
PRE-BID CONFERENCE

INVITATION TO BID (ITB)

**PN 941 Replace and Update Information
Booths at William P. Hobby Airport**

SOLICITATION NO. HHG-INFCOU-2023-009

Humberto De La Garza
Sr. Procurement Specialist
Houston Airport System (HAS)

Friday, September 23, 2022, 1:30 PM

Pre-Bid Conference Agenda



- I. Opening Remarks
Alfred Oracion
Division Manager HAS
- II. Solicitation Overview
Humberto De La Garza
Sr. Procurement Specialist, HAS
- III. Project Scope and Overview
Jeffrey Tennyson Project Manager
Robert Plushnick, Designer Manager
- IV. Questions/Answers
- V. Site Visit

Procurement Process Reminder

Quiet Period



- 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.
- Actual and prospective bidders (including their representatives or persons acting on their behalf) are prohibited from contacting members of City Council or any City employees other than the contracting officer.
- Actual and prospective bidders (including their representatives or persons acting on their behalf) are expressly prohibited from offering, presenting or promising gratuities, favors, or anything of value to any member of an evaluation committee or any appointed or elected official or employee of the City of Houston, their families or staff members.
- As part of the solicitation, bidders shall attest that they understand and agree not to contact any members of City Council or City employees – other than the solicitation contact person – during the Quiet Period.
- Only the designated procurement specialist, [Humberto De La Garza](#) should be contacted during this time.

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-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:

Replace and Update Information Booths at William P. Hobby : Invitation to Bid (ITB): This project will enable the Houston Airport System (HAS) to solicit and procure for a construction Contractor. The Contractor will conduct the construction of five information booths at the Hobby Airport. Four (4) booths are replacements, and one (1) booth is new. All information booth counters will feature a LED display and new desktop monitors. This project will ensure that the airport is properly equipped to best gain the passengers attention and assist them with information, ensuring a smoother airport experience.

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

Friday, September 30, 2022, 3:00 P.M., CST

SOLICITATION DUE DATE AND TIME:

Thursday, November 3, 2022, 10:30 A.M., CST

ADDENDA

Responses to questions received from potential Bidder(s) and any changes to the bid documents shall be confirmed in writing and an Addendum will be posted to the Houston Airport System website:

www.fly2houston.com prior to bid due date.

Procurement Timeline

Description	Scheduled Date
→ Advertisement of Solicitation	09/09/2022
→ Pre-Bid Conference and Site Visit	09/23/2022
→ Deadline for Submission of Questions	09/30/2022
→ Bid Due Date	11/03/2022
→ City Council Agenda Date (Estimated)	02/08/2023
→ Contract Start Date (Estimated)	03/09/2023

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, November 3, 2022.**

Please include the phrase **“ITB No.: HHG-INFCOU-2023-009, PN 941 – REPLACE AND UPDATE INFORMATION BOOTHS AT WILLIAM P. HOBBY AIRPORT”** in the subject line and provide all applicable contact information.

- ✈ 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.

Forms To Be Submitted With The Bid

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

Post Bid Documents

Within 10 workdays 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).

CONDITIONS OF THE CONTRACT

Document 00700 - General Conditions

- General Provisions
- The City
- Contractor
- Administration of the Contract
- Subcontractors and Suppliers
- Construction by the City or by Separate Contractors
- Changes in the Work
- Time
- Payment and Completion
- Safety Precautions
- Insurance and Bonds
- Uncovering and Correction of the Work
- Miscellaneous Provisions
- Termination or Suspension of the Contract

CONDITIONS OF THE CONTRACT

Document 00800 – Supplementary Conditions

- General Provisions
- Changes in the Work
- Time
- Payments and Completion
- Insurance and Bonds

Hire Houston First



This solicitation is subject to the Hire Houston First Program, which gives a preference to certain local bidders in an award of the solicitation. A company must be designated as a City Business (CB) or Local Business (LB) under the Hire Houston First Program prior to Submission.

To be designated as a City Business (“CB”) or as a Local Business (“LB”) for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Declaration** to the Office of Business Opportunity and receive notice that the application has been processed and the appropriate designation (if any) is awarded, prior to the submission of a bid or proposal. Bidders must show evidence of HHF designation (as applicable) prior to, or accompanying, the submission of a bid or proposal.

The absence of a Hire Houston First designation does not preclude a business from bidding on City of Houston contracts.

Hire Houston First Application and Declaration from the Office of Business Opportunity Webpage at the City of Houston e-Government Website, located at:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

HAS Infrastructure Team

Robert Plushnick / Design Manager
J. E. Tennyson / Sr. Project Manager

Design Team

English + Associates Architects, Inc.

Angelia Carlson Mackey
1919 Decatur
HOUSTON, TX 77007

OVERVIEW:

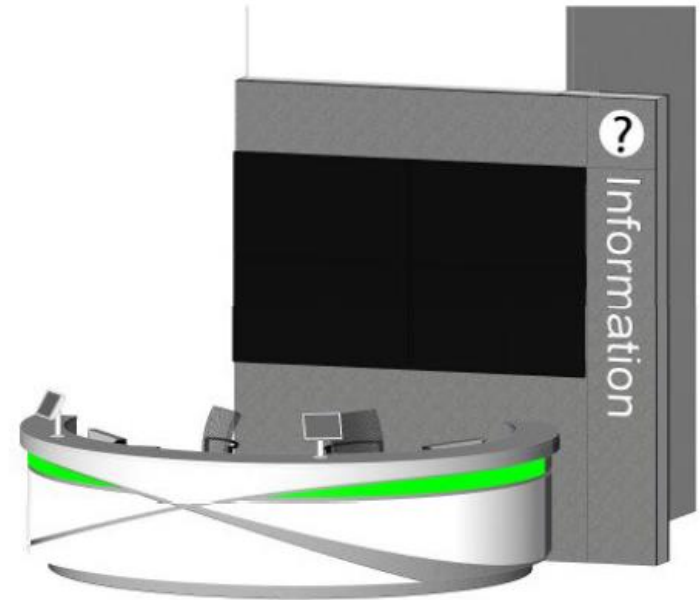
Project Overview

PN 941 HOU Information Booth Replacement

Hobby's Information booths are very outdated, the branding remains weak and lack in design style. A new design and rebuild is needed to ensure the airport is properly equipped to best gain the passengers attention and assist them with needs, ensuring a smoother airport experience.

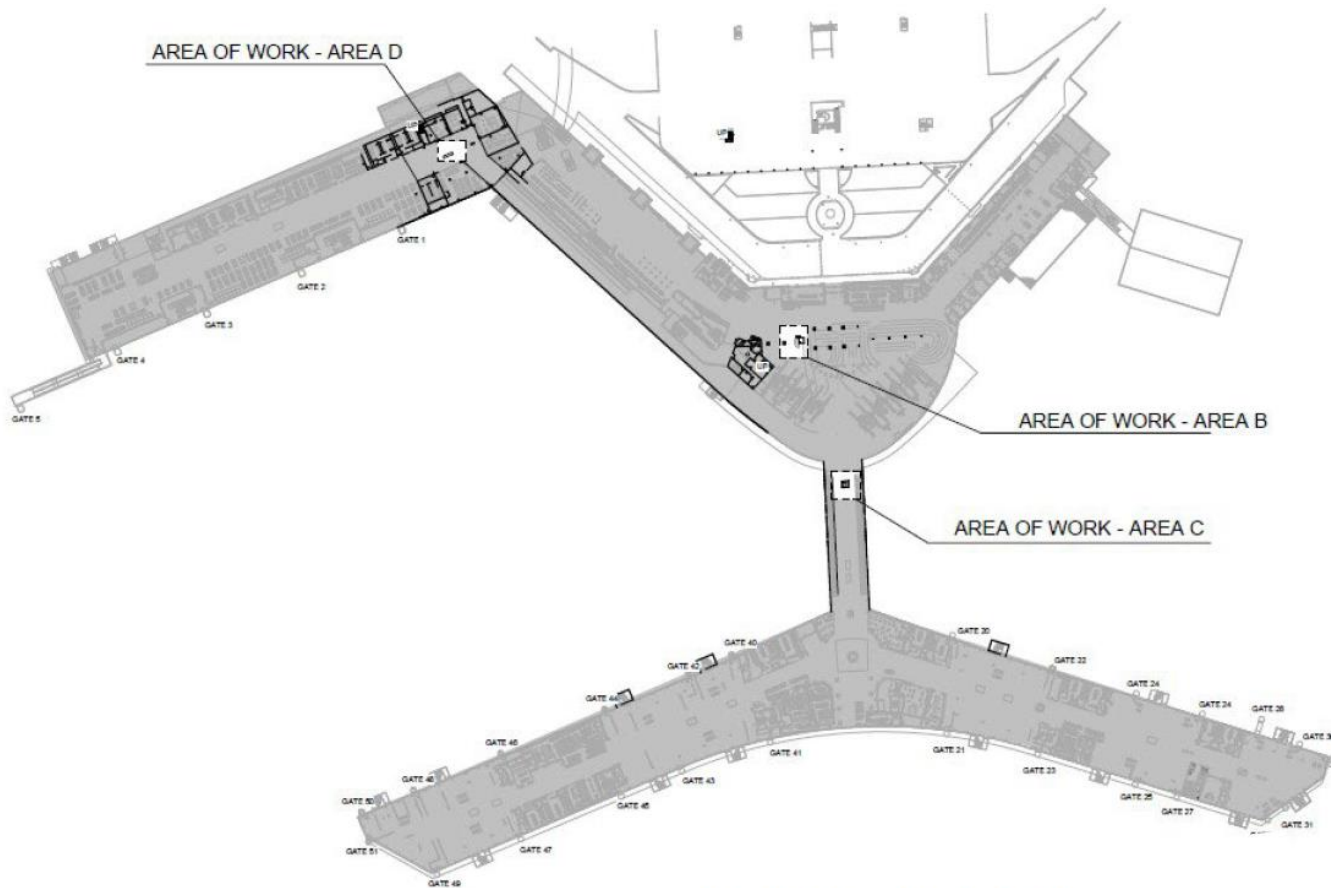
The scope of this project is the construction of 5 Information Booths at Hobby Airport, 4 are replacements and 1 is new. All counters will feature a LED display and new desktop monitors.

Project Site Visit



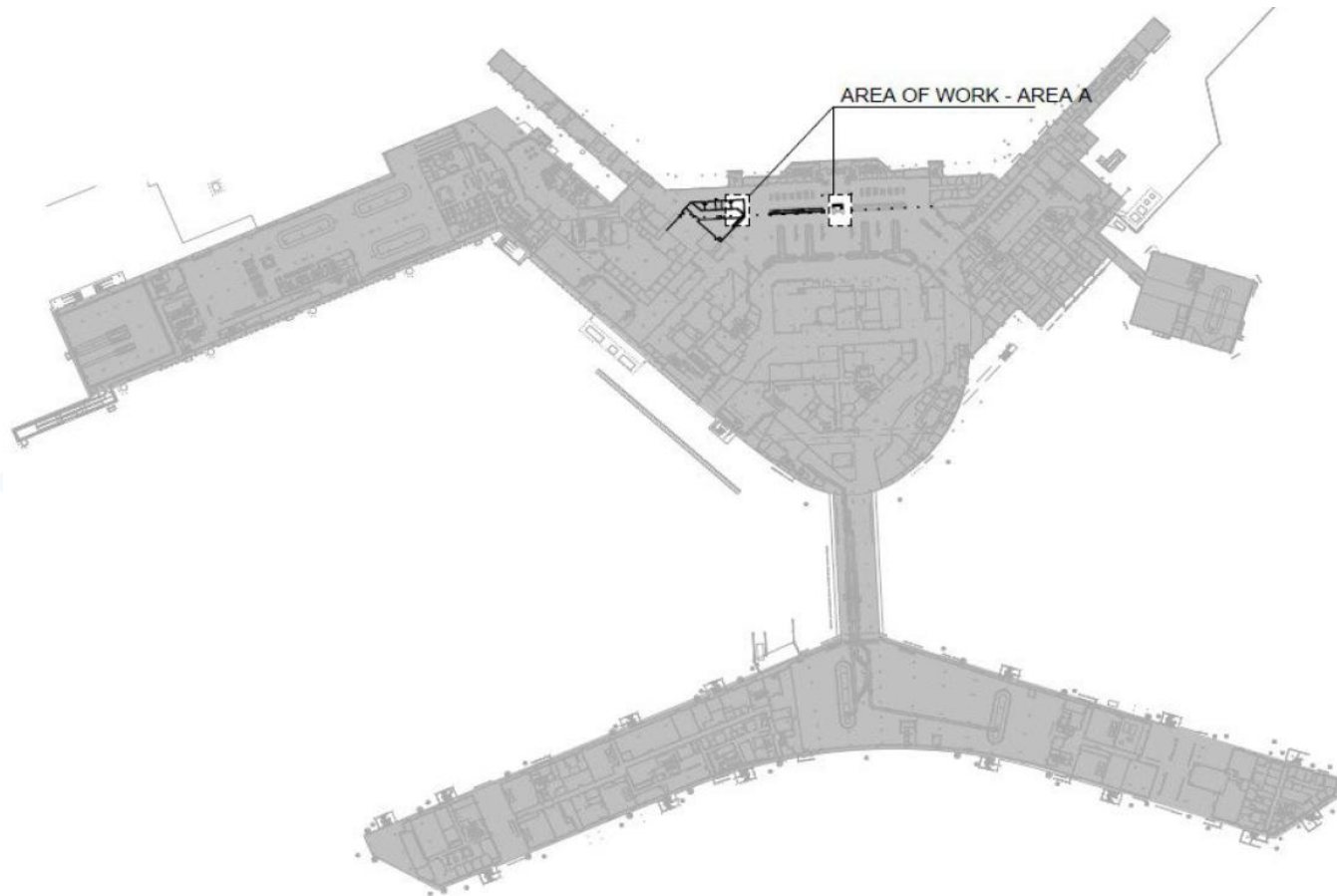
Site Visit: A site visit will take place immediately after the pre-bid presentation.

Project Overview



LEVEL 1 PLAN

Project Overview



BAGGAGE LEVEL PLAN

QUESTIONS...

- In order to be official, questions must be in writing and submitted to Humberto De La Garza via email:
humberto.delagarza@houstontx.gov
- Answers will be posted in HAS website as Addendum:
<https://www.fly2houston.com/biz/opportunities/solicitations/102/>

THANK YOU