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# **PRE-BID CONFERENCE**

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

### **PN 762E TERMINAL E SIGNAGE & WAYFINDING PROJECT @ IAH**

**SOLICITATION NO. HKE-TEWAY-2021-014**

**Kristen Elliott  
Sr. Procurement Specialist  
Houston Airport System**

**Wednesday, May 26, 2021, 10:00 AM  
MS Teams Tele-Conference via link:  
<https://bit.ly/3geAiGI>**

# List of Attendees

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

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

Name of Participant: \_\_\_\_\_

Telephone No: \_\_\_\_\_

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

Participating as: Prime \_\_\_ or Sub-Contractor \_\_\_

# Pre-Bid Conference Agenda



- I. Opening Remarks  
Al Oracion  
Interim Division Manager, HAS SCM
  
- II. Solicitation Overview  
Kristen Elliott  
Senior Procurement Specialist, HAS
  
- III. Office of Business Opportunity  
Janice Ruley  
Contract Compliance Supervisor,  
HAS OBO
  
- IV. Project Scope and Overview  
Lorna Clark / Asset Engineering Div.  
Gerardo Velazquez  
Brian Reddy / Jacobs  
Joe Labozan / Labozan Associates

# Procurement Process Reminder

## Quiet Period

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- The Quiet Period begins on the date the solicitation is advertised and extends until an award recommendation appears on a City Council Agenda, or a City Council Committee Meeting Agenda.
- Only the designated procurement specialist, [Kristen Elliott](#), 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:**

The City of Houston, Houston Airport System is seeking a construction contractor for the fabrication & installation of the updated Signage and Wayfinding System for Terminal E at IAH.

# Solicitation Overview (Continued)

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

**Thursday, June 3, 2021, at 3:00 P.M., CST**

**SOLICITATION DUE DATE AND TIME:**

**Thursday, July 8, 2021, 10:30 A.M., CST**

## **ADDENDA:**

**Responses to questions received from potential Bidder(s) and any changes to the scope shall be confirmed in writing and will be posted to the HAS website ([www.fly2houston.com](http://www.fly2houston.com)) prior to submittal due date.**



# Procurement Timeline

<b>Description</b>	<b>Scheduled Date</b>
→ Advertisement of Solicitation	<b>May 14, 2021</b>
→ Pre-Bid Conference and Site Visit	<b>May 26, 2021</b>
→ Deadline for Submission of Questions	<b>June 3, 2021</b>
→ Bid Due Date	<b>July 8, 2021</b>
→ City Council Agenda Date (Estimated)	<b>September 22, 2021</b>
→ Contract Start Date (Estimated)	<b>October 22, 2021</b>

# 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, July 8, 2021.**

Please include the phrase **“ITB No.: HKE-TEWAY-2021-014, PN762E, TERMINAL E SIGNAGE AND WAYFINDING PROJECT @ IAH ”** 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).

It is **extremely** important for you to pay close attention to The Office of Business Opportunity's presentation.

We have been unsuccessful in approving a vendor on past project(s), due to issues with the MWBE plans that have been previously submitted. Please reach out to OBO directly if you have any questions regarding the specified goals and or documents needed to be in full compliance with requirements.

## HAS Office of Business Opportunity

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

## Diversity Requirements

**The MWBE Goal on the Design-Bid-Build Services for this project is 24% (MBE 15% & WBE 9%)**



## Certification

- Participating Firms Must Be Certified MWSBE
- Firms **Must Be Certified MWSBE At Time Of Bid Submission**. If Not Certified MWSBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.

## **PAY OR PLAY PROGRAM**

### Pay or Play (POP) Forms

On July 1, 2007, the Pay or Play (POP) program was implemented by the Mayor, through Executive Order 1-7, in an effort to promote a work environment that supports a quality workforce for employees working on City contracts, and to enhance fairness in the City's bidding process for contracts.

It is the policy of the City of Houston to require certain contractors to either; contribute a designated amount to be used to offset the costs of providing healthcare to uninsured people in the Houston/Harris County area (PAY), or to require certain contractors to provide to certain employees a minimum level of healthcare benefits (PLAY). The Office of Business Opportunity serves as the Administrator of the POP program. Please view the POP Presentation and Pay or Play Program Requirements for more details about the program.

For questions or more information regarding the POP program please contact Gracie Orr at 832.393.0633. If you already know which department will be administering your contract, we strongly encourage you to call that department's POP liaison for information & questions.

## PAY OR PLAY PROGRAM

PAY OR PLAY (POP) FORMS	
POP-1	City of Houston Pay or Play Acknowledgement -- Filled out and submitted with <b>bid packet</b> . Contractor acknowledges POP Program and agrees to comply if they are the successful bidder
POP-2	City of Houston Certification of Compliance with Pay or Play Program -- Filled out and submitted by the <b>successful bidder (Contractor/Subcontractor)</b> . Contractor chooses how they will participate in the POP Program (updated 04.03.2013)
POP-3	City of Houston Pay or Play Program List of Subcontractors -- Filled out and submitted by the <b>successful bidder (Contractor)</b> . List of all subs participating on the project
POP-4	City of Houston Pay or Play Program Contractor / Subcontractor Waiver Request Filled out and submitted by the Department that has the contract. Used as a request for a particular contract that qualifies for a waiver ( <b>Waived upon OBO approval</b> )
POP-5	City of Houston Pay or Play Program Contractor / Subcontractor Reporting Form (Pay Option) Filled out and submitted on a monthly basis by the Contractor that will be participating in the "Pay Option". (updated 12.27.2012)
POP-6	City of Houston Pay or Play Program Department Quarterly Update -- Filled out and submitted by the Department POP Liaison on a quarterly basis. Used to report current POP Contracts. (updated 12.27.2012)
POP-7	City of Houston Pay or Play Program Contractor/Subcontractor Reporting Form (Play Option) - Filled out and submitted on a quarterly basis by the Contractor that will be participating in the "Play Option". (updated 04.03.2013)
POP-8	City of Houston Pay or Play Program Employee Waiver Request -- Filled out by the Contractor or Subcontractor/Employee in effort to request that an employee is waived from the POP Program requirements ( <b>Waived upon OBO approval</b> ) (updated 04.03.2013)
POP-9	City of Houston Pay or Play Self-Insured Request -- Filled out and submitted by a Contractor that is requesting to be considered a self-insured company ( <b>Granted upon OBO approval</b> )

## **INFRASTRUCTURE**

**Lorna Clark / Asset Engineering Division  
Gerardo Velazquez**

## **HOUSTON AIRPORTS INFRASTRUCTURE DIVISION**

### **DESIGNER(S)**

**Brian Reddy / Jacobs  
Joe Labozan / Labozan Associates**

# Project Scope and Overview

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## OVERVIEW:

### Project Overview/ Scope

- Wayfinding in all public areas to include Arrival and Departure levels, Subway Station, Skyway Station, and Concourses
- Work will be phased
- Work will be done at night
- The majority of the interior sign construction will be 1” thick black high-density foamboard with graphics being full-bleed digital print on 3M vinyl film, or approved equal.

# Project Scope and Overview

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## **Scope (Continued):**

- Entry columns into the Skyway area to be illuminated
- Completed Interior signs can be seen in the Terminal D Ticket Lobby for example
- A tour of the public areas at Terminal E will be conducted after this meeting. Anyone desiring to see the secure side (concourses and skyway) may do so, by appointment.

# Project Site Visit

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## Site Visit:

**Time:** Same Day after the pre-bid conference at 1:30 P.M., CST.

**Assembly area:** Terminal E Arrivals, Level 1, at the Starbucks.

# Project Site Visit

## Reminder to participants:

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

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



# Project Scope and Overview

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## Notable:

- Questions?
- Quiet Period
- Thank You and



Good luck

# QUESTIONS...

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- To be official, questions must be in writing and submitted to **Kristen Elliott via email:**

**[Kristen.Elliott@houstontx.gov](mailto:Kristen.Elliott@houstontx.gov)**

- Answers will be posted in HAS website as Addendum:

**<https://www.fly2houston.com/biz/opportunities/solicitations/2017>**