



# **PRE- SUBMITTAL CONFERENCE**

## **Request For Qualifications (RFQ)**

Solicitation No. **H37-RONTA-2023-004**

Project No.: **973**

### **DESIGN-BUILD SERVICES FOR REMAIN OVERNIGHT (RON) AIRCRAFT PARKING AT GEORGE BUSH INTERCONTINENTAL AIRPORT (IAH)**

**Tuesday, July 26, 2022 @ 10:00 A.M., CST**

Supply Chain Management Building  
Conference Rm # 113  
18600 Lee Rd., Humble, TX 77338

André Morrow, C.P.M., CPPB  
Sr. Procurement Specialist  
Houston Airport System  
**[andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov)**

# Pre-Submittal Meeting Agenda



- I. Opening Remarks  
Cathy Vander Plaats  
Aviation Procurement Officer
- II. Solicitation Overview  
Andre' Morrow, C.P.M., CPPB  
Sr. Procurement Specialist
- III. Office of Business Opportunity  
HAS OBO
- IV. Project Scope and Overview  
Javier Sartorio, Senior Project Manager  
Aviation - Infrastructure Controls
- V. Questions/Answers  
All questions must be submitted in writing via email to SCM, Andre' Morrow

# Procurement Process Reminder / Quiet Period

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- 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 ([Andre' Morrow](#)).
- 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:

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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-submittal 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**

To identify successful contractors through submission of qualifications for Design-Build Services for Remain Overnight (RON) Aircraft Parking at IAH.

The intent for design and construction of the Remain Overnight (RON) aircraft parking spots is to meet the airport's current and possible future increase in capacity for RON parking positions with minimal disruptions at George Bush Intercontinental Airport (IAH).

# Solicitation Overview

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

**Monday, August 1, 2022, 12:00 P.M. (noon), CST**

**SOLICITATION DUE DATE AND TIME:**

**Wednesday, August 24, 2022 , 2:00 P.M. CST**

# Add'l Info/Specification Changes



## LETTER OF CLARIFICATION(S) (LOC) :

Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André Morrow, C.P.M., CPPB: [andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov) no later than 12:00 P.M. (Noon), Monday, August 1, 2022.

- Please include the phrase **“QUESTIONS: H37-RONTA-2023-004, Design-Build Services For Remain Overnight (RON) Aircraft Parking At IAH”** in the subject line and provide all applicable contact information.

**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 submittal due date.**

# Submittal Procedures

- **Provide 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.
- **Provide two (2) hard copies** (1-original and 1-copy) of **Firms’ Financial Statements** in a separate, sealed envelope bearing the assigned Solicitation Name and Number.
- All submittals must be delivered to 18600 Lee Road, Humble, TX 77338 by **Wednesday, August 24, 2022 , 2:00 P.M. CST.**
- All submittals must be labeled on the outside of the box:  
**“RFQ # RFQ No. H37-RONTA-2023-004, Design-Build Services For Remain Overnight (RON) Aircraft Parking At IAH”** and provide all applicable contact information.



# RFQ SUBMITTAL REQUIREMENTS



- Each Statement of Qualifications (SOQ) must be organized and follow the required format as stated in Section 9.0 – Step One: Request for Qualifications.
- Each item of Step 1, RFQ Content must be appropriately tabbed and inclusive of all the required submittals.
- 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 16.0 and must be properly and completely filled-up.

# Procurement Timeline

EVENT	DATE
Date RFQ Published	07/15/22
Pre-Submittal Conference	7/26/22
<b>Questions from Respondents Due to City</b>	<b>8/1/22</b>
<b>SOQ SUBMITTAL DUE FROM RESPONDENT (STEP ONE)</b>	<b>08/24/22</b>
Notification of Shortlisted Firms ( <i>Estimated</i> )	09/20/22
Technical and Cost Proposals Due (Step Two) ( <i>Estimated</i> )	10/04/22
Oral Interview/Presentation( <i>Estimated</i> )	10/27/22
Negotiation ( <i>Estimated</i> )	11/14/22
City Council Agenda Date ( <i>Estimated</i> )	12/21/22
Contract Start ( <i>Estimated</i> )	01/09/23

# Evaluation Criteria (Step 1) RFQ Content



<b>MINIMUM QUALIFICATIONS</b>	<b>Pass/Fail</b>
Minimum Required Experience	Pass/Fail
Financial Capabilities	Pass/Fail
M/WBE Compliance	Pass/Fail
Experience Modification Rate	Pass/Fail
OSHA Records	Pass/Fail
<b>EVALUATION CRITERIA</b>	<b>Score</b>
Project Approach	30 points
Firm(s) Qualifications	20 points
Team Qualifications and Management Plan	20 points
Design and Preconstruction/ Construction Phase Services	20 points
Project Controls	10 points
<b>TOTAL SCORE</b>	<b>100 Points</b>

# EVALUATION CRITERIA

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

Must have experience as Prime or JV Partner on at least one (1) similar civil project at an operating airport under any delivery method in excess of \$5M in contract value and at least one (1) similar project under a Design Build delivery method that are in progress or completed in the last 10 years. The experience must be validated in a reference letter from the owner.

# 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.

## **M/WBE Compliance (Pass/Fail)**

- As referenced in PART V. Section 13.4 M/WBE and Local Participation Plan and City required documents listed as Exhibits, Attachments, and referenced in Part IV in the RFQ solicitation.

# 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 – Consolidated Ownership Information Forms (00455, previously Forms 00452, 00453 and 00455)
- Exhibit D – Drug Detection and Deterrence Procedures (00601)
- 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 Addendum Acknowledgement
- Exhibit I – Surety Letter of Intent
- Exhibit J – SOQ Required Submittal Checklist
- Exhibit K – Respondent Contact Directory
- Exhibit L – Reference Verification Form
- Exhibit M – Schedule of M/WBE Participation (Attachment A)
- Exhibit N – Minimum Required Experience

## HAS Office of Business Opportunity

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

# Diversity Requirements

- The M/WBE Goal on this solicitation is **30%**:  
**23% MBE**  
**7% WBE**
- M/WBE firms must be certified by the City of Houston Office of Business Opportunity.
- Firms Must Be Certified M/WBE at time of RFQ 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.



# Diversity Requirements



## RFQ for On-Call Comprehensive Communications Services for HAS M/WBE Goal Achievement

There are resources available to assist you as you assemble your team of certified subcontractors to help you achieve your participation goal for this city funded project.

Follow these easy steps to access the MWDBE/SBE Directory. Log on to the City of Houston's Website at [www.houstontx.gov](http://www.houstontx.gov).

- Click on the Departments Link/Departments and Directors
- Click on the Office of Business Opportunity
- Click on the Certified Firm Directory

You will then be viewing a search parameter screen where you may enter a company name (Search by Business Name or DBA) **or** a business description (Search by Business Description). Additionally, check off the applicable certification types you need at the bottom of the screen. For this project, search by Certification type (MBE, WBE or M/WBE). The system will then provide you a list of currently certified companies for that business type. Clicking on the company's name will give you the contact information.

**M/WBE Total Goal is 30%:**  
**23% MBE**  
**7% WBE**

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

## General Project & Scope Overview

**RFQ No. H37-RONTA-2023-004    Project No.: 973**

**DESIGN-BUILD SERVICES FOR REMAIN OVERNIGHT  
(RON) AIRCRAFT PARKING AT IAH**

## **Project Overview For Remain Overnight (RON) Aircraft Parking At IAH**

Per the HNTB developed project definition and advance planning documents:

- The Terminal A North Infill Site was selected as the preferred alternative for Remain Overnight parking (RON).
- The project site is located northwest of the Terminal A north concourse across Taxiway NC between Taxiway NR and Taxiway NF.
- This alternative maximizes the utilization of existing pavement.
- **This site allows for the following:**
  - ✓ **Seven independent ADG III RON parking positions**
  - ✓ **One ADG V RON parking position in place of two ADG III positions**
  - ✓ **ADG IV taxi lane east of the apron**
  - ✓ **No change to ADG V Taxiway NR**
  - ✓ **No change to ADG VI Taxiway NB**

# Scope (Continued)

- This project will reconstruct select areas as well as construct new pavement determined during the design. This design effort will include survey, subsurface utility location (SUE), and geotechnical investigation (the Work).
- This site proposes to close Taxiway NC between Taxiway NR and Taxiway NF. It will pave the existing no-taxi islands to create a larger apron to be used for RON parking.
- This site proposes to reutilize the most amount of existing pavement and therefore is the most cost effective of all site alternatives.
- It will involve adjustments to existing utilities and required coordination with PN686 Environmental Stations project.

# Scope (Continued)

## Project Objectives For Remain Overnight (RON) Aircraft Parking At IAH

- Create a larger Apron to be used for Ron parking and deicing operations with scope as noted:
- Close Taxiway NC between Taxiway NR and Taxiway NF.
- Accommodate the gate expansion and future parking at Terminal A North.
- Provide accommodate of ADG IV aircraft to facilitate ingress and egress to gate A14.
- Existing utility work required.



# Questions

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- **Questions to be official must be in writing and submitted to André Morrow via email:**  
**[andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov)**
  - Please include the phrase **“QUESTIONS: H37-RONTA-2023-004, Design-Build Services For Remain Overnight (RON) Aircraft Parking At IAH”** in the subject line and provide all applicable contact information.
- **Answers will be posted in HAS website as Letter of Clarification (LOC):**  
**<https://www.fly2houston.com/biz/opportunities/solicitations>**

# Closing Remarks

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## HOUSTON AIRPORT SYSTEM

**Thank you!**