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# PRE-BID CONFERENCE

## INVITATION TO BID (ITB)

**PN 913 HAS IDO BUILDING STANDARDS  
SPACE FIT-OUT**

**SOLICITATION NO. HJA-IDOBLDG-2022-006**

**Jorge Ardines**  
Sr. Procurement Specialist  
Houston Airport System (HAS)

Thursday, April 7, 2022, 1:30 PM

# Pre-Bid Conference Agenda

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- I. Opening Remarks  
Jorge Ardines  
Sr. Procurement Specialist, HAS
  
- II. Solicitation Overview  
Jorge Ardines  
Sr. Procurement Specialist, HAS
  
- III. Project Scope and Overview  
Waldo Maffei, Asset Manager  
Roger Herbert, Project Manager
  
- IV. Questions/Answers
  
- V. Site Visit

# 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.
- Actual and prospective bidders (including their representatives or persons acting on their behalf) are prohibited from contacting members of City Council or any City employees other than the contracting officer.
- Actual and prospective bidders (including their representatives or persons acting on their behalf) are expressly prohibited from offering, presenting or promising gratuities, favors, or anything of value to any member of an evaluation committee or any appointed or elected official or employee of the City of Houston, their families or staff members.
- As part of the solicitation, bidders shall attest that they understand and agree not to contact any members of City Council or City employees – other than the solicitation contact person – during the Quiet Period.
- Only the designated procurement specialist, [Jorge Ardines](#) 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:**

**IDO BUILDING STANDARDS SPACE FIT-OUT (PN 913): Invitation to Bid (ITB):** This project will enable HAS to solicit and procure for a construction contractor. The Contractor will construct an estimated 4,200-SF shell space in the IDO building into office space for the Building Standards Group (BSG) of the Infrastructure Division.

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

**Thursday, April 14, 2022, 3:00 P.M., CST**

**SOLICITATION DUE DATE AND TIME:**

**Thursday, May 19, 2022, 10:30 A.M., CST**

## ADDENDA

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

# Procurement Timeline

<b>Description</b>	<b>Scheduled Date</b>
→ Advertisement of Solicitation	03/25/22
→ Pre-Bid Conference and Site Visit	04/07/22
→ Deadline for Submission of Questions	04/14/22
→ Bid Due Date	05/19/22
→ City Council Agenda Date (Estimated)	08/05/22
→ Contract Start Date (Estimated)	08/29/22



# Submittal Procedures

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**Provide sealed bids, in triplicate, one (1) original** bid signed in **BLUE** ink and marked “original” and **two (2) copies** of the bids.

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 19, 2022.**

Please include the phrase **“ITB No.: HJA-IDOBLDG-2022-006, PN 913 – IDO BUILDING STANDARDS SPACE FIT-OUT”** 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.

# Forms To Be Submitted With The Bid

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

Within 10 workdays after receipt of **Notice of Intent to Award**, successful Bidder shall execute and deliver to HAS documents indicated by an “X” in section 4.0 – A. REQUIREMENTS OF BIDDER in Document 00495 (Post Bid Procedures).

# CONDITIONS OF THE CONTRACT

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## Document 00700 - General Conditions

- General Provisions
- The City
- Contractor
- Administration of the Contract
- Subcontractors and Suppliers
- Construction by the City or by Separate Contractors
- Changes in the Work
- Time
- Payment and Completion
- Safety Precautions
- Insurance and Bonds
- Uncovering and Correction of the Work
- Miscellaneous Provisions
- Termination or Suspension of the Contract

# CONDITIONS OF THE CONTRACT

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## **Document 00800 – Supplementary Conditions**

- General Provisions
- Changes in the Work
- Time
- Payments and Completion
- Insurance and Bonds

# Hire Houston First



This solicitation is subject to the Hire Houston First Program, which gives a preference to certain local bidders in an award of the solicitation. A company must be designated as a City Business (CB) or Local Business (LB) under the Hire Houston First Program prior to Submission.

To be designated as a City Business (“CB”) or as a Local Business (“LB”) for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Declaration** to the Office of Business Opportunity and receive notice that the application has been processed and the appropriate designation (if any) is awarded, prior to the submission of a bid or proposal. Bidders must show evidence of HHF designation (as applicable) prior to, or accompanying, the submission of a bid or proposal.

The absence of a Hire Houston First designation does not preclude a business from bidding on City of Houston contracts.

**Hire Houston First Application and Declaration** from the Office of Business Opportunity Webpage at the City of Houston e-Government Website, located at:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

## INFRASTRUCTURE

**Asset Engineering Division**  
**Waldo Maffei / Asset Manager**  
**Roger Hebert / Sr. Project Manager**

## HOUSTON AIRPORTS INFRASTRUCTURE DIVISION

**Jacobs**  
**Laura Zarea**  
**5985 ROGERDALE RD**  
**HOUSTON, TX 77072**



## OVERVIEW:

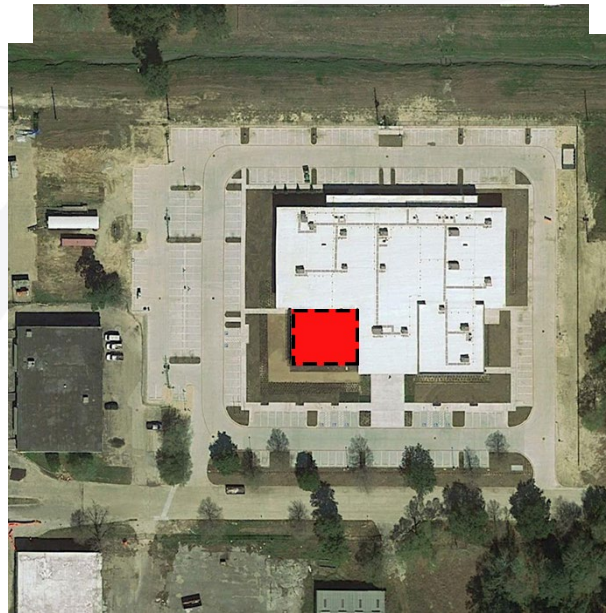
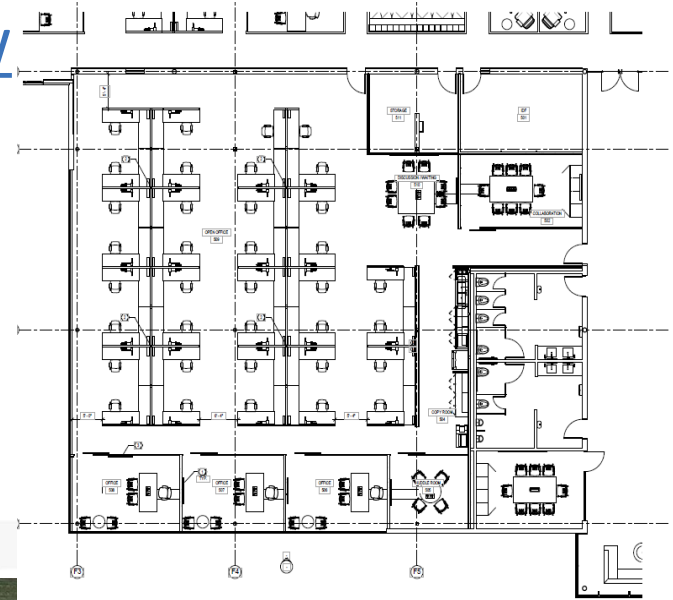
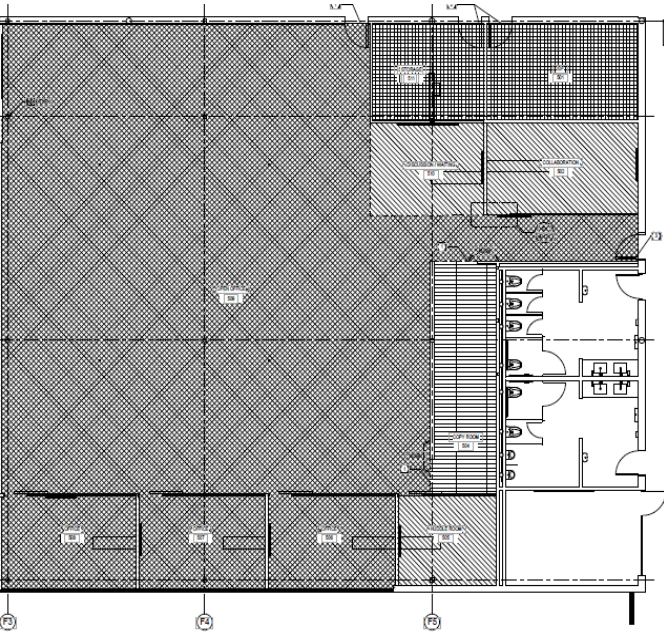
### Project Overview

#### **IDO Build-Out**

The estimated 4,200-SF shell space in the IDO building is to be built into office space to HAS office standards to include the permitting, construction inspection. The full proposed staff members with Cubical, 4 offices, and small kitchen area.

# Project Scope and Overview

## Project Overview



## Project Overview

### **Additional Scope / Information**

- Achieve Substantial Completion within 20 weeks of NTP
- Project requires phasing to perform work because terminals will remain operational during the work.
- Some Construction will be done during nighttime. Daytime quiet work will be carefully coordinated with HAS Project Management team.

# QUESTIONS...

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- In order to be official, questions must be in writing and submitted to Jorge Ardines via email:

[jorge.ardines@houstontx.gov](mailto:jorge.ardines@houstontx.gov)

- Answers will be posted in HAS website as Addendum:

<https://www.fly2houston.com/biz/opportunities/solicitations/102/>

**Site Visit:** A site visit will take place immediately after the pre-bid presentation.

**Reminder to participants:**

**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.**

**THANK YOU**