

# **PRE-BID CONFERENCE**

## **INVITATION TO BID (ITB)**

### **PN 794C TERMINAL C & GARAGE WAYFINDING SIGNAGE PROJECT @ IAH**

**SOLICITATION NO. HWC-TCWAY-2021-002**

**Warren Ching  
Sr. Procurement Specialist  
Houston Airports**

**Thursday, September 3, 2019, 10:00 AM  
MS Teams Tele-Conference via link:  
<https://bit.ly/3gbbM6D>**

# List of Attendees

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Please fill-in the following on the “**Q&A**” area of MS Teams:

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

Name of Participant:\_\_\_\_\_

Telephone No:\_\_\_\_\_

Email Address: \_\_\_\_\_

Participating as: Prime\_\_\_\_ or Sub-Contractor\_\_\_\_\_

# Pre-Bid Conference Agenda

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|------|--------------------------------|--|
| I.   | Opening Remarks                | LaTonja P. Ware<br>Division Manager                          |
| II.  | Solicitation Overview          | Warren Ching<br>Senior Procurement Specialist, HAS           |
| III. | Office of Business Opportunity | Jason McLemore<br>Deputy Asst. Director, HAS OBO             |
| IV.  | Project Scope and Overview     | Lorna Clark / Asset Engineering Div.<br>Michael Lloyd / PGAL |
| V.   | Questions/Answers              |  |

# Procurement Process Reminder

## Quiet Period

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- 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, [Warren Ching](#) should be contacted during this time.

# 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:**

The City of Houston, Houston Airport System is seeking a construction contractor for the manufacture & installation of the updated Wayfinding and Signage System for the Terminal C and Terminal C Parking Garage @ IAH

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# Solicitation Overview (Continued)

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

**Tuesday, September 8, 2020, 3:00 P.M., CST**

**SOLICITATION DUE DATE AND TIME:**

**Thursday, October 8, 2020, 10:30 A.M. CST**

## **ADDENDA:**

**Responses to questions received from potential Bidder(s) and any changes to the scope shall be confirmed in writing and will be posted to the HAS website ([www.fly2houston.com](http://www.fly2houston.com)) prior to submittal due date.**



# Procurement Timeline

| Description                            | Scheduled Date |
|--|----------------|
| → Advertisement of Solicitation        | 08/21/20       |
| → Pre-Bid Conference and Site Visit    | 09/03/20       |
| → Deadline for Submission of Questions | 09/08/20       |
| → Bid Due Date                         | 10/08/20       |
| → City Council Agenda Date (Estimated) | 12/02/20       |
| → Contract Start Date (Estimated)      | 04/08/21       |

# Submittal Procedures



**Provide sealed bids, in triplicate, one (1) original** bid signed in **BLUE** ink and marked “original” and **two (2) copies** of the bids.

Bid(s) will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Room P101, Houston Texas 77002 until **10:30 A.M., (CST) on Thursday, October 8, 2020.**

Please include the phrase **“ITB No.: HWC-TCWAY-2021-002, PN794C TERMINAL C & GARAGE WAYFINDING SIGNAGE AT IAH AIRPORT ”** in the subject line and provide all applicable contact information.

# Bid Form

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- ✈ 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.

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

Within 10 work days 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).

## **HAS Office of Business Opportunity**

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

## Diversity Requirements

**The MWBE Goal on the Design-Bid-Build Services for this project is 20% (MBE 12% & WBE 8%)**

## Certification

- Participating Firms Must Be Certified MWSBE
- Firms **Must Be Certified MWSBE At Time Of Bid Submission**. If Not Certified MWSBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.



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## **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.

For questions or more information regarding the POP program please contact Gracie Orr at 832.393.0633. If you already know which department will be administering your contract, we strongly encourage you to call that department's POP liaison for information & questions.

## PAY OR PLAY PROGRAM

| 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>   |

# Project Scope and Overview

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## **INFRASTRUCTURE**

**Lorna Clark / Asset Engineering Division**  
**Gerardo Velazquez / Project Manager**

## **HOUSTON AIRPORTS INFRASTRUCTURE DIVISION**

**DESIGNER**  
**Michael Lloyd / PGAL**

# Project Scope and Overview

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## **OVERVIEW:**

### Project Overview

#### **Terminal Overview / Scope**

- Wayfinding in all public areas to include Ticketing Level, Baggage Level, Subway Station, Skyway Station, Curbsides, and Concourses
- Constant coordination with the garage work will be required
- Work will be phased
- Work will be done at night
- The majority of the interior sign construction will be 1" thick black high-quality foamboard with graphics being full-bleed digital print on 3M vinyl film, U.N.O.



# Project Scope and Overview

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## Project Overview

### Garage Overview / Scope

- Wayfinding to be integrated with the HAS Automated Parking Guidance System (APGS). Signs to be mechanically fastened to the VMS signs
- Constant coordination with the terminal work will be required. Converting Garages from a color code system to West, East and Central Garages
- Work will be phased. Drain down of cars will be required.
- Where a floor is shut down, work can take place 24-7
- Sign Construction will be aluminum and aluminum tube structure
- Work will need to begin in the West Garage, and move toward the East Garage

# Project Scope and Overview

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## **Scope (Continued):**

### **Project Overview**

## **Additional Scope / Information**

- Wayfinding on the Curbsides, to be illuminated. All work on curbsides to be done at night
- Entry columns into the Skyway area to be illuminated
- Interior signs have been completed and can be seen in the Terminal D Ticket Lobby
- A tour of the public areas at Terminal C will be conducted after this meeting. Transportation will be provided. Anyone desiring to see the secure side (concourses and skyway) may do so, by appointment.

# Project Scope and Overview

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## Notable:

- Questions?
- Quiet Period
- Thank You and



Good luck



# Project Site Visit

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## **Site Visit:**

**Time:** After the pre-bid conference at 1:00 P.M.

**Assembly area:** Ticketing Level close to Terminal C Entrance

# Project Site Visit

## Reminder to participants:

**FOR THE HEALTH SAFETY OF OUR EMPLOYEES AND VISITORS, ALL INDIVIDUALS PARTICIPATING IN THE SITE VISIT MUST WEAR FACE COVERS THAT COVER THE NOSE AND MOUTH.**

**IF YOU ARE DISPLAYING SYMPTOMS OF COVID-19 AS DEFINED BY THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC), WHICH INCLUDE HAVING A FEVER, DRY COUGH, SHORTNESS OF BREATH, CHILLS, REPEATED SHAKES WITH CHILLS, MUSCLE PAIN, HEADACHE, SORE THROUGHT OR A LOSS OF TASTE AND/OR SMELL, DO NOT PARTICIPATE IN THE SITE VISIT.**

# QUESTIONS...

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- **Questions to be official must be in writing and submitted to Warren Ching via email:**

[warren.ching@houstontx.gov](mailto:warren.ching@houstontx.gov)

- **Answers will be posted in HAS website as Addendum:**

<https://www.fly2houston.com/biz/opportunities/solicitations/102/>

**THANK YOU**