

# Pre-Proposal Conference:

## CSP-2500 REPAIR OF INFRASTRUCTURE ALONG WHARF 18 DREDGE PIPE AT TURNING BASIN TERMINAL

November 29, 2022

9:30 a.m.

**PORT HOUSTON**



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# **AGENDA**

1. Pre-Proposal Conference House Rules
2. Introductions
3. Business Equity
4. Procurement Services
5. Selection Criteria
6. Project Scope
7. Questions



## **PRE-PROPOSAL CONFERENCE HOUSE RULES**

- Attendees will begin the meeting in listen-only mode.
- There will be a Q&A session at the end of today's presentation.
- If you have any questions during the presentation, you may submit your Questions through the WebEx Q&A feature and they will be addressed at the end of the presentation.
- This presentation recording will be posted on the BuySpeed homepage under "Pre-Bid/Proposal Conference Information."



PHA Personnel:

Roger H. Hoh, P.E. – Director, PCM

Craig Kasper – Project Manager

Nick Kotsatos – Construction Manager

Yvette Camel-Smith – Director, Procurement

Tanika Chukwumerije – Procurement Contract Manager

Brenda Ruiz – Business Equity

Eduardo Mejia – Business Equity

Non-PHA Personnel:

Robert Rocha – Harris County Wage Rate Monitor



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# PORT COMMISSION



**Ric Campo**  
*Chairman of the Port Commission*



**Dean E. Corgey**  
*Commissioner*



**Clyde Fitzgerald**  
*Commissioner*



**Stephen H. DonCarlos**  
*Commissioner*



**Roy D. Mease**  
*Commissioner*



**Wendy Montoya Cloonan**  
*Commissioner*



**Cheryl D. Cruzot**  
*Commissioner*



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## Harris County Wage Rate Compliance & Requirements:

- Attendance at pre-bid/proposal meetings and preliminary meetings
- Review and approve weekly certified payroll records
- Monitor wage rate compliance
- Review claims of non-compliance from the field and recommend appropriate responses as required or permitted under the Wage Scale Act



# BUSINESS EQUITY



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# BUSINESS EQUITY S/MWBE INITIATIVE

- Business Equity Division provides resources to small, minority- and woman-owned businesses (S/MWBE) seeking to participate in Port Houston procurements and contracts.
- Port Houston promotes business opportunities for all sectors of the community and recognizes the importance of vendor and supplier diversity in its contracts.
- Port Houston has established an organizational 35% Small Business participation goal and a 30% Minority- and Woman Business Enterprise (MWBE) aspirational goal.



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# BUSINESS EQUITY

All dollars awarded and committed to enrolled S/MWBEs count towards Port Houston's S/MWBE goals regardless of whether the individual solicitation includes criteria for small, minority, woman-owned business participation.



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# BUSINESS ENTERPRISE DEFINITIONS

## **Small Business Enterprise (SBE)**

- Gross revenues or number of employees, averaged over the past three years does not exceed the size standards defined by SBA.
- The net worth of the owner must be less than \$1.32 million, excluding the owner's primary residence and assets of the business.

## • **Minority Business Enterprise (MBE)**

- At least 51% Owned by one or more Minority Individuals, or at least 51% of the equity is Owned by one or more Minority Individuals.
- Both the management and daily business operations are carried out and controlled by one or more of the Minority Individuals who own it.

## **Woman-Owned Business Enterprise (WBE)-**

- At least 51% Owned by one or more Women, or at least 51% of the equity is Owned by one or more Women
- Both the management and daily business operations are carried out and controlled by one or more of the Women who own it.



# CERTIFYING PARTNERS

Small and M/WBEs must meet certain criteria and be certified with one of the following partner agencies:

- City of Houston \*
- Houston Minority Supplier Development Council
- METRO \*
- National Minority Supplier Development Council & Affiliate
- Small Business Administration 8(a) \*
- South Central Texas Regional Certification Agency – SCTRCA \*
- Texas Comptroller of Public Accounts – HUB Certification
- Texas Department of Transportation – TxDOT \*
- Women’s Business Enterprise Alliance
- Women’s Business Enterprise National Council & Affiliates – WBENC

\* No fee to apply



## Local Presence

- Harris
- Montgomery
- Waller
- Ft. Bend
- Brazoria
- Galveston
- Chambers
- Liberty



# PORT HOUSTON S/MWBE ENROLLMENT DIRECTORY

How do I identify Port Houston enrolled small, minority- and woman-owned businesses (S/MWBE)?

Search for businesses in 2 easy steps:

1. Visit <https://porthouston.smwbe.com>

Under the section on the left labeled Small, Minority and Woman Owned Business

Directory and Online Application select the blue button labeled, "Find a S/MWBE Firm".

2. You will need to complete at least one of the fields in the popup window titled, Port Houston S/MWBE Enrollment Directory and Search.

[www.porthouston.smwbe.com](http://www.porthouston.smwbe.com)

<https://porthouston.smwbe.com/Default.asp?>

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THE INTERNATIONAL PORT OF TEXAS™

OUR MAIN SITE [CONTACTS AND SUPPORT](#)

## PORT HOUSTON BUSINESS EQUITY COMPLIANCE SYSTEM

Log In

### SMALL, MINORITY AND WOMAN OWNED BUSINESS DIRECTORY AND ONLINE APPLICATION

Search for small, minority, and woman-owned businesses enrolled in Port Houston's Business Equity Programs, and/or apply to become an enrolled small, minority or woman-owned business.

[Find a SMWBE Firm](#)

### OUTREACH & PROGRAM NOTICES

Business Networking Events

[Detailed Description](#)

[RSVP For An Event](#)

### SYSTEM TRAINING



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# BUSINESS EQUITY CONTRACT REQUIREMENTS

- 15% Small Business Enterprise (SBE) participation, 5 points relative weight



# TIPS TO INCREASE PARTICIPATION

- Establish relationships with S/MWBE's in advance
- Assuring that S/MWBEs are solicited whenever they are potential sources;
- Subdivide the work, when economically feasible, into smaller tasks or quantities to permit maximum participation by S/MWBE's;
- Use the Port of Houston Directory.
- Advertise opportunities
- Offer assistance and use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- What subcontractors have you done business in the past and do they qualify?



# PROCUREMENT



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## **PROCUREMENT**

- No Contact Period – No communication between interested vendors and Port Houston staff during the active period.
  - Technical questions should be submitted via BuySpeed
  - Last day to submit questions: 7 days before due date (12/7/2022)
- Responses are due no later than 11 a.m. on 12/14/2022
- Proposals must be submitted electronically via email to: [procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)
- Use forms in the package
- Anticipated award date: 1/24/2023





## EVALUATION CRITERIA

Port Houston will select the provider of the services offering the **best value** to Port Houston. The response package will be evaluated based on the following criteria and relative weights.


| Evaluation Criteria  | Relative Weight (%) |
|--|---------------------|
| Price  | 40                  |
| Vendor's Reputation, Quality of Services and Safety Record | 25                  |
| Benefit to Port Authority                                  | 25                  |
| Overall Compliance with Port Houston Policies              | 5                   |
| Small Business Participation                               | 5                   |



# DOCUMENT CHECKLIST

Proposal Response form:  
(Page 31 of Solicitation Package)

Page 2 of the Proposal Response Form – Required Attachments

 **PORT OF HOUSTON AUTHORITY**  
**Proposal Response**  
*PURCHASE OF THREE DOCKSIDE ELECTRIC CONTAINER CRANES FOR WHARVES NOS. 2 AND 6 AT BAYPORT CONTAINER TERMINAL*  
*For detailed instructions regarding the completion of this Proposal Response form and other related forms, or the submission, evaluation, or ranking of proposals or bids, see instructions to Respondents.*

| If Respondent Company Business Entity is privately held, please list all equity owners and their contact information:<br><i>(If not enough room, list on separate sheet)</i> | Name | Address | Telephone |
|--|------|---------|-----------|
|  |      |         |           |
|  |      |         |           |
|  |      |         |           |

**Part C: Response Attachments**

*Complete and attach the following required documents to the Proposal Response in the order listed below. All required attachments are due to be submitted as one package by the Response Due Date. Regardless of delivery method or circumstance, any Response received after the specified time and date will be returned to the Respondent unopened. Any Response submitted using forms other than those provided by PHA, when such forms are provided, or excluding any of the documentation requested, may be rejected by PHA.*

| Attach to Response                  | Attachment No. | Attachment Name <sup>[1]</sup>   |
|-------------------------------------|----------------|--|
| <input checked="" type="checkbox"/> | Attachment 01  | Price Form, including Price Exhibit  |
| <input checked="" type="checkbox"/> | Attachment 02  | Services Experience Form   |
| <input checked="" type="checkbox"/> | Attachment 03  | Professional References Form   |
| <input checked="" type="checkbox"/> | Attachment 04  | Background Information Form  |
| <input checked="" type="checkbox"/> | Attachment 05  | Additional Response Submittals – High Tech Equipment*                              |
| <input checked="" type="checkbox"/> | Attachment 06  | Disclosure of Former Port Authority Employees Form                                 |
| <input checked="" type="checkbox"/> | Attachment 07  | Work Breakdown Form  |
| <input checked="" type="checkbox"/> | Attachment 08  | Small, Minority-and Women-Owned Business Enterprise Plan                           |
| <input checked="" type="checkbox"/> | Attachment 09  | Small, Minority-and Women-Owned Business Enterprise Participation Letter of Intent |
| <input type="checkbox"/>            | Attachment 10  | NOT USED   |
| <input checked="" type="checkbox"/> | Attachment 11  | Safety Record Data Form  |
| <input checked="" type="checkbox"/> | Attachment 12  | Conflict of Interest Questionnaire   |
| <input checked="" type="checkbox"/> |                | Port of Houston Authority Bid/Proposal Security Form                               |
|                                     |                | Other _____  |

[1]: Except where noted otherwise by "\*\*", each attachment submitted must be on the Port of Houston Authority form included in the proposal documents.

# SCOPE OF WORK OVERVIEW



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## Project Site Visit

- Today, 11/29 at **1:30 pm**
- Address:  
**8515 Clinton Drive, Houston, Texas 77029**
- TWIC or a current State ID is required
- Hi-vis vests and hard hats required



Procurement Services

Email: [procurement@porthouston.com](mailto:procurement@porthouston.com)

Phone: (713) 670- 2464

# QUESTIONS?

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