



PRE-SUBMISSION CONFERENCE

Request for Qualifications (RFQ)

Solicitation No. [H93-EFDTFA-2024-003](#)

DESIGN-BUILD SERVICES FOR THE TEXAS SOUTHERN UNIVERSITY (TSU) FLIGHT ACADEMY AT ELLINGTON AIRPORT (EFD)

Thursday, August 31, 2023, at 1:00 P.M., CT

Lonestar Flight Museum Events Center
11551 Aerospace Avenue
Houston, Texas 77034

Amanda Joseph
Sr. Procurement Specialist
Houston Airport System

Amanda.Joseph@houstontx.gov

Pre-Submission Meeting Agenda



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

Opening Remarks



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-submission 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 of clarification or addendum issued by Supply Chain Management.

Solicitation Overview



Solicitation Purpose

Houston Airport System (HAS) is seeking Statements of Qualifications (SOQ) from experienced and qualified firms to design and build an aircraft hangar, educational facility wing, vehicle parking, driveway aprons and landscaping.

Solicitation Overview



SOQ SUBMISSION DUE DATE AND TIME:
Thursday, September 28, 2023, 2:00 P.M. CT

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

Wednesday, September 6, 2023, 12:00 P.M. (noon), CT

Must be received electronically and directed via email to:

Amanda.joseph@houstontx.gov

Please include the phrase **“QUESTIONS: RFQ No. H93-EFDTFA-2024-003, Design-Build Services for the TSU Flight Academy at Ellington Airport”** 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 RFQ due date.

Submittal Procedures



- **Submit one (1) original submittal** signed in **BLUE** ink and marked “original” along with **ten (10) 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 16930 John F Kennedy Blvd, Houston, TX 77032 by **Thursday, September 28, 2023, 2:00 P.M. CT.**
- All submittals must be labeled on the outside of the box:
“RFQ No. H93-EFDTF A-2024-003 Design-Build Services for the TSU Flight Academy at Ellington Airport” and provide all applicable contact information, such as the name and address of the Proposer.

RFQ SUBMITTAL REQUIREMENTS



- Each SOQ must be organized and follow the required format as stated in Section 11.5 – Statement of Qualifications Format and Content.
- Each item must be appropriately tabbed and inclusive of all the required submittals. The Required Submittal Check Sheet is on page 52 of the RFQ.
- Submissions to the RFQ 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 SOQ are listed in Part VI, Section 18.0 and must be properly and filled out completely.

Procurement Timeline



EVENT	DATE
Date RFQ Published	8/18/2023
Pre-Submission Conference	8/31/2023
Questions from Respondents Due to City	9/06/2023
Letter of Clarification(s) Posted to HAS Website	9/14/2023
Step One – SOQ Submission Due from Respondent	9/28/2023
Notification of Shortlisted Firms (Estimated)	10/10/2023
Step Two – Technical and Cost Proposals Due (Estimated)	10/23/2023
Oral Interview/Presentation (Estimated)	11/02/2023
Negotiation (Estimated)	11/10/2023
City Council Agenda Date (Estimated)	11/29/2023
Contract Start (Estimated)	1/11/2024

Evaluation Criteria - RFQ Content



Step 1: RFQ Evaluation Criteria	Weights
Similar Project Experience	15 points
Project Approach	15 points
Firm(s) Qualifications	15 points
Project Team Qualifications	20 points
Design Services of Aircraft Hangar, Educational Facility, Parking and Landscaping	10 points
Management and Staffing Plan	15 points
Project Controls	10 points
TOTAL SCORE	100 Points
Financial Capabilities	Pass/Fail
Safety Record (Experience Modification Ratio)	Pass/Fail
OSHA Citations	Pass/Fail
M/WBE Plan (Design Services)	Pass/Fail

EVALUATION CRITERIA



Fees or pricing shall not be submitted in Response to Step One of this RFQ, as defined by Texas Government Code 2269 for a Two-Step Design-Build selection process. If fees, prices, or cost are included in Step One of this RFQ, the Response will be deemed non-responsive.

The City reserves the right to cancel this RFQ, accept or reject, in whole or in part of any SOQs received in the best interest of the City.

RFQ SUBMITTAL REQUIREMENTS



Refer to page 52 of the RFQ document:

TAB #	Required Submittal Check Sheet	Check (√)
1.	Table of Contents	
2.	Introduction Letter / Cover Letter	
3.	Letter of Transmittal	
4.	Executive Summary	
5.	Project Approach	
6.	Similar Project Experience	
7.	Firm Qualifications	
8.	Project Team Qualifications	
9.	Design Services for the TSU Flight Academy at Ellington Airport (EFD)	
10.	Management and Staffing Plan Services	
11.	Project Controls	
12.	Financial Capabilities	
13.	Safety Record (Experience Modification Ratio)	
14.	OSHA Citations	

RFQ SUBMITTAL REQUIREMENTS



FORMS TO BE SUBMITTED WITH STATEMENT OF QUALIFICATION

- Exhibit A – Offer and Submittal
- Exhibit B – Bidder's Statement of MBE/WBE/PDBE/DBE/SBE Status (00450)
- Exhibit C – Affidavit of Non-Interest (00454)
- Exhibit D – Ownership Information Form (00455)
- Exhibit E – Pay or Play Acknowledgement Form (00840)
- Exhibit F – Anti-Collusion Statement
- Exhibit G – Conflict of Interest Questionnaire (00457)
- Exhibit H – RFQ Statement of Qualification/RFQ Letter of Clarification Acknowledgement
- Exhibit I – Surety Letter of Intent
- Exhibit J – Required Submittal Checklist
- Exhibit K – Respondent Contact Directory
- Exhibit L – Reference Verification Form
- Exhibit M – Bidder's M/WBE Participation Plan (00470) - Design
- Exhibit N – Pre-Bid Good Faith Efforts - Document (00471) - Design
- Exhibit O – Bidder's MWSBE Goal Deviation Request (00472) – Design

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:

Design	-	MWBE	26.00%
Build	-	M/WBE	TBD*

*Pertaining to the Build M/WBE Goal, the Respondent 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 RFQ 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

<<ShortPrjName>>
WBS NO. «WBSNo»

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.houstonx.gov/bsa> for more information.

City Adversised Contract Goal	MBE	WBE	<ul style="list-style-type: none"> • MBE and WBE Goals are two separate Contract Goals, to be met individually. • Any excess of one Goal cannot be applied to meet another Goal. • An SBE can be applied to the MBE and/or WBE Goal, but not to exceed 4%. • Up to 50% of the Bidder's Participation plan may be met using Suppliers. • 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.
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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"/>	USE THIS LINE FOR PRIME LEVEL CREDIT ONLY. CREDIT MUST NOT EXCEED 50% OF THE ADVERTISED GOAL
				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
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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 RFQ due date.
- 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 RFQ submittal.

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 proposal.

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

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

Questions: 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 bid packet . 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 successful bidder (Contractor/Subcontractor) . 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 successful bidder (Contractor) . 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 (Waived upon OBO approval)
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 (Waived upon OBO approval) (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 (Granted upon OBO approval)

HAS OBO Related Questions & Assistance

has.obo@houstontx.gov

Final Questions

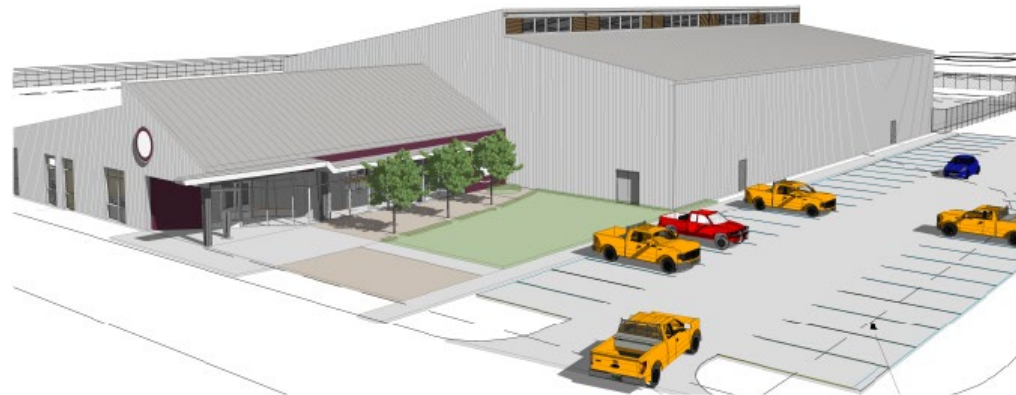
If there are any questions not answered, please put them in writing to the Senior Procurement Specialist listed in the solicitation and a representative from HAS OBO will provide a written response to you that will be available to all the attendees of the Pre-Submission Meeting.

Project Scope and Overview

General Project & Scope Overview

RFQ NO. H93-EFDTF A-2024-003

DESIGN-BUILD SERVICES FOR THE TSU FLIGHT ACADEMY AT



PROJECT DESCRIPTION

The Houston Airport System (HAS) has identified an existing proposed site at Ellington Airport (EFD) to be used for an Aircraft Hangar and Educational Facility. Scope will be:

- Aircraft Hangar to park approximately fifteen (15) Group 1 aircraft (140' X 160' X 28' clear height)
- An Educational Wing (90' X 60'). Classrooms / offices / wkstations /RR & Breakroom
- Parking for approximately 20 vehicles & aircraft apron to east. Limited landscaping.
- A gated chain-link fencing secured facility from the Air Operations Area (AOA) per HAS standards.
- Connections to existing Utilities

CONTRACT TIME

The contract time for design 90 calendar days and construction 275 calendar days for a total of 365 calendar days.

Phase 1

New Facility Design, Permitting and Construction Services:

This phase will commence shortly after award of the Contract and upon issuance of a Notice to Proceed (NTP) by the City and in accordance with the accepted Guaranteed Maximum Price (GMP) for producing the Final Design, Permitting and Construction based on the documents in appendix B.

Phase 2

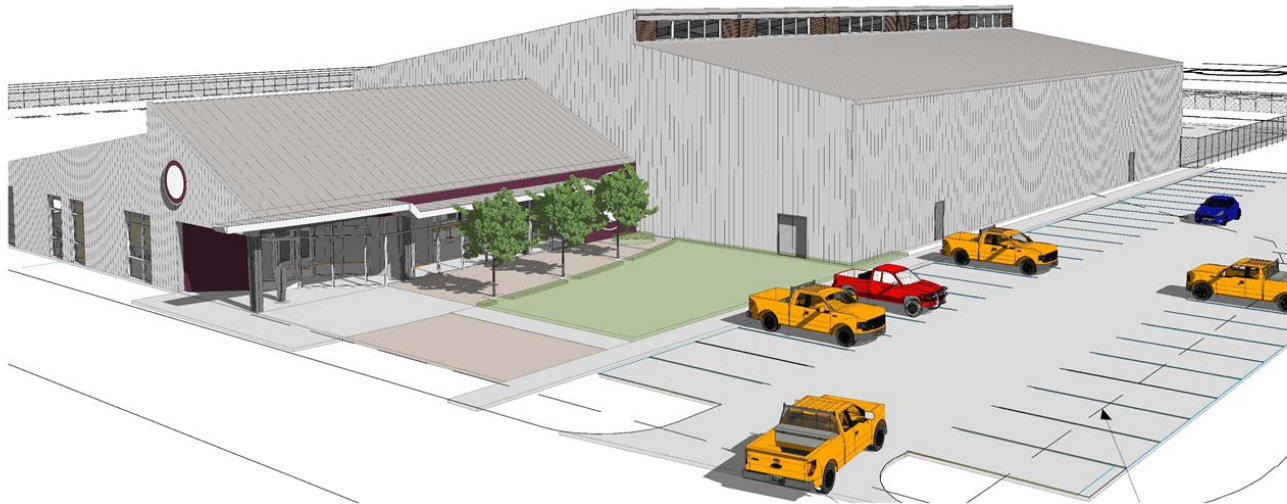
New Construction Services:

- The Phase 2 – Construction NTP is constrained completion of Design and obtaining permit approvals.
- Therefore, Phase 2 will commence only upon issuance of building permits by the City and will be completed in accordance with the Scope of Work.
- Phase 2 of construction includes the build out of the new hangar, educational wing and site work, and any other required items for complete buildout and full occupancy.

TSU TEXAS SOUTHERN UNIVERSITY FLIGHT ACADEMY @ ELLINGTON

BRIDGING DOCUMENT_03 AUGUST 2023

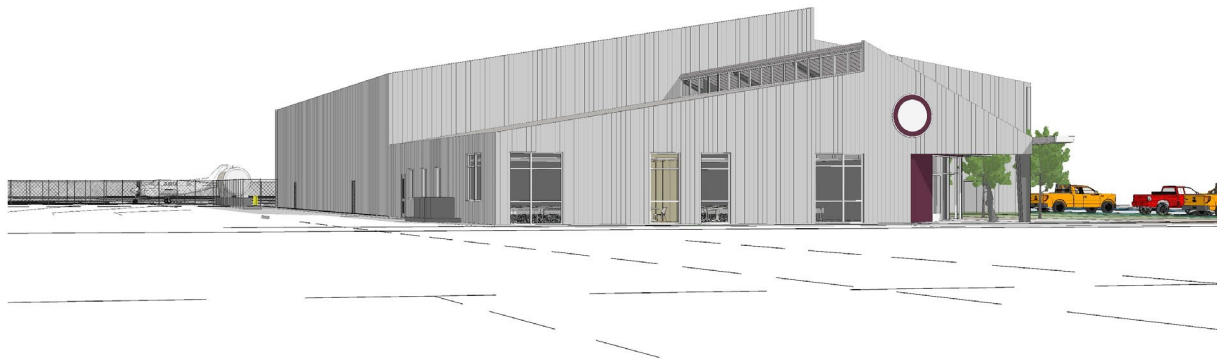
Sheet Index	
Sheet Number	Sheet Name
General	
C100	COVER
C101	PRESENTATION VIEW_ENTRY
C102	PRESENTATION VIEW_FROM SOUTH
C103	PRESENTATION VIEW_FROM WEST
C104	
C105	SITE PLAN
C106	SITE PLAN_3D
Architecture	
A100	ARCHITECTURAL OVERALL PLAN
A101	ARCHITECTURAL FLOOR PLAN_ACADEMY
A101_A	ARCHITECTURAL FLOOR PLAN_ACADEMY INTIAL
A102	ARCHITECTURAL FLOOR PLAN_HANGAR
A103	ARCHITECTURAL ROOF PLAN
A201	ARCHITECTURAL BUILDING ELEVATIONS
A202	ARCHITECTURAL BUILDING ELEVATIONS
A301	ARCHITECTURAL BUILDING SECTIONS
A302	ARCHITECTURAL BUILDING SECTIONS
L101	ARCHITECTURAL ENLARGED VIEWS



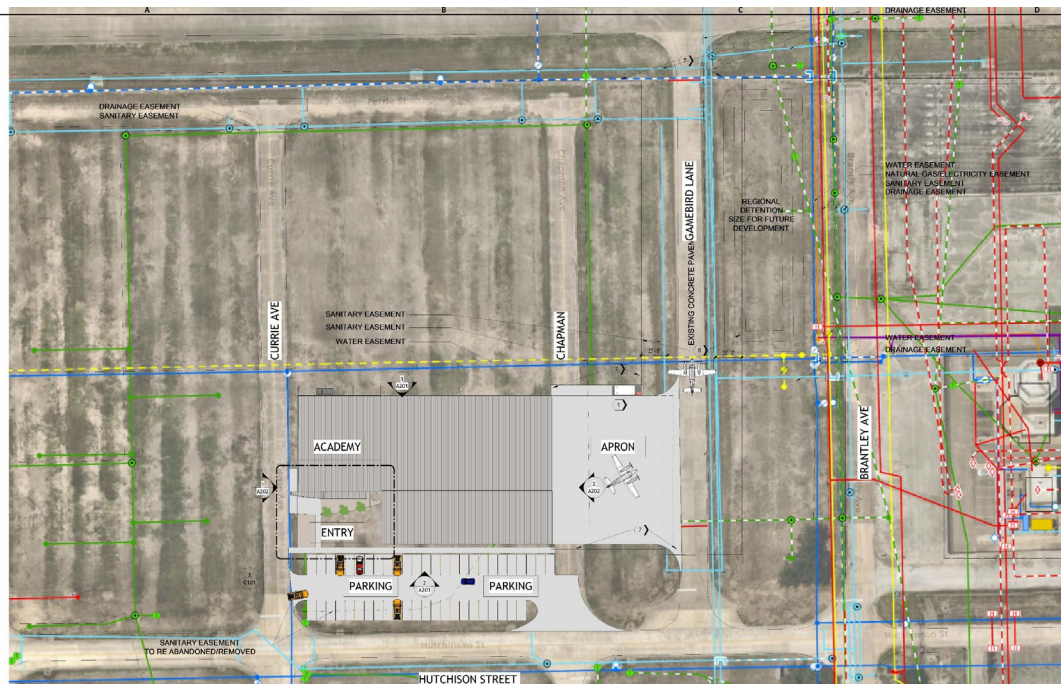




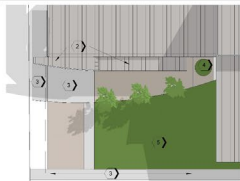
3 VIEW FROM SOUTH



① VIEW FROM WEST



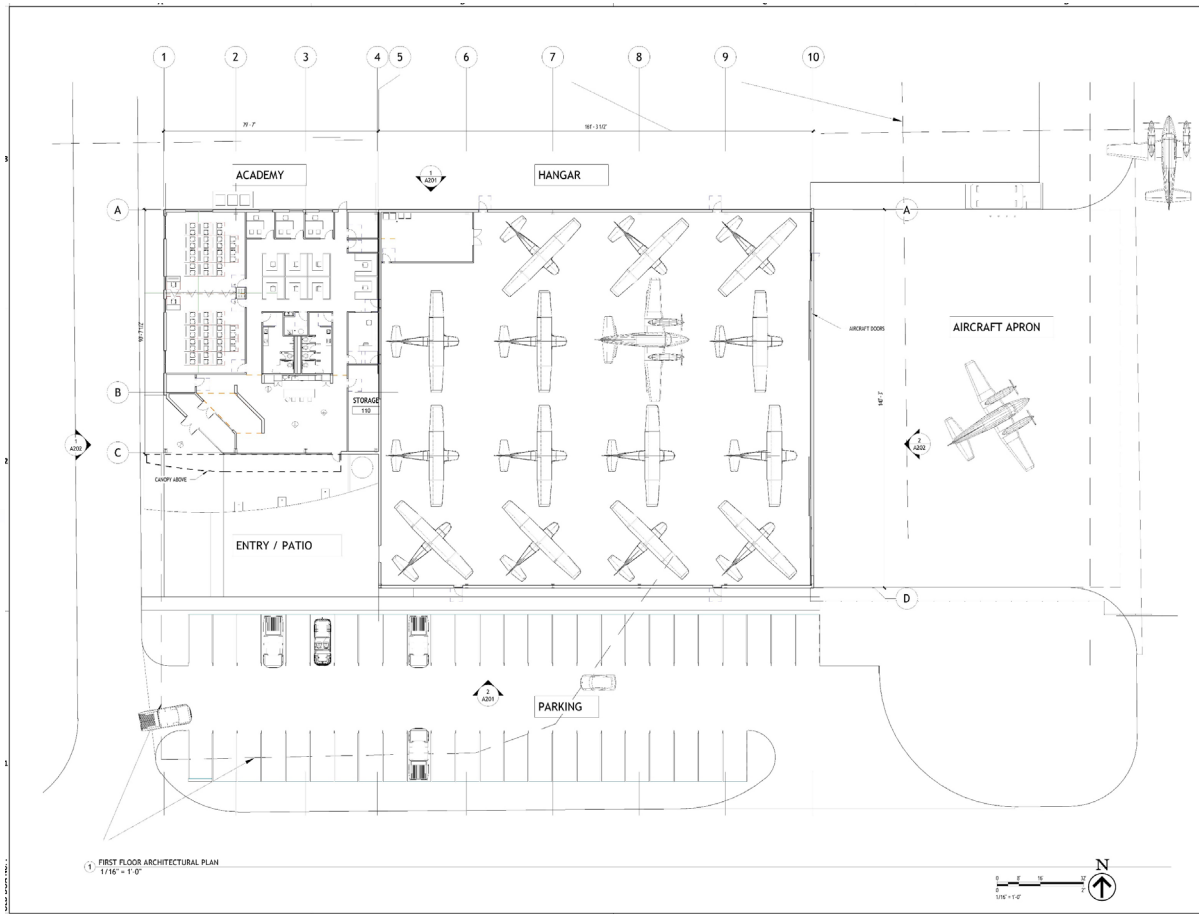
1 SITE PLAN
1" = 40'-0"

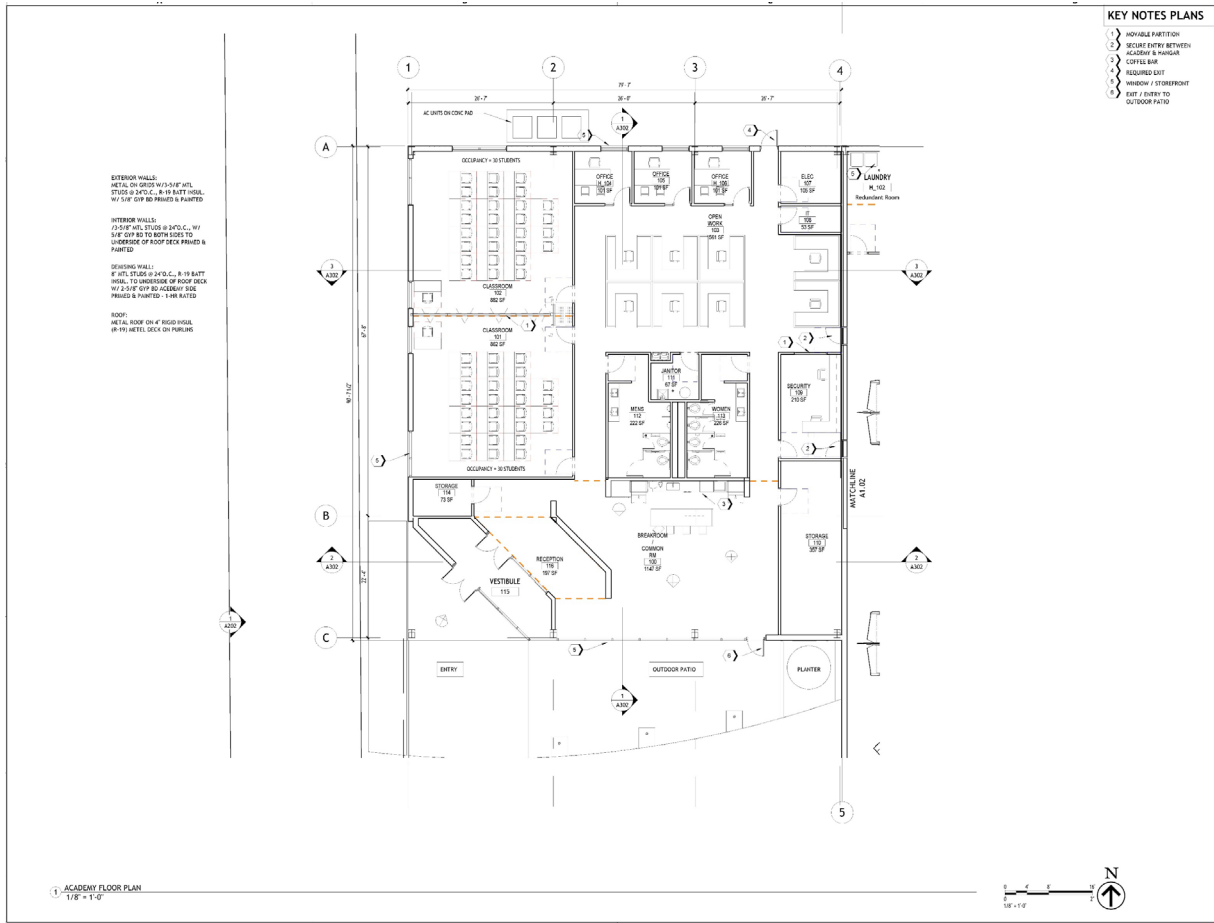


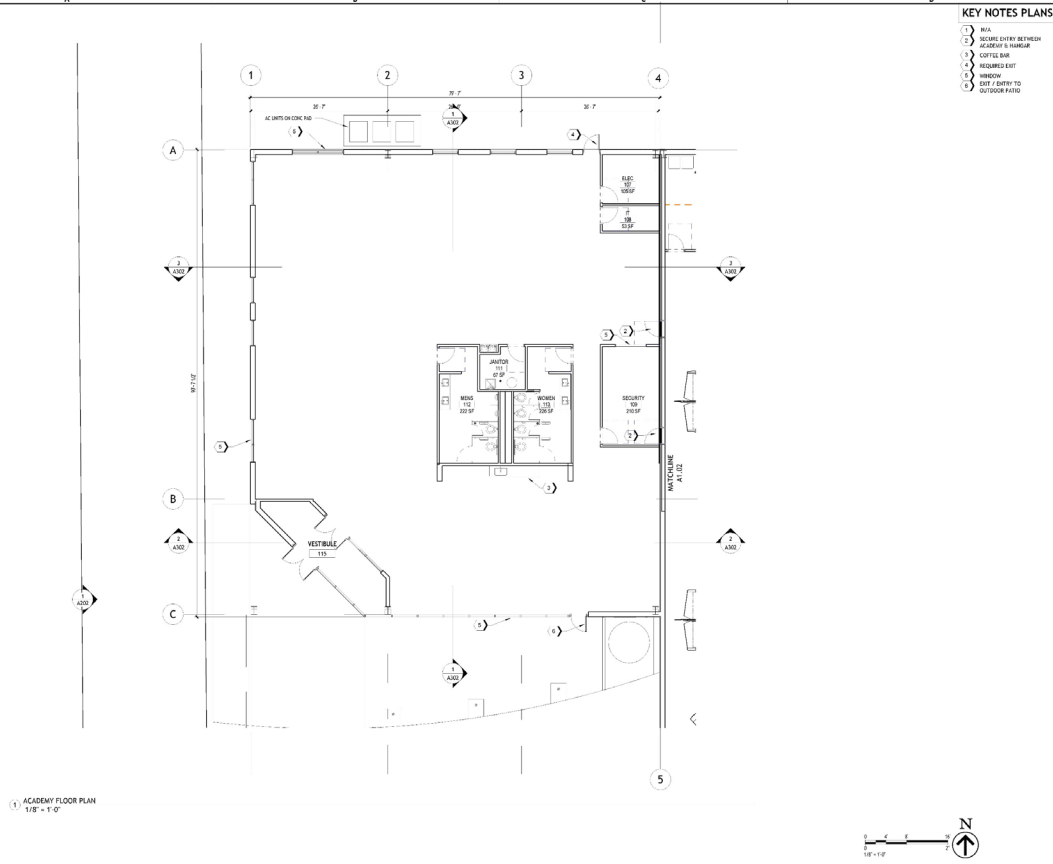
KEY NOTES SITE PLAN

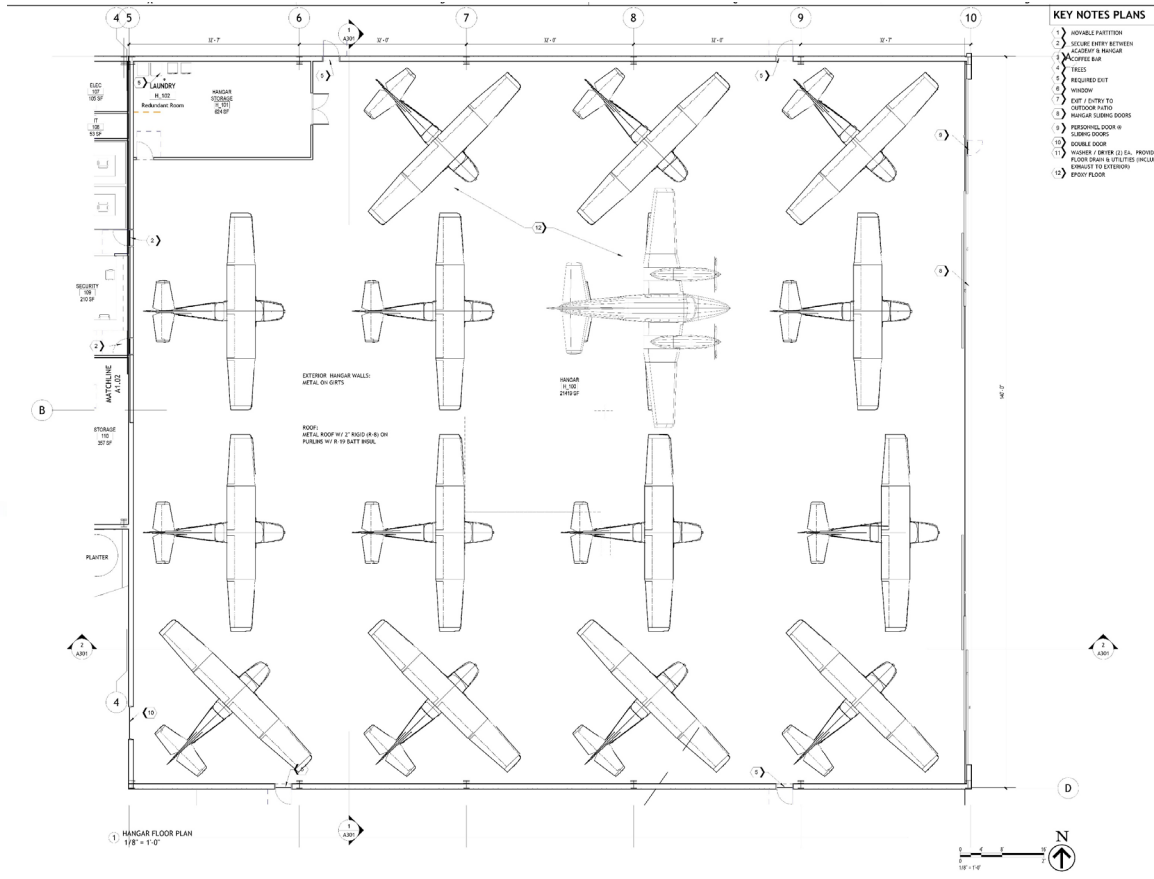
- (1) FUEL STATION
- (2) ENTRY CANOPY
- (3) CONCRETE PAVING
- (4) PLANTER
- (5) LANDSCAPING
- (6) HOT OILS
- (7) AIRFIELD FENCING
- (8) AIRFIELD FENCING NOTE: FENCING ALONG AIRFIELD ROUTE TO AIRFIELD MUST BE 50 FT FROM AIRFIELD PER 25 FT MINIMUM. CONSIDER LARGEST AIRCRAFT TO BE ACCOMMODATED.

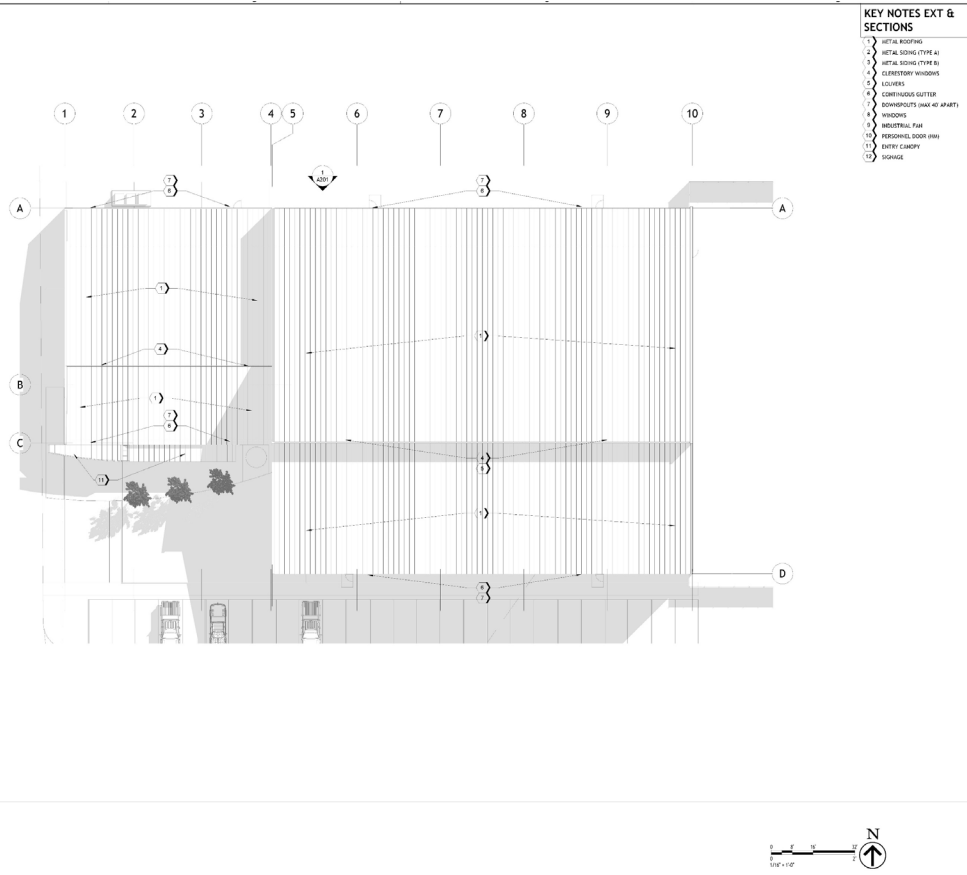




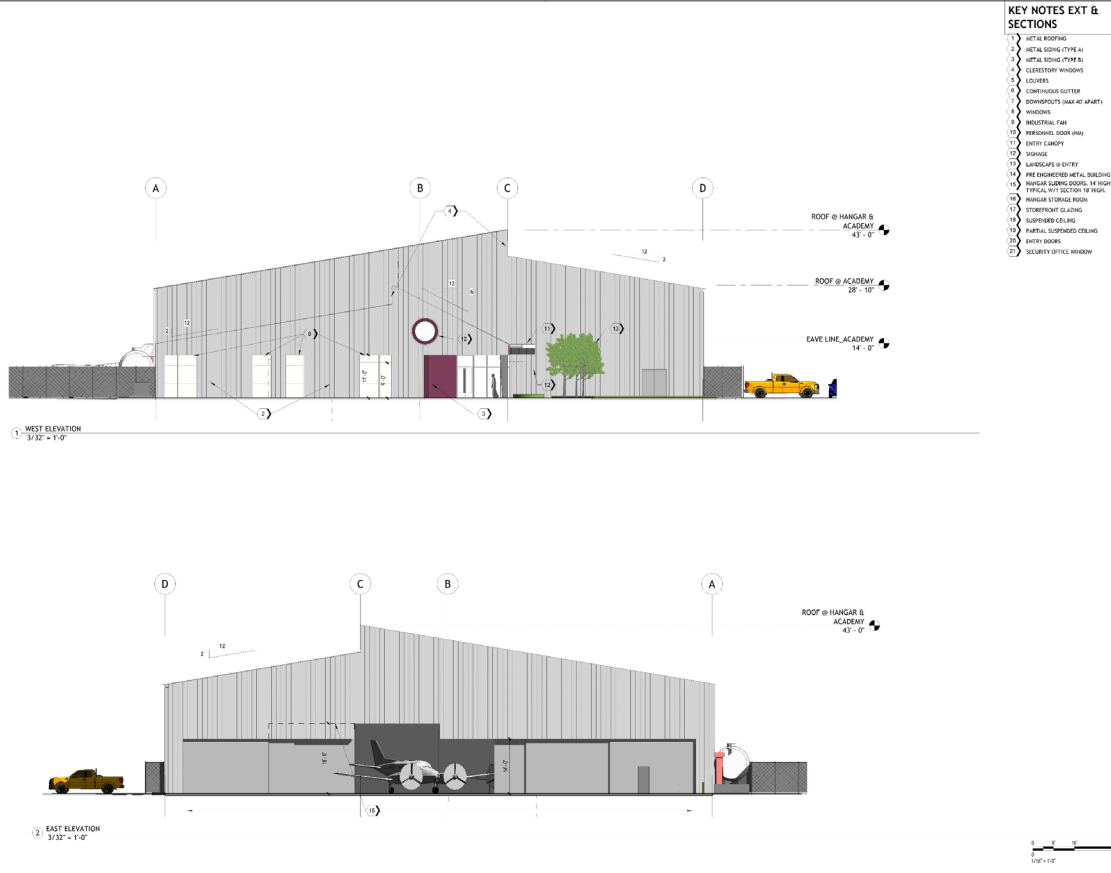


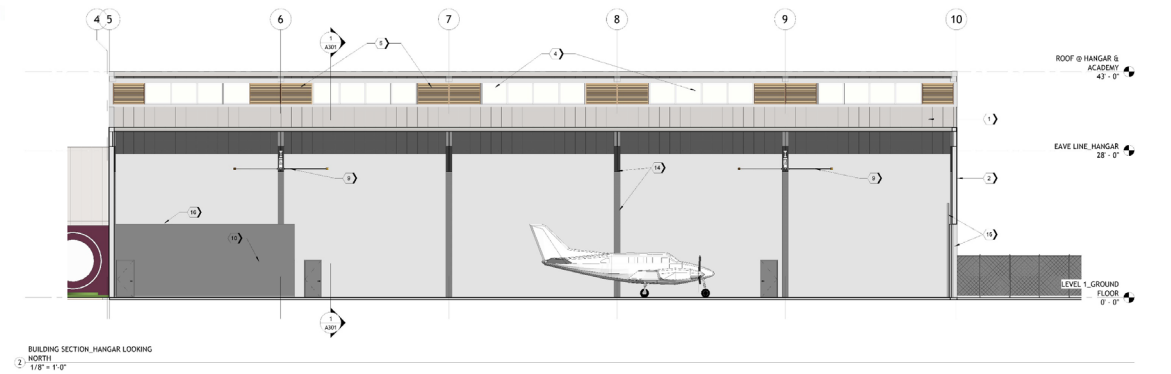
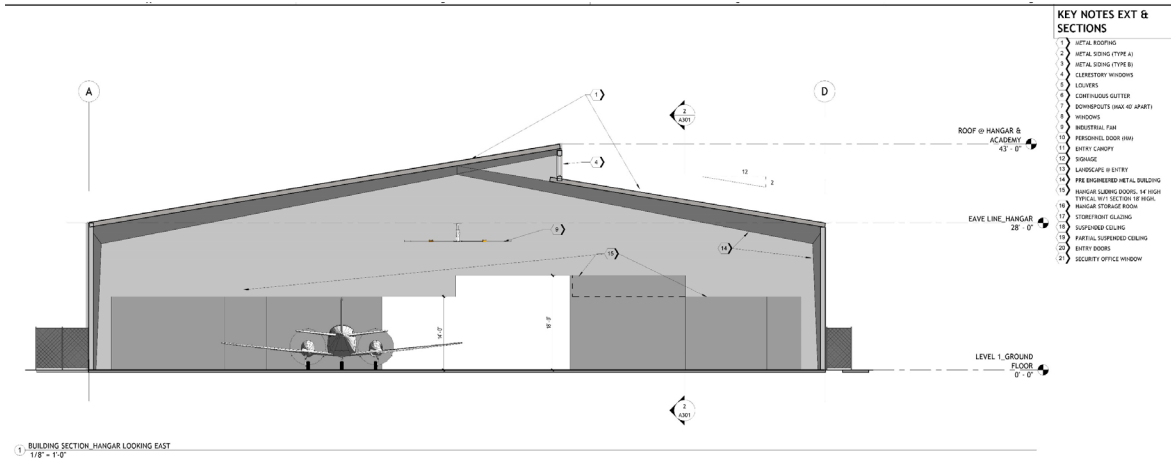


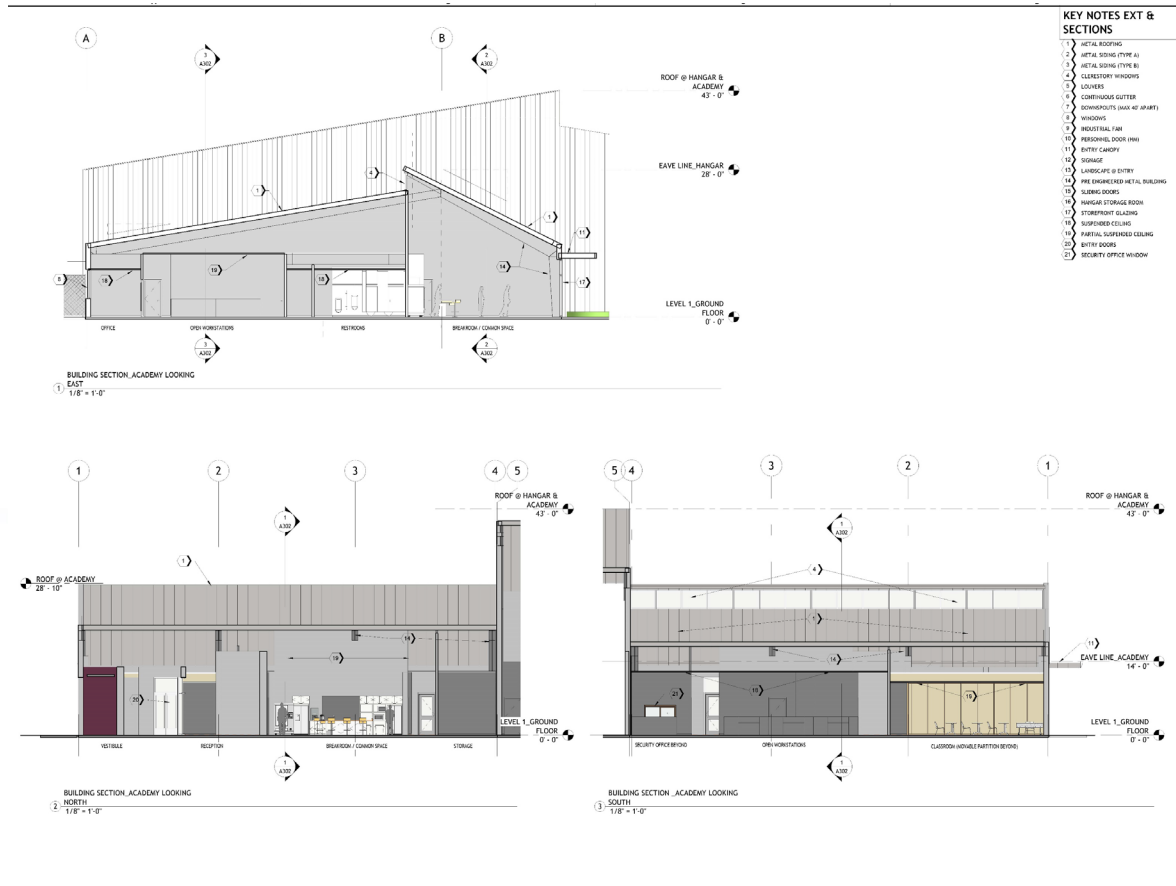


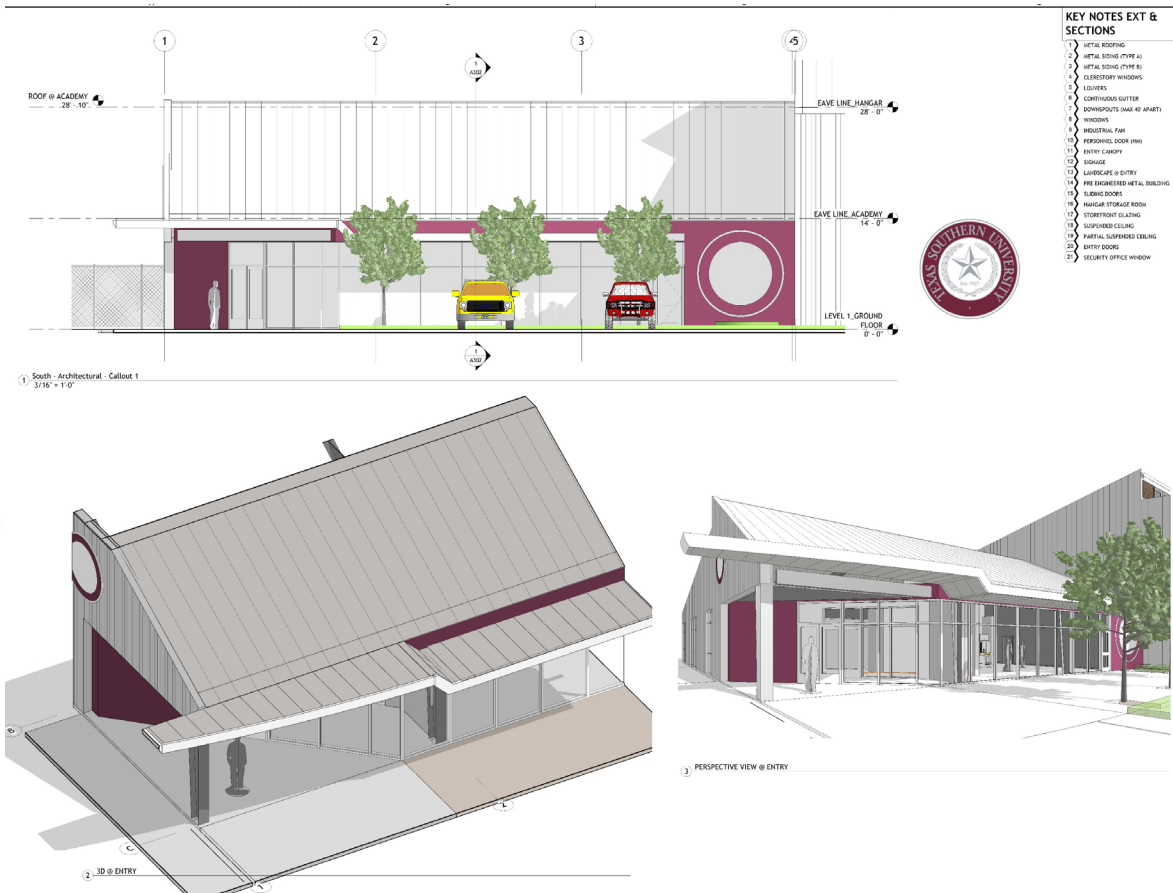












Questions

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

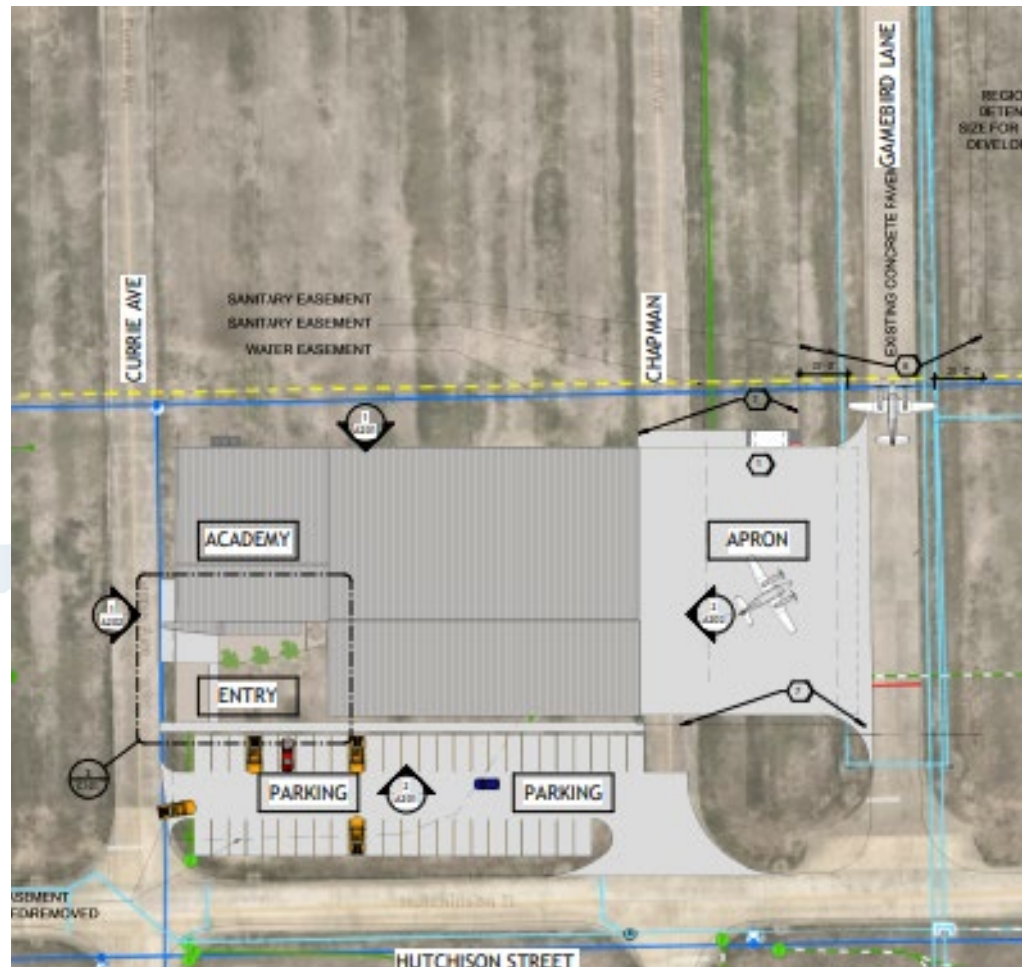
Please include the phrase **“QUESTIONS: RFQ No. H93-EFDTF A-2024-003 Design-Build Services for the TSU Flight Academy at Ellington Airport”** in the subject line and provide all applicable contact information.

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

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

Site Visit

A Site Visit will begin after the Pre-Submission Meeting. Attendees meet on Hutchinson Street between Currie Avenue and Gamebird Lane.



HOUSTON AIRPORT SYSTEM

Thank you!