

Pre-Proposal Conference:

CSP-2411 Purchase of Replacement Trolley Rails for Nine Dockside Cranes for Barbours Cut Terminal and Bayport Container Terminal

September 26, 2022

10:00 a.m.

PORT HOUSTON

Paulo Soares, Sr. Director, Maintenance



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AGENDA

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



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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PHA Personnel:

Paulo Soares – Sr. Director, Maintenance

Brenda Ruiz – Business Equity

Yvette Camel-Smith – Director, Procurement

Tanika Chukwumerije – Manager Contracts, Procurement



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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

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

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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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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?



BUSINESS EQUITY CONTRACT REQUIREMENTS

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

PROCUREMENT SERVICES



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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 (10/5/2022)
- Responses are due no later than 11 a.m. on 10/12/2022
- Proposals must be submitted electronically via email to: procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: 12/6/2022

EVALUATION CRITERIA

Port Houston will select the provider of the services offering the **best value** to Port Houston. The criteria and relative weights that will be considered by Port Houston in evaluating each Response are as follows:

| CRITERIA | RELATIVE WEIGHT (%) |
|---|---------------------|
| Price | 35 |
| Vendor's Reputation, Quality of Services, Safety Record | 20 |
| Benefit to Port Authority | 35 |
| Overall Compliance with Port Authority Policies | 10 |



DOCUMENT CHECKLIST

Proposal Response form:
(Page 30 of CSP Document)

Page 2 of the
Proposal Response Form –
Required Attachments



PORT OF HOUSTON AUTHORITY Competitive Sealed Bid / Proposal Response

For detailed instructions regarding the completion of this Competitive Sealed Bid / 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: (If not enough room, list on separate sheet) | Name | Address | Telephone |
|---|------|---------|-----------|
| | | | |
| | | | |
| | | | |

Part C: Response Attachments

Complete and attach the following required documents to the Competitive Sealed Bid / Proposal Response in the order listed below. Except as noted below, all required attachments are due to be submitted as one package by the Response Due Date. Those noted below as not required by the Response Due Date are due to be submitted by 11:00 A.M. the day following the Response Due Date in a sealed envelope to the same address as the Response. 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 the Port Authority, when such forms are provided, or excluding any of the documentation requested, may be rejected by the Port Authority.

| Attach to Response | Provide by 11:00 A.M. Following Day | Attachment No. | Attachment Name ^[1] |
|-------------------------------------|-------------------------------------|----------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 01 | Price Form, including Price Exhibit |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 02 | Bid / Proposal Security (PHA Bid / Proposal Bond form, Cashier's Check*, or Certified Check*) ^[2] |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 03 | Project Experience Form (Last 5 projects awarded & additional relevant experience) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 04 | Professional References Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 05 | Safety Record Data Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 06 | Background Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 07 | Work Breakdown Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 08 | Small Business Plan |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 09 | Small Business Participation Letters of Intent |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 10 | Small Business Participation Good Faith Effort |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment 11 | Not Used |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attachment 12 | Disclosure of Former Port Authority Employees |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Conflict of Interest Questionnaire |

[1]: Except where noted otherwise by "*", each attachment submitted must be on the Port of Houston Authority form included in the Bid / Proposal Documents.

[2]: Cashier's Checks and Certified Checks must be drawn on banks insured by the F.D.I.C. Uncertified company or personal checks, money orders, cash or other forms of security are not acceptable. All Bid / Proposal Bonds must be furnished on the Port Authority's Bid / Proposal Bond form, provided in the Bid / Proposal Documents. Bid / Proposal Bonds must be executed by a corporate surety duly authorized and admitted to do business in the State of Texas and licensed by this State to issue surety bonds. The surety must be listed in the current issue of the Federal Register, Department of the Treasury list and must show adequate bonding capacity for the size of the proposed Port Authority project. The Port Authority will not accept bonds from surplus lines or Texas Loyds Plan insurance companies. The Port Authority shall be the sole judge of the validity and adequacy of any and all bonds submitted.

SCOPE OF WORK OVERVIEW



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SCOPE OF SERVICES

- Trolley rails including short trolley rails, rail clips, bolts, shims, and Gantrex pads will be replaced on nine (9) wharf cranes at Barbours Cut (3 units) and Bayport Container Terminals (6 units).
- Contractor will provide all materials, labor, equipment, supervision and labor to complete work.
- As-Built drawings have been provided however, Contractor should cut and prepare rails for lengths as measured in the field.
- Contractor will have access to one crane at a time. PHA may give 2-hour advance notice in case crane needs to be moved for vessel operation.
- Contractor will provide all required PPE for its employees during work.
- Work will not commence until short trolley rail hardness has been verified by an independent lab.
- Welders must be certified in Thermite welding also. Copies of certificates must be provided to PHA.
- Trolley rail support beam will be inspected once rails have been removed.
- Contractor must provide rail alignment report to PHA after work is complete.

SITE VISIT

9/27/2022 @ 2 p.m.

Meet:

Bayport Container Terminal Adm. Bldg.
12621 Port Road, Seabrook, Texas 77586

RSVP:

procurementproposals@porthouston.com no later
than 12 p.m. 9/26/2022

- Bring PPE-hard hat, reflective vest, safety glasses, steel-toe boots



Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

QUESTIONS?

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