
PRE-BID CONFERENCE

INVITATION TO BID (ITB)

PN794C TERMINAL C & TERMINAL C GARAGE WAYFINDING SIGNAGE PROJECT @ IAH SOLICITATION NO. HKE-TCWAY-2021-016

**Kristen Elliott
Sr. Procurement Specialist
Houston Airport System**

**Wednesday, June 9, 2021, 10:00 AM
MS Teams Tele-Conference via link:
<https://bit.ly/2RcikdG>**

List of Attendees



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



- I. Opening Remarks
Al Oracion
Sr. Procurement Specialist, HAS
- II. Solicitation Overview
Kristen Elliott
Senior Procurement Specialist, HAS
- III. Office of Business Opportunity
Janice Ruley
Contract Compliance Supervisor,
HAS OBO
- IV. Project Scope and Overview
Lorna Clark / Asset Engineering Div.
Doyle Black / Project Manager
Victor Quijada / PGAL
Joe Labozan / Labozan Associates

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.
- Only the designated procurement specialist, [Kristen Elliott](#), 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:

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

Solicitation Overview (Continued)



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

Thursday, June 16, 2021, at 3:00 P.M., CST

SOLICITATION DUE DATE AND TIME:

Thursday, July 29, 2021, 10:30 A.M., CST

ADDITIONAL INFORMATION AND SPECIFICATION CHANGES

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) prior to submittal due date.

Procurement Timeline

Description	Scheduled Date
→ Advertisement of Solicitation	May 28, 2021
→ Pre-Bid Conference and Site Visit	June 9, 2021
→ Deadline for Submission of Questions	June 16, 2021
→ Bid Due Date	July 29, 2021
→ City Council Agenda Date (Estimated)	October 1, 2021
→ Contract Start Date (Estimated)	November 1, 2021

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, July 8, 2021.**

Please include the phrase **“ITB No.: HKE-TCWAY-2021-016, PN794C, TERMINAL C & TERMINAL C GARAGE WAYFINDING SIGNAGE PROJECT @ IAH”** in the subject line and provide all applicable contact information.

Bid Form

- ✈ 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.

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).

TERMINAL C & TERMINAL C GARAGE WAYFINDING SIGNAGE, PN 794C



It is **extremely** important for you to pay close attention to The Office of Business Opportunity's presentation.

We have been unsuccessful in approving a vendor on past project(s), due to issues with the MWBE plans that have been previously submitted. Please reach out to OBO directly if you have any questions regarding the specified goals and or documents needed to be in full compliance with requirements.

HAS Office of Business Opportunity

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.

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 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)

INFRASTRUCTURE

Lorna Clark / Asset Architect
Doyle Black / Project Manager

HOUSTON AIRPORTS INFRASTRUCTURE DIVISION

DESIGNER(S)

Victor Quijada / PGAL
Joe Labozan / Labozan Associates

Project Scope and Overview



Terminal Overview / Scope

- Wayfinding in all public areas to include Ticketing Level, Baggage Level, Subway 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-density foamboard with graphics being full-bleed digital print on 3M vinyl film (or approved equal), U.N.O.

Project Scope and 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 from the public, 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



Additional Scope / Information

- Wayfinding on the Curbsides, to be illuminated. All work on curbsides to be done at night
- 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. Anyone desiring to see the secure side (concourses and skyway) may do so, by appointment.

Project Site Visit



Site Visit:

Time: Today, after the pre-bid conference at 1:00 P.M., CST.

Assembly area: Terminal C, Departures Level, Main Doors.

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...

- To be official, questions must be in writing and submitted to Kristen Elliott via email:

Kristen.Elliott@houstontx.gov

- Answers will be posted in HAS website as Addendum:

<https://www.fly2houston.com/biz/opportunities/solicitations/2017>

Project Scope and Overview

Notable:

- Questions?
- Quiet Period
- Thank You and



Good luck