



PRE- PROPOSAL CONFERENCE

Request For Proposals (RFP)

Solicitation No. [H93-FTANMS-2023-011](#)

FLIGHT TRACKING AND NOISE MONITORING SERVICES FOR HOUSTON AIRPORT SYSTEM (HAS)

Thursday, November 17, 2022, at 10:00 A.M., CST

HAS Supply Chain Management
Conference Room No. 113
18600 Lee Road, Humble, Texas 77338

Amanda Joseph
Sr. Procurement Specialist
Houston Airport System
Amanda.Joseph@houstontx.gov

Virtual Via MS Teams Tele-Conference: : <https://bit.ly/3U1bq6r>

Pre-Proposal Meeting Agenda



- I. Opening Remarks
Alfredo “Al” Oracion
Division Manager
- II. Solicitation Overview
Amanda Joseph
Sr. Procurement Specialist
- III. Office of Business Opportunity
HAS OBO
- IV. Project Scope and Overview
Jeffery Thiery
HAS IT PMO Project Manager
- V. Questions/Answers
All questions must be submitted in writing
via email to SCM, Amanda Joseph

List of Attendees



Please fill-out 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 _____

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 ([Amanda Joseph](#)).
- 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-proposal 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

This Request for Proposals is to select a qualified firm that will provide HAS a Collaborative Decision Making (CDM) solution that improves performance of the operations team by providing shared situational awareness, monitoring and alerting for airfield operations.

Additionally, an Automatic Dependent Surveillance-Broadcast (ADS-B) surveillance tool is required that provides real-time unrestricted access to flight track and ground vehicle information, as well as track history, to support environmental monitoring and reporting.

Solicitation Overview



SOLICITATION DUE DATE AND TIME:

Thursday, December 22, 2022, 2:00 P.M. CST

QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION ARE DUE BY:

Wednesday, November 23, 2022, 12:00 P.M. (noon), CST

Must be received electronically and directed via email to:

Amanda.joseph@houstontx.gov

Please include the phrase **“QUESTIONS: RFP No. H93-FTANMS-2023-011, Flight Tracking and Noise Monitoring Services”** in the subject line and provide all applicable contact information.

Add'l Info/Specification Changes



LETTER OF CLARIFICATION(S) (LOC) :

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 proposals due date.

Submittal Procedures

- **Submit one (1) original submittal** signed in **BLUE** ink and marked “original” along with **six (6) copies** of the submittal in hard copy **and** on USB thumb drives labeled with the solicitation name and number.
- In a separate, sealed envelope submit "Financial Statements", one (1) stamped "Original" and one (1) copy of its Financial Statements
- All submittals must be delivered to 18600 Lee Road, Humble, TX 77338 by **Thursday, December 22, 2022, 2:00 P.M. CST.**
- All submittals must be labeled on the outside of the box:
“RFP # H93-FTANMS-2023-011 Flight Tracking and Noise Monitoring Services” and provide all applicable contact information, such as the name and address of the Proposer.

RFP SUBMITTAL REQUIREMENTS



- Each Proposal must be organized and follow the required format as stated in Section 12.0 – Proposal Outline and Minimum Content Requirements.
- Each item 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 Proposal are listed in Part VI, Section 14.0 and must be properly and filled out completely.

Procurement Timeline

EVENT	DATE
Advertisement of Solicitation	11/4/2022
Pre-Proposal Conference (In-Person and Virtual Via MS Teams)	11/17/2022
Deadline for Submittal of Questions	11/23/2022
Letter of Clarification(s) Posted on HAS Website	12/9/2022
Response to RFP Due Date	12/22/2022
Oral Presentations (if required)	1/25/2023
Submit to Council for Approval (Estimated)	2/22/2023

Evaluation Criteria - RFP Content



Evaluation Criteria (Table 4)	Max Score
Financial Stability	Pass/Fail
Minimum Required Experience	Pass/Fail
Responsive	Pass/Fail
Responsible	Pass/Fail
Primary Services	25
Implementation Plan and Schedule	15
Optional Services	5
Training Support	15
Technical Support	10
Cost Proposal	30
Total	100
Hire Houston First (Bonus Points)	5

EVALUATION CRITERIA

The Respondents Must Meet The Following Minimum Qualifications: (Pass/Fail)

- The Proposer shall have been in the business of selling, designing, installing, and supporting contemplated services for a minimum of five (5) years.
- The Proposer shall have previously held at least two (2) contracts with an airport, municipality and/or other government entity. This requirement must be met by the prime firm and may not be met by a combination of sub-consultant firms on a team. This experience must also be validated in a letter by the project owner.
- Proposer must pass the above criteria to be evaluated by Evaluation Committee. Proposers that fail to meet the criteria will be removed from further consideration and no further scoring of their submittal will take place.

EVALUATION CRITERIA

Financial Capabilities (Pass/Fail)

- Respondent is required to submit in a separate, sealed envelope, clearly marked “Financial Statements,” one (1) stamped “Original” and one (1) copy of its Financial Statements with its Submittal.
- Respondent must provide audited financial statements for the last two years, if they are available. If audited financial statements are not available, Respondent must provide tax returns and along with unaudited or reviewed financials for the last two years.
- Provide a brief statement of the Respondent’s bonding ability to fulfill the obligations.

RFP SUBMITTAL REQUIREMENTS



FORMS TO BE SUBMITTED WITH PROPOSAL

- 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”: Office of Business Opportunity M/WBE Utilization Report
- Exhibit H – 00600 List of Proposed Subcontractors
- 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
- Attachment A – Scope of Services
- Attachment B – Required Pricing Response Form
- Attachment C – Required Submittal Checklist
- Attachment D – Sample Agreement

HAS Office of Business Opportunity

has.obo@houstontx.gov

MWBE Goal and HHF Requirements



- **MWBE Goal** has been waived for this project.
- **The Hire Houston First (HHF) Program** can be found in the City of Houston’s Code of Ordinances (the “Code”), Ch. 15, Article XI. At the conclusion of scoring proposers, preference points shall be distributed in the following manner:
 - 5 Points: For Proposer firm designated as a Hire Houston First “City Business” (CB);
 - 3 Points: For Proposer firm designated as a Hire Houston First “Local Business” (LB);
 - 0 Points: For Proposer firm not designated as either a “City Business” (CB) or a “Local Business” (LB).

As referenced in PART IV, Section 14.0, Exhibit U – Declaration of Hire Houston First Designation is a required document to be acknowledged and included in the Proposal being submitted.

- **Pay or Play Program** as shown in Exhibit C

HAS OFFICE OF BUSINESS OPPORTUNITY



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

Kellie Irving, Deputy Assistant Director, HAS - Office of Business Opportunity

kellie.irving@houstontx.gov (281) 233-7833

General Project & Scope Overview

RFP No. H93-FTANMS-2023-011

FLIGHT TRACKING AND NOISE MONITORING

ATTACHMENT A

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Project Overview for Flight Tracking and Noise Monitoring Services

Primary Services – The Contractor shall provide the following primary scope of services:

7.1.1 Provide real-time, unrestricted, secure access to all flight-track information for monitoring and reporting.

7.1.2 Provide access (web-based, Software as a Service) to live 24/7 data and gate-to-gate flight-status information, with a minimum 99.5% availability rate.

7.1.3 Provide intuitive, easy-to-use system display, replay, flight track and noise data history (up to 10 years) and history export.

7.1.4 Provide independent flight track and noise data feed for consumption in HAS AODB and/or HAS data warehouse, near real time in AWS via API.

7.1.5 Provide display of multiple terminal areas for situational awareness, performance monitoring and alerting capability.

Scope (Continued)

Project Overview for Flight Tracking and Noise Monitoring Services

- 7.1.6 Provide combined airport and weather data to create singular view of flight track and the airport.
- 7.1.7 Provide robust views of all airborne and airport surface traffic data including military traffic.
- 7.1.8 Provide implementation and integration of solution (SAAS) with HAS operations and technology including available updates through out contract life.
- 7.1.9 Acquire, fuse and display HAS VMAT data.
- 7.1.10 Provide information, data and support for all three HAS airport (IAH, HOU and EFD) operations.
- 7.1.11 Provide aircraft track and emissions to improve environmental compliance.
- 7.1.12 Provide initial, annual and ad hoc training.
- 7.1.13 Provide 24/7/365 Technical Support and Warranty for all software and equipment.

Scope (Continued)

Project Overview for Flight Tracking and Noise Monitoring Services

7.1.14 Provide 30/60/90-day implementation plan and schedule that includes transition, training and data integration activities.

Optional Services – The contractor will propose solution to provide the following optional scope of services:

7.2.1 Provide noise monitors and integrate collected data with solution/software.

7.2.2 Provide ability to create standard or ad hoc custom reports for noise complaints that can be published or shared with the public.

Scope (Continued)

PROJECT DESCRIPTION

Implement a Collaborative Decision Making (CDM) solution that improves performance of the operations team by providing shared situational awareness, monitoring and alerting for HAS airfield operations, as well as potential active noise monitoring and rapid response to public concern.

ESTIMATED PROJECT TIMELINE

- This is a critical project to support HAS operations and should be implemented within (30) days of award as agreed between HAS and the selected Proposer during the RFP process.
- HAS intends to award a contract with a term of five (5) years with two (2) 1-year options to extend.
- HAS may exercise optional services anytime during the base or option periods.

Questions

- Questions to be official must be in writing and submitted to Amanda Joseph via email: amanda.joseph@houstontx.gov.

Please include the phrase **“QUESTIONS: RFP No. H93-FTANMS-2023-011, Flight Tracking and Noise Monitoring Services”** in the subject line and provide all applicable contact information.

- Answers will be posted in HAS website as a Letter of Clarification (LOC):

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

HOUSTON AIRPORT SYSTEM

Thank you!