



PRE-SUBMITTAL CONFERENCE

REQUEST FOR QUALIFICATIONS (RFQ)

ON-CALL DESIGN SERVICES

**at George Bush Intercontinental Airport (IAH),
William P. Hobby Airport (HOU), and Ellington Airport (EFD)**

Solicitation No.: H37-OCDFERP-2024-001

On-Call Design Services for Federally Eligible Reimbursable Projects - DBE Goal: 15%

Solicitation No.: H37-OCDLFP-2024-002

On-Call Design Services for Local Funded Projects – M/WBE Goal: 20%

Geovanny Osorio, AIA, NCARB
Asst. Director – Infrastructure Design
Infrastructure Business Unit
Houston Airport System

Mimi Tsai, AIA, LEED AP BD+C
Chief Architect – Infrastructure Design
Infrastructure Business Unit
Houston Airport System

Andre' Morrow, C.P.M., CPPB
Sr. Procurement Specialist
Supply Chain Management
Houston Airport System

Thursday, April 11, 2024, 10:00 AM (CT)

HAS IDO Building
111 Standifer Drive, Auditorium
Humble, TX 77338



Pre-Submittal Conference Agenda

- | | |
|--|---|
| I. Opening Remarks | Al Oracion, Division Manager
Supply Chain Management |
| II. Solicitation Overview | Andre' Morrow, Sr. Procurement Specialist
Supply Chain Management |
| III. Project Scope and Overview | Geovanny Osorio, Assistant Director
Infrastructure Design
Mimi Tsai, Chief Architect
Infrastructure Design |
| IV. OBO Presentation | Kellie Irving, Deputy Assistant Director
Office of Business Opportunity |
| V. Questions/Answers | |

Solicitation Overview - Purpose

The Houston Airport System (HAS) is seeking multiple highly qualified multi-disciplinary Architectural/Engineering (A/E) firms through these RFQ's to submit Statements of Qualification (SOQ) to perform On-Call Design Services for **local funded projects** and **projects that are eligible for federal reimbursement** for proposed Capital Improvement Program (CIP) projects and other various airport-related and specialized projects at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU), Ellington Airport (EFD), Houston Spaceport (HSP), and various other properties.



Important Dates/Times

Statement of Qualifications Due Date and Time:

Wednesday, May 22, 2024, at 2:00 P.M., (CT)

Questions and Requests for Additional Information Due Date:

Tuesday, April 16, 2024, at 12:00 P.M., (CT)

Questions must be received electronically and directed via email to:

andre.morrow@houstontx.gov

Please include one of the following phrases in the subject line and provide all applicable contact information:

“QUESTIONS - RFQ # H37-OCDFERP-2024-001, for Federally Eligible Reimbursable Projects”

or

“QUESTIONS - RFQ # H37-OCDFERP-2024-002, for Local Funded Projects”

Additional Info/Solicitation Changes

Letter of Clarification(s) (LOC):

Responses to questions received from potential Respondent(s) and any changes to the Scope shall be confirmed in writing and a LOC will be posted to HAS website: www.fly2houston.com prior to the Submittal due date.

No Contact Period

All inquiries regarding this solicitation are to be directed to the designated City Representative ([Andre' Morrow](#)).

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members.

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.

Procurement Timeline

Description	Scheduled Date
Date of RFQ	03/29/2024
Pre-Submittal Conference	04/11/2024
Deadline for Questions	04/16/2024
Letter of Clarification(s) Posted on HAS Website (Estimated)	05/01/2024
Submissions Due from Respondents	05/22/2024
Notification of Shortlisted Firms (Estimated)	06/18/2024
Oral Presentations/Interviews (Estimated)	06/27/2024
Council Agenda Date (Estimated)	08/2024
Contract Start Date (Estimated)	09/2024



Submittal Procedures

One (1) original (marked “original”) signed in BLUE ink, seven (7) printed copies, and eight (8) electronic copies (USB thumb drives) of its SOQ of the submittals **AND in a separate, sealed envelope, clearly marked “Financial Statements”, **one (1) stamped “Original” and one (1) copy of its Financial Statements** with its Submittal will be received at the address below **not later than 2:00 P.M. (CT), Wednesday, May 22, 2024:****

**Houston Airport System Administration Building
16930 John F Kennedy Blvd.
Houston, Texas 77032
Attn: Cathy Vander Plaats, Aviation Procurement Officer**

All submittals must be labeled on the outside of the box with the Respondent’s name and the name of the project.

Submittal Format

Each SOQ must be organized and follow the required format as stated in the RFQ.

Each Section must be appropriately tabbed and inclusive of all required submittals.

OUTSIDE COVER shall contain the name and RFQ # of the Solicitation, the name of the Respondent, and the submittal date. Remember to label the original documents as “*ORIGINAL*” on the outside cover.

Submittal Requirements

SECTION 1 – TRANSMITTAL LETTER (Maximum of 1 Page)

The transmittal letter shall state: “The Submittal is valid for 180 days, and that the signer of the document is authorized by the Respondent to sign the document.”

The letter shall contain the name and role of all individuals proposed for the Team.

The Respondent must certify that all Key Personnel were selected based on demonstrated competence and qualifications.

One copy of the transmittal letter shall contain the original signature of the team lead.

The Respondent’s transmittal letter must acknowledge the receipt of all RFQ Letters of Clarification.

Submittal Requirements

SECTION 2 – DESCRIPTION OF FIRM

Provide a general description of the firm including systems, services, and staffing offered, number of employees, office locations, and the number of years in business.

SECTION 3 – EXECUTIVE SUMMARY

The Executive Summary should provide an overview of the qualifications necessary to accomplish the project, which includes a narrative statement of the Respondent's understanding of the project and key points in their Statement Qualifications.

If the Respondent believes any information, data, process or other material in its SOQ should be considered by the City to be confidential or proprietary, the Respondent shall identify that material with specificity as to the page and paragraph and on what basis the material is believed to be proprietary or confidential.

Submittal Requirements

SECTION 4 – MANAGEMENT APPROACH AND UNDERSTANDING OF SCOPE,

[Refer to Section 6.13](#) This should include the proposed effort for completing work on schedule and in budget, include the methods the Respondent would use to coordinate its work with other consultants and contractors whose work must interface or connect with work performed by the Respondent.

SECTION 5 – FIRM’S BACKGROUND AND EXPERIENCE PROVIDING SIMILAR SERVICES TO OTHER MUNICIPALITIES OR GOVERNMENT ENTITIES, (to be revised in LOC)

[Refer to Section 4.0 and 6.14](#) Respondent shall provide a description of a minimum of three (3) projects and/or On-Call [Aviation](#) design assignments at a ~~top 30 airport~~ [at a municipality or other government entity](#) during the past five (5) years. This requirement must be met by the prime firm and may not be met by a combination of firms on a team.

SECTION 6 – BACKGROUND AND EXPERIENCE OF KEY PERSONNEL,

[Refer to Section 6.15](#) Submit detailed resumes for the proposed project manager and key staff personnel including key personnel of sub-consultants.

SECTION 7 – SUB-CONSULTANTS,

[Refer to Section 6.16](#) The resources and capabilities of each member of the sub-consultant team must be described in the SOQ.

Submittal Requirements

SECTION 8 – OTHER CITY ORDINANCES, POLICIES AND EXECUTIVE ORDERS

Respondents should familiarize themselves with pertinent ordinances, policies and executive orders that relate to contracting with the City. Reference PART VII – City Required Documents for listing.

SECTION 9 – FINANCIAL CAPABILITIES

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. Provide one (1) USB thumb drive of the Financials submitted.

SECTION 11 – ADDITIONAL INFORMATION

The Respondent is encouraged to describe any particular aspects of its organization or submittal that, by way of background, experience, unique qualifications, or other basis that would set it apart from other firms in its ability to accomplish this particular Scope of Services.



Evaluation & Selection Criteria

Responses will be evaluated by an Evaluation Committee consisting of City of Houston personnel.

The RFQ's published criteria will be used in the evaluation to assess and document the degree to which the Statements of Qualifications submitted meets that criterion and the requirements contained in this Architectural/ Engineering Scope.

The award of a contract(s) will be made to the Respondent(s) offering the response which best meets the needs of the COH and HAS. The COH reserves the right to reject any offer if the Response submitted fails to satisfy the COH that the Respondent is properly qualified to provide the services contemplated as specified.

Evaluation & Selection Criteria

Respondents meeting the Minimum Qualifications of the designated and specified RFQ shall be evaluated as follows: **RFQ # H37-OCDFERP-2024-001 On-Call Design Services for Federally Eligible Reimbursable Projects.**

Evaluation Criteria (Pass/Fail)	
Minimum Qualifications or Requirements	Pass/Fail
DBE Compliance	Pass/Fail
Financial Capabilities	Pass/Fail
Evaluation Criteria (Scored)	
Management Approach and Understanding of Scope	25
Firm's Background and Experience Providing Similar Services to Other Municipal or Government entities	30
Background and Experience of Key Personnel	30
Sub-Consultants	15
TOTAL	100



Evaluation & Selection Criteria

Respondents meeting the Minimum Qualifications of the designated and specified RFQ shall be evaluated as follows: **RFQ # H37-OCDLFP-2024-002 On-Call Design Services for Local Funded Projects.**

Evaluation Criteria (Pass/Fail)	
Minimum Qualifications or Requirements	Pass/Fail
M/WBE Compliance	Pass/Fail
Financial Capabilities	Pass/Fail
Evaluation Criteria (Scored)	
	Max Score
Management Approach and Understanding of Scope	25
Firm's Background and Experience Providing Similar Services to Other Municipal or Government entities	30
Background and Experience of Key Personnel	30
Sub-Consultants	15
TOTAL	100
Hire Houston First (<i>maximum bonus points</i>)	5



Submittal Requirements

On-Call Design Services

*Geovanny Osorio, AIA, NCARB
Infrastructure -Assistant Director
Design Management*



On Call Design Services *Overview*

Purpose

The City of Houston (City), Houston Airport System (HAS), is interested in seeking Architectural/Engineering (A/E) firms to provide On-Call Design Services For Federally funded projects, and Locally funded projects in support of activities and operations at facilities owned and operated by the City of Houston including George Bush Intercontinental Airport, William P. Hobby Airport, Ellington Airport, Houston Spaceport, and various other HAS properties.



ON CALL DESIGN A/E FIRMS

HAS endeavors to select highly qualified A/E firms to include the following disciplines:

- Architectural Services
- Structural Engineering
- Mechanical Engineering
- Interior Design
- Civil Engineering
- Geotechnical Engineering
- Budget Compliance and Cost Estimation
- Electrical Engineering
- Topographical Surveying
- Plumbing Engineering
- Subsurface Utility Engineering (SUE)
- Commissioning
- Accessibility – TAS/ADA
- Sustainability

On Call Design Services Overview

- On-Call Design Services Contract: Current vs. New comparison
- Contract Term: 5 years (3+1+1) = Performance based!
- Sunset Clause: 30 months extension past contract expiration date
- Meet / Exceed minority participation requirements – DBE & M/WBE
- Turn-Key Design Services – 5 Stars!
Includes: Pre-Design, SD, DD, CD, Permits / Bidding, CA Services, Closeout
- Highly Qualified Teams & Personnel - Experienced SMEs with right attitude, Team synergy, and right solutions for successful projects delivery
- Looking for “A” Team, not Team 8
- Preferred Client Status - No bait & switch
- Local Presence & Representation a must!

PROJECT SCOPE AND OVERVIEW

The City is looking to award contracts based on a variety of skills and capabilities. Assignments will be formulated as needs arise and may include, but are not limited to, these disciplines:

- Architectural Services
- Structural Engineering
- Mechanical Engineering
- Interior Design
- Civil Engineering
- Geotechnical Engineering
- Budget Compliance and Cost Estimation
- Electrical Engineering
- Topographical Surveying
- Plumbing Engineering
- Subsurface Utility Engineering (SUE)
- Commissioning
- Environmental
- Sustainability
- Landscape Architecture
- Wayfinding Signage
- Constructability Reviews
- Vertical Transportation
- QA/QC – Design
- Horizontal Transportation
- Investigative Discovery
- Moisture Protection and Forensic
- Sustainability
- Scheduling
- Governing Agency Code Compliance
- Construction Administration
- Technology (HAS I.T. Standards)
- Other support services

Historical and Current Project Type Examples

Examples of Past / Current Projects:

- IAH & HOU Restroom Refresh / Upgrades
- IAH / HOU Conveyances Upgrades
- IAH / HOU HVAC Efficiency Upgrades
- Terminal Ceiling Replacement
- HOU Eco Park Lighting Project
- Airfield Drainage Study & Upgrades
- IAH / HOU / EFD Drainage Master Plan
- IAH TA/TB Skyway Station Flooring Improvements
- Houston Spaceport Access Road Expansion
- IAH ARFF 92 – New Construction
- HOU ARFF 81 – Renovation / Upgrades
- IAH (ICC) Integrated Coordination Center
- IAH Kenswick Road Intersection Design
- IAH Central Utility Plant Upgrades
- IAH / HOU Passenger Loading Bridges
- EFD TSU Flight School Hangar

Typical Project Types:

- Office Remodeling
- Restroom Remodeling
- Wayfinding and Signage
- Parking Lots / Pavement Repair
- Interior Design
- Roofing / Building Envelope Design
- Airfield Runway / taxiway Repairs & Renovations
- Electrical Modifications
- MEP Modifications
- Structural Modifications / Repairs

HAS Mission Statement

“We exist to connect the people, businesses, and economies of the world to Houston. Establish Houston as a 5-star global air service gateway where the magic of flight is celebrated.”

5 Stars!



Houston Airport System

Office of Business Opportunity

(HAS OBO)



Staff

Kellie Irving	Deputy Assistant Director
Tyrece Simms	Pay or Play Liaison
Leon White	Staff Analyst
Desiree Williams	Supervisor of Contract Compliance – Contract and Labor
Josette Safi-Kilonda	Senior Business Development Coordinator – Contract and Labor
Feven Damer	Business Development Coordinator - Certification
Courtne Lawrence	Business Development Coordinator - Certification

Overview

To **promote the utilization** of Disadvantaged Business Enterprises (DBEs) in Department of Transportation (DOT) Federal Aviation Administration (FAA) financially-assisted contracts and Minority and Women, and Small (M/W/SBEs) in City of Houston funded contracts.

To **improve access** to HAS contract opportunities for M/W/S/DBE companies.

To **ensure compliance** with local and federal mandates.

On-Call Design Services Goals

The Houston Airport System's Office of Business Opportunity is committed to creating a level playing field. A level playing field is achieved through various means to include setting utilization goals on contracts.

On-Call Design Services contracts have separate distinct contract goals.

- On-Call Design Services for Federally Eligible Funded Projects has a **15% DBE Goal**
- On-Call Design Services for Locally Funded Projects **20% M/WBE Goal**

On-Call Design Services Scope of Work

The City is looking to award contracts based on a variety of skills and capabilities. Assignments will be formulated as needs arise and may include, but are not limited to, these disciplines:

- Architectural Services
- Structural Engineering
- Mechanical Engineering
- Interior Design
- Civil Engineering
- Geotechnical Engineering
- Budget Compliance and Cost Estimation
- Electrical Engineering
- Topographical Surveying
- Plumbing Engineering
- Subsurface Utility Engineering (SUE)
- Commissioning
- Environmental
- Sustainability
- Landscape Architecture
- Wayfinding Signage
- Constructability Reviews
- Vertical Transportation
- QA/QC – Design
- Horizontal Transportation
- Investigative Discovery
- Moisture Protection and Forensic
- Sustainability / Commissioning
- Scheduling
- Governing Agency Code Compliance
- Construction Administration
- Technology (HAS I.T. Standards)

On-Call Design Services Scope of Work Evaluated for Goals

Engineering Services	NAICS Code 541330
Architectural Services	NAICS Code 541310
Landscape Architectural Services	NAICS Code 541320
Graphic Design Services	NAICS Code 541430
Environmental Consulting Services	NAICS Code 541620
Other Scientific and Technical Consulting Services	NAICS Code 541690
Regulation, Licensing, and Inspection of Miscellaneous Commercial Sectors	NAICS Code 926150
Security Systems Services (Except Locksmiths)	NAICS Code 561621



Applying for City of Houston Certification Timeline

City of Houston OBO – Certification Unit certifies firms meeting the criteria for M/W/S/DBE Certification.

MWSBE Certification requires an online application and can range between **60-120 days** for processing.

DBE Certification require an online application and can range between **30-120 days** for processing.

Should you identify a subcontractor eligible for certification but not yet certified, please urge them to apply online as soon as possible at [City of Houston - Mayor's Office - Office of Business Opportunity \(mwdbe.com\)](https://www.mwdbe.com).

Outreach

To assist Prime Contractors with identifying certified M/W/DBEs to participate on contracts as subcontractors:

HAS OBO provides a series of educational workshops informing all interested individuals including M/W/DBEs on accessing HAS contracting opportunities.

HAS OBO will offer additional outreach activities regarding the On-Call Design Services contracts as we near advertisement and proposal due dates.

Questions?

Thank you for Attending!