

# CSP-3019 REHABILITATION OF SEAFARERS CENTER ROOF AT TURNING BASIN TERMINAL

Pre-Proposal Meeting  
November 29, 2023  
2:00 p.m.

**PORT HOUSTON**



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# AGENDA

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



# PRE-PROPOSAL MEETING 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 Chat 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 Hoh– Director, Project & Construction Management
- Derek Garrett– Project Manager, Project & Construction Management
- Yvette Camel-Smith – Director, Procurement
- Alberto Foster – Manager Contracts, Procurement
- Sommer Freeman – Contract Administrator, Procurement
- Dr. Sabeeta Bidasie-Singh - Directory, Business Equity
- Brenda Ruiz – Business Equity Supplier Diversity Manager

## Non PHA Personnel:

- Robert Rocha – Harris County Wage Rate Monitor

## 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



# PORT COMMISSION



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



**Dean E. Corgey**  
*Commissioner*



**Clyde Fitzgerald**  
*Commissioner*



**Stephen H. DonCarlos**  
*Commissioner*



**Alan A. Robb**  
*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

- 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.



OUR MAIN SITE

CONTACTS AND SUPPORT



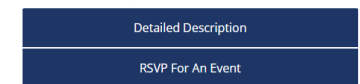
#### SMALL, MINORITY AND WOMAN OWNED BUSINESS DIRECTORY AND ONLINE APPLICATION

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.



#### OUTREACH & PROGRAM NOTICES

Business Networking Events



#### SYSTEM TRAINING

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



# TIPS TO INCREASE S/MWBE PARTICIPATION

- Establish relationships with S/MWBEs in advance
- 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 subcontractor's have you done business in the past and do they qualify?



# BUSINESS EQUITY CONTRACT REQUIREMENTS

SB-Prime Basis. An enrolled SB prime receives all SB points; No points to SB subs/suppliers.

# 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 (12/6/2023)
- Responses are due no later than 11 a.m. on 12/13/2023
- Proposals must be submitted electronically via email to: **[procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)**
- Use forms in the package
- Anticipated award date: 1/23/2023

# 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:

Evaluation Criteria	Relative Weight (%)
Price	45
Reputation, Quality, Safety	30
Benefit to Port Authority	15
Overall Compliance with Port Authority Policies	5
Small Business Participation	5





# SCOPE OF WORK OVERVIEW



# PROJECT SCOPE

- Remove loose gravel from roof and existing counterflashing at roof perimeter.
- Mechanically attach ½" HD polyiso cover board into existing metal deck.
- Fully adhere 60 mil TPO roof membrane at roof and walls.
- Terminate TPO membrane at perimeter walls and equipment curbs using termination bar min. 8" above roof.
- Install new 24 gauge metal counterflashing at roof perimeter and equipment curbs.



# PROJECT SCOPE (cont.)

- Install roof walk-pads at roof hatch and on service side of all roof-top units.
- Reinstall existing pipe supports at conduit and condensation drain lines.
- Replace all existing wood sleepers with new 4"x4" pressure treated sleepers with layer of sacrificial membrane.
- Raise equipment as required to provide 8" flashing height and to allow for roof installation below conduit/drain lines.
- Remove and replace existing sealant at concrete parapet walls, including vertical joint on roof-side of wall and skyward facing sealant at top of wall.



# SITE VISIT

- **November 30, 2023 at 2:00 p.m.**
- Address: Seafarers Center 9750 High Level Rd. Houston, Texas 77029
- **PROPER PPE & ID REQUIRED** to gain entrance through Port Houston Main Gate



# QUESTIONS?

Procurement Services

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

Phone: (713) 670- 2464

New BuySpeed URL:

<https://buyspeed.porthouston.com>



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