

# Pre-Proposal Conference:

## RFP-2435 Maintenance Technical Training for Barbours Cut and Bayport Container Terminals

October 4, 2022  
10 a.m.

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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:

Diab Shihada – Assistant Maintenance Manager

Yvette Camel-Smith – Director, Procurement

Tanika Chukwumerije – Procurement Contract Manager

Brenda Ruiz – Business Equity Manager



# PORT COMMISSION



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



**Dean E. Corgey**  
*Commissioner*



**Clyde Fitzgerald**  
*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 is 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 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





## **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 (10/19/2022)
- Responses are due no later than 11 a.m. on 10/26/2022
- Proposals must be submitted electronically via email to: [procurementproposals@porthouston.com](mailto: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:

Evaluation Criteria	Relative Weight (%)
Price	20
Respondent	40
Benefit to Port Authority	35
Overall Compliance with Port Houston Policies	5



# DOCUMENT CHECKLIST

Proposal Response form:  
(Page 15 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 <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 WORK**

- To develop and deliver on-site training programs to include Basic Mechanical and Electrical Training courses.
- To enhance the knowledge, skills and understanding of maintenance employees at all levels at Port Houston.
- Include a syllabus and all classroom materials detailing the length of the class and the topics for each day.
- Administer a test that can be graded and reported to Port Houston management.
- Provide the necessary training supplies, equipment, and materials for all participants on each training topic. The cost of training supplies, equipment, and materials shall be included in the course price per participant. All training materials created by the Service Provider under the resulting contract shall be owned by Port Houston. Copies may be printed for Port Houston use only. Contractor shall be required to maintain books, records, documents, and other evidence sufficient to document all actions taken with respect to the training program.
- Provide documentation/certificates to each participant who successfully passed or completed training. A complete copy of the training session roster shall be provided to Port Houston upon completion of each course.
- Contract term is two (2) years.
- Train approximately 150 maintenance employees in year 1.





## **SCOPE OF WORK**

- In-person, instructor-led training sessions shall be held at Port Houston facilities located in Harris County, Texas.
- Consist of four to ten business days of classroom and hands-on training per course.
- Each course (Basic Mechanical and Electrical Training) offered once per month over a 10-month period. No classes to be held after the second week in November through December.
- Anticipated enrollment for each course of approximately 15 maintenance employees.
- A guaranteed minimum class size is 10 employees.
- All training must be conducted Monday through Friday, 6 a.m.-5 p.m.
- Pricing shall be based on the number of classroom hours and cost per student. Also provide the daily training rate.

### Virtual/Self-Paced Courses (“Additional Services”):

- Competency-based eLearning platform that teaches industrial skills using explanations, graphics, videos, & animations.
- Port Houston utilizes Teams Meeting, WebEx, and Zoom.
- Virtual lab/simulator is preferred.



# SCOPE OF WORK

**Electrical Training** should include but not be limited to the following topics:

- Electrical Safety
  - Lock out/tag out
  - Industrial marine/transportation electrical systems
- Meters and proper uses
  - Voltage meter
- Ohm's Law
- Circuitry
  - Series
  - Parallel
- AC Voltage
  - Single Phase
  - Half Wave Rectification
  - Full Wave Rectification
  - Three Phase
- Transformers
- Electrical troubleshooting
  - Troubleshooting basic electrical circuits
  - Troubleshooting control circuits
- DC Motors
- AC Motors
- Variable frequency drives
- Sensors and actuators
- Reading schematics

**Basic Mechanics** should include but not be limited to the following topics:

- Basic mechanics
  - Measurements
  - Hand tools
- Lubricants and greases, proper uses, and methods
- Gear boxes, sheaves, and bearings maintenance
- Hydraulics and pumps maintenance
  - Hydraulic schematics
  - Troubleshooting hydraulic systems
- Wire ropes
- Reading mechanical drawings
- Rigging Basics
- Safe Handling of Oxygen & Acetylene (Proper Setup & Shutdown)
- Metal cutting / grinding
- Diesel engines
  - Troubleshooting
  - Repairs
  - Diesel Particulate Filters (DPF) systems

## SCOPE OF WORK

### Pricing:

- Respondents may propose on the Basic Mechanical, Electrical Training or both courses.
- Proposed pricing shall include travel and every item of expense, direct and indirect.
- Pricing shall be based on the number of classroom hours and cost per student.
- Also provide the daily training rate.
- Provide separate pricing for Virtual/Self-Paced Courses (“Additional Services”)

Procurement Services

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

Phone: (713) 670- 2464

# QUESTIONS?

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