

Pre-Proposal Conference:

RFP-2340 General Environmental Services Consultant

August 9, 2022

10 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:

Ryan Dixon – Lead Environmental Compliance Coordinator

Yvette Camel-Smith – Director, Procurement

Tanika Chukwumerije – Procurement Contract Manager

Gilda Ramirez – Director, Business Equity

Brenda Ruiz – Business Equity Manager



PORT COMMISSION



Ric Campo
Chairman of the Port Commission



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Commissioner



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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.

35%

SBE participation
goal

30%

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?>

PORT HOUSTON
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.

OUTREACH & PROGRAM NOTICES
Business Networking Events

Detailed Description
RSVP For An Event

SYSTEM TRAINING

Find a SMWBE Firm

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BUSINESS EQUITY CONTRACT REQUIREMENTS

This project has a SB-Prime Basis 5 points.



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
- 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 (8/31/2022)
- Responses are due no later than 11 a.m. on 9/7/2022
- Proposals must be submitted electronically via email to: procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: 10/27/2022



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:

Evaluation Criteria	Relative Weight (%)
Price	30
Respondent	35
Benefit to Port Authority	25
Overall Compliance with Port Houston Policies	5
Small Business Participation	5



DOCUMENT CHECKLIST

Proposal Response form:
(Page 16 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: <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 ^[1]
<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 WORK

Key Requirements:

APPENDIX A

SERVICES

Consultant shall provide technical expertise and field assistance to the staff of the Port Authority's Environmental Affairs Department EAD, as requested and assigned by the staff of EAD on an as-needed basis. EAD staff and Consultant will determine the scope of work and completion time for each assigned task and/or project. Consultant must assign staff qualified to perform the work suited to the specific scope of each assigned task and/or project. Consultant shall provide consulting services to EAD on an as needed basis relating to general environmental matters including without limitation the following services:

- Assisting with regulatory review and permitting
- Advising on local, state, and federal environmental regulations
- Assisting with asbestos, mold, and lead base paint management
- Assisting with industrial hygiene management
- Conducting environmental site assessments
- Conducting facility investigations and audits
- Conducting field studies and inspections
- Conducting soil, water, and groundwater sampling for site remediation
- Review and/or draft documents to be submitted to regulatory agencies
- Provide regulatory audit support
- Identifying and assisting in securing grant funding for projects
- Assisting with environmental project management
- Advising on the environmental management system
- Advising, assisting and drafting documents centered on sustainability
- Maintaining and keeping current the EAD database, which includes correspondences, reports, and other EAD documents
- Assisting with other activities related to environmental issues as directed by EAD staff



SCOPE OF WORK

Key Requirements:

Sample Tasks (for comparison purposes only)

The Proposer must provide a response to the described Sample Tasks, for comparison purposes only. The response will assist in evaluating proposals and determining the best value to the PHA.

The Proposer should respond to the sample task as if it were an actual task under the contract. The response should include, at a minimum, proposed personnel identified by title, work tasks assigned to identified personnel, hours of work, rate schedule of proposed personnel based on title, other associated costs, including but not limited to travel expenses, and a total cost of work.

Proposer should clearly describe all associated costs and assumptions.

Sample Task (1) Description:

The Port Authority will need two composite samples from an excess soil stockpile of sixty cubic yards at a Barbour's Cut Terminal construction site. A determination will be needed to identify whether if the soil stockpile is a Class 1 waste or if the stockpile is acceptable for commercial/industrial reuse.

Please provide a cost estimate for the sampling event and determination report. PHA will pay the laboratory costs under a separate contract. Consultant should not include laboratory costs in its estimate.

Sample Task (2) Description:

The Port Authority is requesting a wetlands and waters of the U.S. delineation for a 5-acre tract of land located at the Bayport Terminal to investigate potentially jurisdictional wetlands in order to support potential Section 404 permitting requirements for an industrial site development. This undeveloped tract of land is accessible by a major road.

Please provide a cost estimate for site investigation and delineation report.

Additional Materials

Proposer may attach other materials considered relevant to each Proposal.



Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

QUESTIONS?

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