all applicable contact information.

RFQ SUBMITTAL REQUIREMENTS



- Each Submittal must be organized and follow the required format as stated in the RFQ.
- Each Section must be appropriately tabbed and inclusive of all required submittals.

RFQ SUBMITTAL REQUIREMENTS



FORMS TO BE SUBMITTED WITH STATEMENT OF QUALIFICATIONS SUBMITTAL

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”: Mayor’s Office of Business Opportunity M/WBE Utilization Report

Exhibit H – 00600 List of Proposed Subs

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 (HHF)

ATTACHMENT B – Required Submittal Checklist

EVALUATION & SELECTION CRITERIA



- Responses will be evaluated by an Evaluation Committee consisting of City of Houston personnel.
- The award of a contract will be made to the Firm(s) offering the response which best meets the needs of the COH and HAS. The COH reserves the right to reject any offer if the Response submitted fails to satisfy the COH that the Respondent is properly qualified to provide the services contemplated as specified.

Evaluation Criteria and Scores



The following criteria will be used in the evaluation to assess and document the degree to which the Submittal meets that criterion and the requirements contained in the Scope of this solicitation:

EVALUATION CRITERIA	MAX SCORE
Firm's Background and Experience Providing Similar Services to Other Airport Operators or Other Major Campus Settings	40
Background And Experience Of Key Personnel	20
Management Approach and Understanding of Scope Requirements	25
Sub-Consultants	15
Minimum Qualifications	Pass/Fail
M/WBE Compliance	Pass/Fail
Financial Capabilities	Pass/Fail
TOTAL	100

MINIMUM QUALIFICATIONS OR REQUIREMENTS (Pass / Fail)

Prior Asset Management / On-Call Experience

1. The prime firm for each of these teams must have served as the prime contractor on at least three (3) asset management contracts and/or on-call asset management assignments at a top 50 airport as defined by the 2019 Airport Council International (ACI) North American Airports Passenger Ranking List (see Appendix) or other major campus settings such as government agency facilities, military installations, educational institutions, or large commercial properties, including but not limited to: airport terminals, shopping malls, hotels, convention centers, sports complexes, and health care facilities during the past seven (7) years.
2. This requirement must be met by the prime firm and may not be met by a combination of firms on a team.
3. Respondent shall clearly identify the Project(s) listed in Section 7.1 - Firm Project Experience that are being submitted as proof to meet Pass/Fail Criteria.



2019 North American Airport Traffic Summary (Passenger) Top 50 Airports



Commercial Passengers

World Ranking	NAM Ranking	Country	City/State	Airport Code	Total Passengers	% Chg 2019-2018
1	1	United States	Atlanta GA	ATL	110 531 300.0	3%
3	2	United States	Los Angeles CA	LAX	88 068 013.0	1%
6	3	United States	Chicago IL	ORD	84 649 115.0	2%
10	4	United States	Dallas/Fort Worth TX	DFW	75 066 956.0	9%
16	5	United States	Denver CO	DEN	69 015 703.0	7%
20	6	United States	New York NY	JFK	62 551 072.0	1%
23	7	United States	San Francisco CA	SFO	57 418 574.0	-1%
29	8	United States	Seattle WA	SEA	51 829 239.0	4%
30	9	United States	Las Vegas NV	LAS	51 691 066.0	4%
31	10	United States	Orlando FL	MCO	50 613 072.0	6%
32	11	Canada	Toronto ON	YYZ	50 496 804.0	2%
34	12	United States	Charlotte NC	YYZ	50 168 783.0	8%
43	13	United States	Newark NJ	EWR	46 336 452.0	1%
44	14	United States	Phoenix AZ	PHX	46 287 790.0	3%
45	15	United States	Miami FL	MIA	45 924 466.0	2%
47	16	United States	Houston TX	IAH	45 276 595.0	3%
53	17	United States	Boston MA	BOS	42 587 664.0	4%
57	18	United States	Minneapolis MN	MSP	39 555 035.0	4%
61	19	United States	Detroit MI	DTW	36 769 279.0	4%
62	20	United States	Fort Lauderdale FL	FLL	36 747 622.0	2%
67	21	United States	Philadelphia PA	PHL	33 018 886.0	4%
75	22	United States	New York NY	LGA	31 084 894.0	3%
89	23	United States	Baltimore MD	BWI	26 992 859.0	-1%
91	24	United States	Salt Lake City UT	SLC	26 808 014.0	5%
92	25	Canada	Vancouver BC	YVR	26 401 443.0	1%
100	26	United States	San Diego CA	SAN	25 216 947.0	4%
102	27	United States	Washington DC	IAD	24 686 236.0	3%
112	28	United States	Washington DC	DCA	23 913 359.0	2%
118	29	United States	Tampa FL	TPA	22 497 953.0	6%
123	30	United States	Honolulu HI	HNL	21 735 558.0	4%

EVALUATION CRITERIA



Financial Capabilities (Pass/Fail)

- Provide audited financial statements or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two fiscal years. At a minimum, include the letter of opinion, balance sheet, schedules, and related auditor's notes.
- Firms that do not have audited financial statements shall submit unaudited financial statements from the previous two years along with federal income tax returns from the previous two years.
- Please note that this is a requirement and a firm's failure to submit this information will result in that firm not being considered for this contract. A firm should not refer HAS to its website or any other database to retrieve this information.

M/WBE Compliance (Pass/Fail)

- As referenced in PART V, Section 14.0 MINORITY AND WOMAN BUSINESS ENTERPRISES (M/WBE) and City Required Documents listed as Exhibits, Attachments, and referenced in PART VII in the RFQ solicitation.

HAS Office of Business Opportunity

has.obo@houstontx.gov

Diversity Requirements

- The M/WBE Goal on this solicitation is 25%.
- M/WBE firms must be certified by the City of Houston Office of Business Opportunity.
- Firms Must Be Certified M/WBE at time of RFQ Submission. If Not Certified M/WBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> or By Phone (832) 393-0600.

Diversity Requirements



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

- 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%

Contact the HAS Office of Business Opportunity if you encounter any problems or have questions. We can help guide you through this process.

Janice Ruley Contract Compliance Supervisor

Janice.Ruley@houstontx.gov 281 233-7853

General Project & Scope Overview

**ON-CALL ASSET MANAGEMENT SERVICES
FOR HOUSTON AIRPORT SYSTEM (HAS)**

Scott B. Hill

**Director of Maintenance
Houston Airports**

Project Scope and Overview



- **Summary**, it is expected that a wide variety of skills and capabilities in On-Call Asset Management Services relating to airports will be required. Assignments will be formulated as needs arise, however the work to be completed by the Consultant primarily includes condition assessments, commissioning, asset inventory, EAMS management, and other technical and non-technical asset management related services. The selected firms must have the ability to assemble team(s) to simultaneously perform multiple tasks as assigned.
- **Anticipated Contract Terms:** A contract resulting from this RFQ would have a term of three (3) years with two (2) 1-year options to extend.
- **Targeted Award Date:** April 14, 2022

Project Scope and Overview (cont'd)



Overview

- **Multiple Professional Services Firms**
- **Asset Management Deliverables:**
 - **Condition Assessment**
 - **Commissioning**
 - **Retro-Commissioning**
 - **Asset Inventory**
 - **Enterprise Asset Management System (EAMS)**
 - **Other Professional Services such as:**
 - Feasibility Studies
 - Analysis
 - Contract/Proposal Development
 - Quality Assurance/Control
 - And Other Technical and/or Non-Technical Asset Management Services

- Narrative Report Of The Asset Condition, Providing Prioritized Recommended Repairs, Rehabilitation, Upgrade And/Or Replacement. Recommendations Grouped Into Standard Categories:
 - Priority: Completion Recommended In 0-3 Years
 - Near Term: Completion Recommended In 4-7 Years
 - Long Term: Completion Recommended In 8+ Years
- A Determination Of The Estimated Value Of Deferred Maintenance, And Current Replacement Value, Of Each System
- Assignment Of Objective Actual Condition Index (ACI) At Systems Level
- Calculated Financial Condition Index (FCI) At Systems Level
- Completed Asset Information Template And Installed Bar Code, Providing Inventory And Condition Data, To Facilitate EAMS Population

Condition assessments, commissioning, retro-commissioning, asset inventory, assessment of risk and vulnerability of assets, and Enterprise Asset Management Systems (EAMS) management

- | | | | |
|---|--|---|---|
| • Building Plumbing | • Security Systems | • Conveyances | • Deicing System (aircraft) |
| • Domestic Water | • Building Envelope (including window wall and roofing) | • Automated People Mover/Train Systems | • Interior and Exterior Lighting |
| • Sanitary Sewer | • Parking Garages | • Airfield Lighting | • ADA and other Code Compliance |
| • Storm Water/Drainage | • Building Emergency Systems | • Airfield Pavement | • Federal, State, and Local Regulations |
| • Building HVAC (including control systems) | • Landscaping Systems | • Airfield FAR 139 | • Various buildings/facilities such as, commercial warehouses, aircraft hangars, underground utilities, habitable tunnel facilities |
| • Building Electrical | • Automated Access Control Systems | • Roadway Pavement (Public and Service) | • Site MEP |
| • Fire/Life Safety (including all applicable codes) | • Automated Baggage Systems (including controls systems) | | |

Includes But Not Limited To

Standard Condition Assessment Deliverables

- Narrative Report Of The Asset Condition, Providing Prioritized Recommended Repairs, Rehabilitation, Upgrade And/Or Replacement. Recommendations Grouped Into Standard Categories:
 - Priority: Completion Recommended In 0-3 Years
 - Near Term: Completion Recommended In 4-7 Years
 - Long Term: Completion Recommended In 8+ Years
- A Determination Of The Estimated Value Of Deferred Maintenance, And Current Replacement Value, Of Each System
- Assignment Of Objective Actual Condition Index (ACI) At Systems Level
- Calculated Financial Condition Index (FCI) At Systems Level
- Completed Asset Information Template And Installed Bar Code, Providing Inventory And Condition Data, To Facilitate EAMS Population

Scope (Continued)

- **Additional Project Requirements**

The Consultant shall furnish all labor, equipment, and supervision necessary to perform the assigned work and services in a timely manner, as requested and ordered in writing by the HAS Director of Maintenance or delegate, in accordance with provisions of the resulting Agreement.

Wood Forest @ FV 15

Scope (Continued)



- **Anticipated Contract Terms:** A contract resulting from this RFQ would have a term of three (3) years with two (2) 1-year options to extend.
- **Targeted Award Date:** April 14, 2022

Wood Forest @ FV 15

Questions



- **Questions to be official must be in writing and submitted to André Morrow via email: andre.morrow@houstontx.gov.**
- **Answers will be posted in HAS website as Letter of Clarification (LOC): <https://www.fly2houston.com/biz/opportunities/solicitations>**

IMPORTANT DATES / TIMES



- **RFQ Submittals Due Date and Time:**
Tuesday, December 21, 2021 at 2:00 P.M., CST.
- **Questions and Requests for Additional Information Due Date: Friday, November 19, 2021 @ 12:00 P.M., (Noon), must be received electronically and directed via email to: andre.morrow@houstontx.gov.**
- **Please include the phrase:**
“QUESTIONS – RFQ # H37-OCAMS-2022-004, On-Call Asset Management Services For Houston Airport System (HAS)” in the subject line and provide all applicable contact information.

HOUSTON AIRPORT SYSTEM

Thank you!