



**PORT HOUSTON**  
THE INTERNATIONAL PORT OF TEXAS™

**CSP – Renovation of Executive Office Building at Turning Basin Terminal**  
Brenda C Trevino, P.E. PMP | Director, Technical & Business Analytics



# Port Commission



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**Janiece M. Longoria**  
*Chairman*



**John D. Kennedy**



**Dean E. Corgy**



**Clyde Fitzgerald**



**Theldon R. Branch, III**



**Stephen H. DonCarlos**



**Roy D. Mease**



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# AGENDA

1. Introductions
2. Harris County
3. Small Business
4. Procurement Services
5. Selection Criteria
6. [Site] Parameters
7. Questions

All attendees must sign-in and indicate attendance for site visit

PHA Personnel:

Roger H. Hoh, P.E. – Director, PCM

Harvey Ross–Construction Manager

Brenda C. Trevino, P.E. – Project Manager

Ross Talbot – Construction Delivery Mgr.

Pedro Gonzales – Small Business Development

Robert D Tanner – Director. Real Estate

Harris County:

Robert Rocha – Wage Rate Monitor

## Harris County Wage Rate Compliance & Requirements:

- Attendance at 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

## Small Business Requirement:

- Participation Goal Small Business is 35% of the Purchase Price
- Small Business Participation and the Local Business criterion shall not exceed the Relative Weight of 15%.



## Procurement:

- Competitive Sealed Proposals(CSP) are due on May 16, 2018 no later than 11:00 A.M.
- One original and five copies, packaged in one sealed envelope
- All proposals will be opened and read publicly in the PHA first floor conference room by Procurement Services on Wednesday, May 16, 2018 at 11:30 A.M.



## Selection Criteria

The Port Commission will award the contract to the responsible bidder/proposer submitting the lowest and best proposal.

## Responsible:

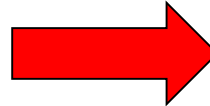
1. Meet the applicable Small Business Participation requirements, if any;
2. Have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;
3. Have a satisfactory record of performance and integrity;
4. Have satisfactory safety and environmental record;
5. Have satisfactory references; and
6. Have the necessary facilities, equipment, materials, personnel, organization, experience, authorizations, technical skills, and financial resources to fulfill the terms of the contract for the project





## Competitive Sealed Bid/ Proposal Response:

- Page 2 – 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.

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

**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 including any of the documentation requested, may be rejected by the Port Authority.

<b>Attach Response</b>	<b>Provide by 11:00 A.M. Following Day</b>	<b>Attachment No.</b>	<b>Attachment Name<sup>[1]</sup></b>
<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 <sup>[2]</sup> )
<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	Certificate of Residency
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 12	Disclosure of Former Port Authority Employees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	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 Lloyds Plan Insurance companies. The Port Authority shall be the sole judge of the validity and adequacy of any and all bonds submitted.



- Price Exhibit – organized by floor
- Allowance 1 & 2 are defined
- Not a divisible proposal
- Items identified for add and deduct must be justified and are not in contract cost



- All references to price are on the pricing sheet
- Specifications govern over drawings
- Each floor is subtotaled on the pricing sheet for ease of invoicing
- Fixed Price items will be billed on a Schedule of Values

# Special Conditions Excerpts



- Project time
  - Contract is for 730 calendar days
  - Contract includes 4 interim milestones
    - Work on each individual floor constitutes a milestone
    - Work order is Floor 1, Floor 4, Floor 2 then Floor 3
    - Each Milestone may not exceed 180 calendar days
    - Liquidated damages for each Milestone is \$800/day
    - Milestone 4 completes 10 days prior to the entire work
  - Each floor/milestone shall be completed prior to moving to another floor

# Access to Work



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- Noise and access to work on the 1<sup>st</sup> and 4<sup>th</sup> floors shall consider operating areas of the floor to remain open to staff and public
- Workers are to enter and leave a work floor from stairwells.
- Deliveries of equipment and materials will be after hours by elevator or through the stairwells
- No work permitted on Commission Days
- A boardroom schedule will be provided to manage visits from dignitaries



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# Work by Others

- IT cabling (demo and install)
- IT conferencing equipment installs
- Furniture purchase and installs
- Staff logistical moving for swing space  
(and moving critical boxes into onsite space)
- Disposal of existing furniture after it is moved to the Manifest Building on High Level Road

# CSP – Renovation of Executive Office Building at Turning Basin Terminal



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**Site Visit on April 26, 2018**

**10AM 1<sup>st</sup> floor conference room**

- No photographs – leave cell phones in your pockets or purses
- Stay with group
- PHA certified TWIC escorts must accompany individuals without a TWIC card in secure zones
- Safety vests, hard hat, safety glasses
- No open-toed shoes
- Personal flotation devices if within 20' of face of wharf
- Comply with your company's safety policy



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# THANK YOU

**Brenda C. Trevino, P.E.**

Project Manager  
Port Houston

**Questions?**

**[www.PortHouston.com](http://www.PortHouston.com)**

111 East Loop North  
Houston, TX 77029