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# PRE-BID CONFERENCE

## INVITATION TO BID (ITB)

### IAH TERM C HELIX RAMP BEARING & MISC. REPAIRS (PN 235A) SOLICITATION NO. H06-HELIXC-2024-006

HAS Infrastructure Division Office (IDO)  
111 Standifer Drive  
Auditorium No. 1  
Humble, TX 77338

**David Martinez, MBA**  
Sr. Procurement Specialist  
Houston Airport System (HAS)

September 28, 2023, 01:00 PM

# Pre-Bid Conference Agenda

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- I. Opening Remarks  
Alfredo “Al” Oracion  
Division Manager
- II. Solicitation Overview  
David Martinez  
Sr. Procurement Specialist
- III. Office of Business Opportunity  
Kellie Irving  
HAS OBO Deputy Assistant Director
- IV. Project Scope and Overview  
Anmar Al Rikabi, PMP, CCM  
Senior Project Manager
- V. Questions/Answers  
All questions must be submitted in writing  
via email to SCM, David Martinez

# Opening Remarks

# Procurement Process Reminder

## Quiet Period

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- 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 ([David Martinez](#)).
- 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:

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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:**

### **IAH Term C Helix Ramp Bearing & Misc. Repairs: Invitation to Bid (ITB):**

This project will be to replace the expansion joints in the West helix and bridges and to install drains on level 4 to relieve ponding issues.

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

**Thursday October 5, 2023, at 12:00 PM, CT**

Must be received electronically and directed via email to:

[david.martinez@houstontx.gov](mailto:david.martinez@houstontx.gov)

Please include the phrase “**QUESTIONS: ITB No. H06-HELIXC-2024-006, “IAH Term C Helix Ramp Bearing & Misc. Repairs”** in the subject line and provide all applicable contact information.

## SOLICITATION DUE DATE AND TIME:

**Thursday November 9, 2023, at 10:30 AM, 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	09/15/2023
→ Pre-Bid Conference and Site Visit	09/28/2023
→ Deadline for Submission of Questions	10/5/2023
→ Bid Due Date	11/9/2023
→ City Council Agenda Date (Estimated)	02/28/2024
→ Contract Start Date (Estimated)	03/28/2024

# 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.

All submittals must be delivered to the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Room P101, Houston, Texas 77002 by **Thursday, November 9, 2023, 10:30 A.M. CT.**

Please include the phrase **“ITB No.: H06-HELIXC-2024-006, PN 235A –IAH Term C Helix Ramp Bearing & Misc. Repairs”** in the subject line and provide all applicable contact information.

- ✈ 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



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

IAH TERM C HELIX RAMP BEARING & MISC REPAIRS  
Project No. 235A

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BID FORM  
PART A

Document 00410A

BID FORM – PART A

To: **The Honorable Mayor and City Council of the City of Houston**  
**City Hall Annex**  
**900 Bagby Street**  
**Houston, Texas 77002**

Project: IAH TERMINAL C HELIX RAMP BEARING & MISC REPAIRS

Project No.: 235A

Bidder: \_\_\_\_\_

(Print or type full name of business entity, such as corporation, LLC, etc)

## 1.0 OFFER

- A. Total Bid Price:** Having examined the Project location and all matters referred to in Bid Documents for the Project, we, the undersigned, offer to enter into a Contract to perform the Work for the Total Bid Price shown on the signature page of this Document
- B. Security Deposit:** Included with the Bid is a Security Deposit in the amount of 10 percent of the Total Bid Price subject to terms described in Document 00200 – Instructions to Bidders.
- C. Period for Bid Acceptance:** This offer is open to acceptance and is irrevocable for 180 days from Bid Date. That period may be extended by mutual written agreement of the City and Bidder.
- D. Addenda:** All Addenda have been received. Modifications to Bid Documents have been considered and all related costs are included in the Total Bid Price.
- E. Bid Supplements:** The following documents are attached:
  - Security Deposit (as defined in Document 00200 – Instructions to Bidders)
  - Document 00450 - Bidder's Statement of MWSBE Status
  - Document 00454 - Affidavit of Non-interest
  - Document 00455 - Ownership Information Form
  - Document 00456 - Bidder's Certificate of Compliance with Buy American Program (required for AIP funded project)
  - Document 00457 – Conflicts of Interest Questionnaire (CIQ)
  - Document 00458 - Bidder's Certificate Regarding Foreign Trade Restriction (required for AIP funded project)
  - Document 00459 - Contractor's Statement Regarding Previous Contracts Subject to EEO (required for AIP funded project)
  - Document 00460 – Pay or Play Acknowledgement Form (POP 1-A)

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).

# Houston Airport System Office Of Business Opportunity

## About Us

Establish M/WBE and DBE Goals

Evaluate Good Faith Efforts

Determine Commercially Use Functions

DBE and MWBE Participation Plans and Letters of Intent

B2GNow

Labor Compliance (Prevailing Wages/Weekly Certified Payrolls)

EEO Requirements and Drug Policy

Hire Houston First Program

Pay or Play (POP)

DBE and ACDBE Certifications

## Diversity Requirements

The MWBE Goals on this project are as follows:

**17.00% (12% MBE, 5% WBE)**

*\*Pertaining to the Build M/WBE Goal, the Proposer may substitute SBE participation of no more than 4% of the MBE or WBE goal or portions of the MBE or WBE goal.*

## Certified Payrolls

The Little Davis Bacon Prevailing Wage Determinations will apply based on state and local guidelines for the **Building** trades.\*\*

**\*\*NOTE:** If there are any underpayments determined during the course of the project there is a \$60 per day per employee penalty for any violations found.



## Certification

Firms **Must Be Certified MWBE At Time Of Proposal Submission.**

If firm is not certified MWBE, they will not count towards contract participation.

Questions about certification:

visit <http://www.houstontx.gov/obo> Or phone (832) 393-0600.

## Certified Firm Directory

**If the prime needs assistance in locating certified firms they can utilize the City of Houston MWBE Online Directory.**

This will allow you to search for firms certified in the areas where subcontracting opportunities exist using descriptions, NAICS codes or company names.

The Directory can be accessed from the City's home page.

<https://houston.mwdbe.com/FrontEnd/searchcertifieddirectory.asp>

## Participation Plan Form 470

**The prime must submit form 470 if they will meet the listed goal of the advertisement for contracts with their submittal using any goal type permitted on the advertisement.**

The Prime must list the firms currently certified, the work they will perform, and the percentage of the goal they will be used to meet.

# HAS OFFICE OF BUSINESS OPPORTUNITY



## Participation Plan Form 470

**BIDDER'S MWSBE PARTICIPATION PLAN**

Document 00470

**BIDDER'S MWSBE PARTICIPATION PLAN**

The Bidder or Proposer shall submit this completed form with the bid to demonstrate the Bidder/Proposer's plan to meet the M/WBE contract goal(s) ("contract goal(s)"). If the Bidder/Proposer cannot meet the contract goal(s), the Bidder/Proposer has the burden to demonstrate "Good Faith Efforts," which shall include correctly and accurately preparing and submitting this form, a Record of Good Faith Efforts (Document 00471), a Request for Deviation from the Goal (Document 00472), and supporting documentation evidencing their "Good Faith Efforts," as required by the City of Houston's Good Faith Efforts Policy (Document 00808). The City will review the Participation Plan and Good Faith Efforts at the time of bid opening. Visit <http://www.houstontx.gov/obc> for more information.

City Advertised Contract Goal	MBE	WBE	<ul style="list-style-type: none"> <li>MBE and WBE Goals are two separate Contract Goals, to be met individually.</li> <li>Any excess of one Goal cannot be applied to meet another Goal.</li> <li>An SBE can be applied to the MBE and/or WBE Goal, but not to exceed 4%.</li> <li>Up to 50% of the Bidder's Participation plan may be met using Suppliers.</li> <li>Up to 50% of the advertised goal may be met at the Prime level if the Prime is a City-certified firm. Bidder must select one (1) certification type for Prime level credit. Prime level participation percentage must not exceed the individual MBE or WBE advertised goal. Prime level credit does not apply to SBE-certified firms.</li> </ul>		
NAICS Code (6 digit)	Description of Work (Plan Sheet #, Unit Price #, Scope of Work #, as applicable)	% of Total Bid Price (2 decimal places; for example: 5.00%)	Services or Supplier	Cert. Type for Goal: MBE, WBE, or SBE	Certified Firm Name Firm Address Contact Name Phone No. and E-Mail
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	<b>USE THIS LINE FOR PRIME LEVEL CREDIT ONLY. CREDIT MUST NOT EXCEED 50% OF THE ADVERTISED GOAL.</b>
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	
				MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>	

**By submitting this form, your firm agrees to enter into formal subcontracting agreement(s) with the MWBE subcontractors/subconsultants listed on this participation plan upon award of a contract from the City.**

Bidder's Participation Plan Total	MBE	WBE	SBE	Authorized Signature: _____
				Printed Name: _____

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<<Bidder or Proposer Name>>  
 00470 - 1  
 Edition Date: 01-18-2022

- Submitted at the time of proposal.
- Captures the MWSBE participation that the Firm commits to achieve for that contract.
- Used for determining whether Proposer has a plan to meet the goal.
- Language added to *specify* the City's separate Contract Goals and how to count MWSBE participation in order to meet the City's MWBE Contract Goal



## **MWBE Prime Level Participation**

Up to 50% of the Advertised Goal may be met if the Prime is a City-Certified firm.

The Proposer must select one (1) certification type for Prime level credit.

Prime level participation percentage must not exceed the individual MBE or WBE.

The Prime must also perform a Commercially Useful Function (CUF) to receive credit for their participation on the project.

## Credit Counting

Prime can use a sub to meet only one goal for the contract, i.e., MBE or WBE or **SBE**. **Subs only get credit for work they perform in which they are performing a commercially useful function (CUF).**

Credit for work subcontracted by your goal credit firm to a non-certified firm may not be counted after award if they do not perform to the standards set to meet CUF.

## Supplier Definitions

Please confirm if the sub is a **manufacturer, supplier with inventory** or **broker**.

Truckers must use at least one of their own trucks on the project to receive credit on the project.

Goal credit subs must perform 50% of the work as a subcontractor or have the merchandise for sale at their showroom if a supplier.

## **Good Faith Efforts**

If you are unable to meet the goal fully then you can submit to the City your efforts to meet the goal and ask that your “Good Faith Efforts” be evaluated. If you are using this option, then we ask that you start documenting all the things your company did to find MWBE participation and the results of your search so that your efforts can be evaluated.

**A copy of the Good Faith Efforts Policy can be found in Section 808 in the Project Manual**



## Pre Bid Good Faith Efforts 471

If prime cannot meet advertised goal as stated, then they will complete forms **470 – 472** in their entirety and submit with their bid.

This allows the prime to document the efforts made to meet the goal. The City will evaluate the prime’s “Good Faith Efforts” to meet the goal if he submits the three forms listed above.

**PRE-BID GOOD FAITH EFFORTS**

[Short Project Name] \_\_\_\_\_  
 WBS No. [WBS No.] \_\_\_\_\_

Document 00471

**PRE-BID GOOD FAITH EFFORTS**

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

A Bidder or Proposer that may be unable to complete or follow a Participation Plan (Document CCD-00470) to meet the Contract Goal in the Supplemental Conditions (Document 00800), must submit this completed form, Goal Deviation Request Form (Document 00472), providing supporting documentation evidencing their "Good Faith Efforts", as required by the City of Houston's Good Faith Efforts Policy (see Document 00808).

The Bidder or Prime Contractor has the burden to demonstrate "Good Faith Efforts" to meet the MWSBE goal, which includes correctly and accurately preparing and submitting this form and other efforts described in the City's Good Faith Efforts Policy (Document 00808). The Office of Business Opportunity will review Good Faith Efforts and Participation Plan after selection of an apparent low bidder.

*UNLESS THE BIDDER'S/PROPOSER'S PARTICIPATION PLAN MEETS THE CONTRACT GOAL, FAILURE TO SUBMIT THIS FORM MAY RESULT IN THE BID BEING FOUND NON-RESPONSIVE.*

NAICS Code	Plan Item No.	MWSBE Type for Goal	Certified Firm Name Address, Phone No. and E-Mail	Certified Firm Contact Person	Methods of Contact	Prime Contact Dates	Certified Firm Response	Results of Contact (why suitable or not suitable for work)
		MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>			Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
		MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>			Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
		MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>			Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
		MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/>			Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Company Name: \_\_\_\_\_

00471-1  
August-2015

## Hire Houston First

Hire Houston First (HHF) is a policy implemented by the City of Houston to award contracts to local companies over non-local companies at the time of contract award if they meet the following criteria:

If contract value is \$100,000 or greater, then contract is awarded to local business that is within 3% of the lowest bid.

If contract value is under \$100,000, then contract is awarded to local business that is within 5% of the lowest bid.

Firms must have the HHF Designation at time of proposal submittal.

Questions: [HireHoustonFirst@houstontx.gov](mailto:HireHoustonFirst@houstontx.gov)

## 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.

## Pay or Play Program Requirements

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>

## HAS OBO Related Questions & Assistance

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

## Final Questions

If there are any questions not answered, please put them in writing to the Project Manager listed in the solicitation and a representative from HAS OBO will provide a written response to you that will be available to all the attendees of the Pre-Proposal Meeting.

## INFRASTRUCTURE

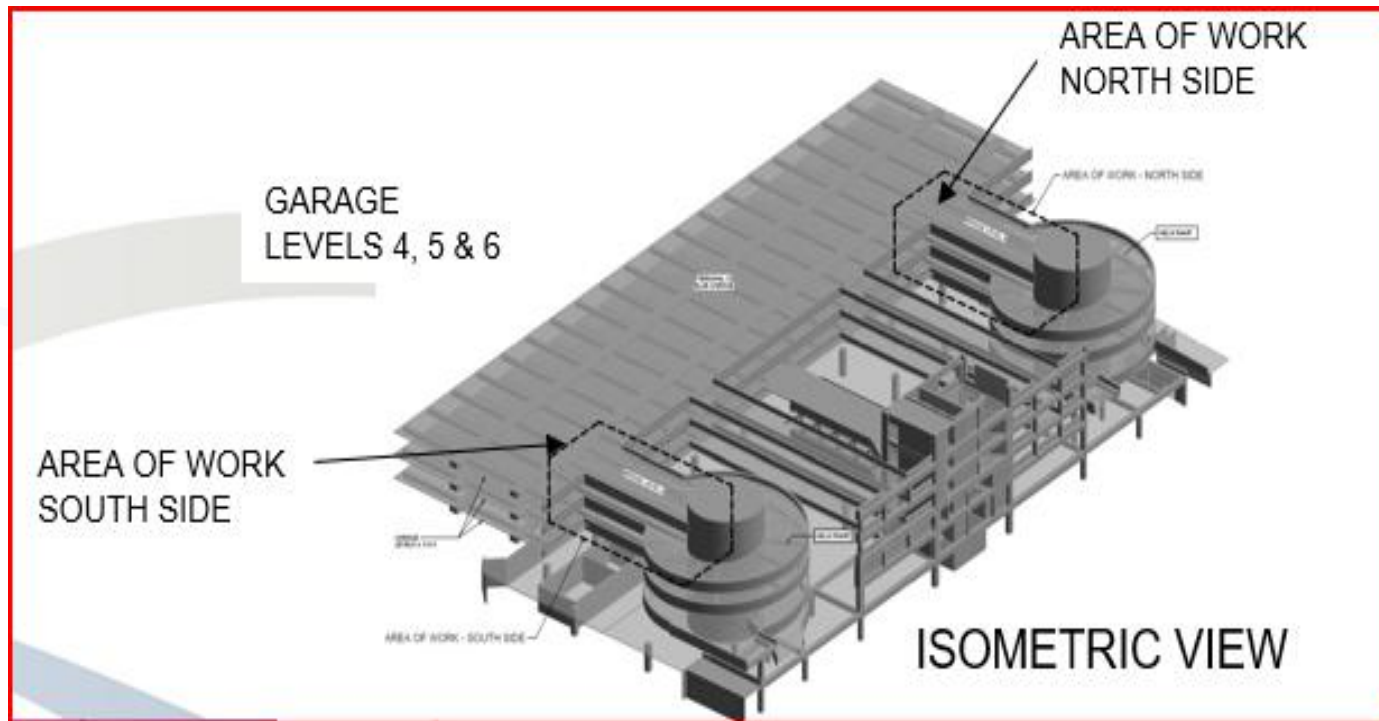
**Asset Engineering Division**  
**Robert Plushnick / Design Manager**  
**Anmar Al Rikabi / Sr. Project Manager**

## HOUSTON AIRPORTS INFRASTRUCTURE DIVISION

**MWA** ARCHITECTS, INC  
**Noe Almaguer, AIA**  
**11767 Katy Freeway, Ste. 430**  
**HOUSTON, TX 77079**

## PROJECT OVERVIEW:

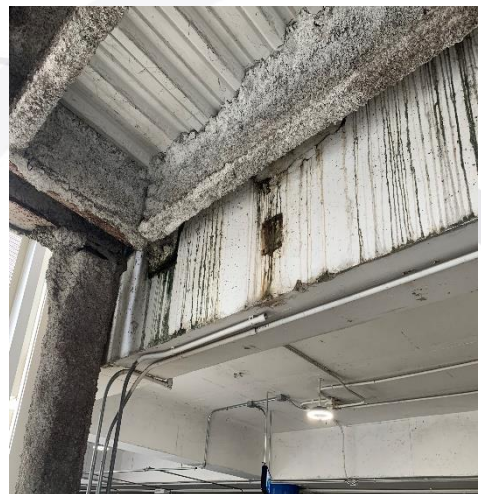
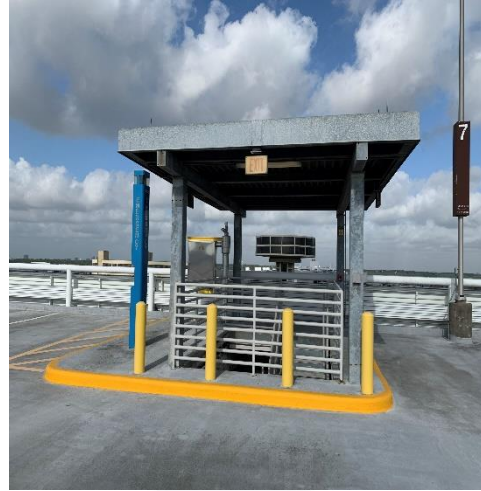
### PN235A-IAH-Terminal C Helix Ramps Beam, Water Repairs & Canopies





# Project Scope and Overview

## Project Overview



## High Level of Project Scope / Information

- Require beams; expansion joints; cracks and spalling repair at the two TC Helix ramp ( Level 4,5 &6).
- Enclose all staircases at Terminal C Parking Garage West and Parking Garage Central.
- Add canopies to roof level elevators lobbies entrances of Parking Garage West and Central.
- Replace failed expansion joints at the West Helixes and Rectangular bridges
- Miscellaneous repairs to some damaged floor drains block out.
- Repair and refurbish the Stairs in Terminal C

**Site Visit:** A Site Visit will begin after the Pre-bid Meeting.

**The site visit is the only opportunity for Bidders to see the site prior to Bid Due Date.**

# QUESTIONS...

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- **In order to be official, questions must be in writing and submitted to David Martinez via email:**  
[david.martinez@houstontx.gov](mailto:david.martinez@houstontx.gov)
  
- **Answers will be posted in HAS website as Addendum:**  
<https://www.fly2houston.com/biz/opportunities/solicitations/2375>

**THANK YOU**