

# Pre-Bid Conference:

## CSB-2689 CONSTRUCT CONTAINER YARD PERIMETER SECURITY FENCE REPAIR AND INSTALLATION AT BCT WEST END

April 20, 2023

9:30 a.m.

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# **AGENDA**

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



## **PRE-BID 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 Teams Meeting 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

Corrie Yaw, P.E. – Project Manager

Nick Kotsatos, P.E. – Construction Manager

Brenda Ruiz – Business Equity

Yvette Camel-Smith – Director, Procurement

Tanika Chukwumerije – Manager, Contracts, Procurement

Non PHA Personnel:

Robert Rocha – Harris County Wage Rate Monitor

## Harris County Wage Rate Compliance & Requirements:

- Attend pre-bid/proposal meetings and pre-construction 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



# 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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# 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 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 & Affiliates
- 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



# 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

This project does not have any Business Equity requirements, but we highly encourage the use of small, minority- and woman owned business when possible.



## **Tips to increase S/MWBE participation**

- Establish relationships with S/MWBE's in advance
- Use the Port of Houston Directory
- Advertise opportunities
- What subcontractors have you done business in the past and do they qualify?

## **Prime Contractor agrees to:**

- 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;
- 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.

# 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 (4/26/2023)
- Responses are due no later than 11 a.m. on 5/3/2023
- Proposals must be submitted electronically via email to: [procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)
- Use forms in the package
- Anticipated award date: 5/23/2023

## **EVALUATION CRITERIA**

Port Houston will award the contract to the lowest, responsive, responsible bidder. Responsibility includes the following:

### **CRITERIA**

Have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments

Have a satisfactory record of performance

Have a satisfactory safety and environmental record

Have satisfactory references

Have necessary facilities, equipment, material, personnel, organization, experience, authorizations, technical skills and financial resources to fulfill the terms of the contract






# DOCUMENT CHECKLIST

Proposal Response form:  
(Page 29 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.

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

**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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# SCOPE OF SERVICES



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Procurement Services

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

Phone: (713) 670- 2464

# QUESTIONS?

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