
PRE- PROPOSAL CONFERENCE

REQUEST FOR PROPOSAL (RFP)

CONSOLIDATED RECEIVING AND DISTRIBUTION CENTERS SERVICES SOLICITATION # S19-T29294

Al Oracion
Sr. Procurement Specialist
Houston Airport System

Friday, May 29, 10:00 A.M.
Video Conference via MS Teams

List of Attendees



Please fill-in the following on the “**Conversation**” area of MS Teams:

Company Name: _____

Name of Participant: _____

Telephone No: _____

Email Address: _____

Proposing as: Prime ___ or Sub-Contractor ___

Pre-Qualification Meeting Agenda



- I. Opening Remarks
LaTonja P. Ware
Division Manager
- II. Solicitation Overview
Al Oracion
Sr. Procurement Officer
- III. Office of Business Opportunity
Jason McLemore
Deputy Asst. Director, HAS OBO
- IV. Project Scope and Overview
Mark McMullen
Asst. Concessions Manager
- V. Questions/Answers

Procurement Process Reminder

Quiet Period



- 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, [Al Oracion](#) should be contacted during this time.

PURPOSE:

The City of Houston (City), Houston Airport System (HAS) invites interested firms to submit proposals for the Consolidated Receiving and Distribution Centers at George Bush Intercontinental Airport (IAH) and William P. Hobby (HOU) airports.

Solicitation Overview



SOLICITATION DUE DATE AND TIME:
Thursday, June 18, 2020, 2:00 P.M. CST

**QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION ARE DUE
BY:**
Thursday, June 4, 2020, 4:00 P.M., CST

Must be received electronically and directed via email to:

alfredo.oracion@houstontx.gov

Add'l Info/Specification Changes



LETTER OF CLARIFICATION(s):

Responses to questions received from potential Firm(s) and any changes to the scope shall be confirmed in writing and will be posted to the HAS website (www.fly2houston.com) prior to submittal due date.

Submittal Procedures



Submit two (2) printed copies of the Technical Proposal, including one (1) printed original marked “Original,” signed in blue ink, six (6) electronic copies on separate unreturnable thumb drives sealed in a separate single envelope and one (1) copy of Financial Statements, must be received at the address below no later than Thursday, June 18, 2:00 P.M., CST.

Address to send/submit to

Attn: Al Oracion

Supply Chain Management

18600 Lee Road

Humble, Texas 77338

Please include the phrase **“RFP No. S19-T29294, CONSOLIDATED RECEIVING AND DISTRIBUTION CENTERS SERVICES”** in the subject line and provide all applicable contact information.

Technical Proposal Submittal Requirements



- Each Technical Proposal must be organized and follow the required format as stated in Part IV, Section B – Submission Requirements of the RFP.
- Each item of Section B must be appropriately tabbed and inclusive of all the required submittals.
- Submissions to the RFP must be valid for a period of one-hundred and eighty (180) consecutive calendar days from the date of receipt by the City.
- Forms to be submitted with the Technical Proposal are listed in Part VIII and must be properly and completely filled-up.

Procurement Timeline



Description	Scheduled Date
Advertisement of Solicitation	05/08/20
Pre-Proposal Conference	05/29/20
Questions from Respondents Due to City	06/04/20
Technical Proposal Due from Respondents	06/18/20
Notification of Intent to Award (Estimated)	07/27/20
City Council Agenda Date (Estimated)	09/02/20
Contract Start Date (Estimated)	09/18/20

Evaluation Criteria

- Background and Experience 35 Points
- Operations and Staffing 30 Points
- Customer Service and Management Plan 15 Points
- Price Proposal 20 Points
- **Total Score** **100 Points**
- Financial Stability Pass/Fail
- Reasonableness and Extent of Contract
Exceptions Pass/Fail
- MWBE Requirements Pass/Fail

HAS Office of Business Opportunity

has.obo@houstontx.gov

DIVERSITY REQUIREMENTS

The goals on the project are the following:

MBE Goal – 23%

WBE Goal – 11%

CERTIFICATION

- Participating Firms Must Be Certified MBE or WBE with the City of Houston's Office of Business Opportunity.
- Firms Must Be Certified M/WBE At Time Of Qualification 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.

HOUSTON AIRPORT SYSTEM

Mark McMullen

Assistant Concessions Manager

Project Scope and Overview

Overview:

- Contractor shall provide all services for developing and operating consolidated receiving and distribution centers (CRDCs) services that will meet the City's requirements.
- Contractor shall have a minimum of 5 years' experience in developing and operating CRDCs similar in size and scope in this RFP.
- Contractor shall furnish all labor, parts, tools, materials, equipment, supplies, fixtures, test equipment, personal protective equipment, facilities, performance bond and supervision for services of receiving, handling, and transfer/delivery of goods for CRDCs.

Project Scope and Overview

Scope:

- The selected Proposer shall provide all supervision, personnel, labor, parts, tools, materials, transportation, equipment, supplies, fixtures, testing of equipment, personal protective equipment, facilities, and incidentals for developing and operating CRDCs at the Airports
- The selected Proposer shall be required for choosing the appropriate off-airport site(s) for CRDC's at the Airports

Project Scope and Overview

Scope - continued:

- The selected Proposer shall be responsible for providing turn-key CRDCs
- Management of the CRDC's shall include coordination with the Federal Aviation Administration (FAA), air carriers, and other Federal and State agencies to maintain the highest standards of service and safety to airport patrons.
- All services shall follow the highest standards prevailing in the industry

Questions

- Questions to be official must be in writing and submitted via email to:
alfredo.oracion@houstontx.gov
- Answers will be posted in HAS website as Letter of Clarification:
<http://www.fly2houston.com>

Closing Remarks



CONSOLIDATED RECEIVING AND DISTRIBUTION CENTERS, SOLICITATION # S19-T29294

HOUSTON AIRPORT SYSTEM

Thank you!