

RFP 3038 – SUPPORT FOR DEVELOPMENT OF PORT HOUSTON PLANS

Pre-Proposal Meeting
December 13, 2023
9:00 a.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

- Rohit Saxena– Director, Facility Planning
- Jacqueline Munoz– Manager Long Range Planning
- Adithya Dahagama – Director, Corporate Strategy
- 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



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.



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



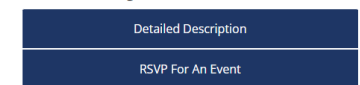
SMALL, MINORITY AND WOMAN OWNED BUSINESS DIRECTORY AND ONLINE APPLICATION

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



TIPS TO INCREASE S/MWBE PARTICIPATION

- Establish relationships with S/MWBE's 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

This project has a 35% small business goal, 10-point weight.

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 (9/6/2023)
- Responses are due no later than 11 a.m. on 9/13/2023
- Proposals must be submitted electronically via email to: **procurementproposals@porthouston.com**
- Use forms in the package
- Anticipated award date: 10/24/2023

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	20
Respondent	60
Benefit to Port Authority	10
Small Business Participation	10



SCOPE OF WORK OVERVIEW



Scope of Services

Port Houston Plans



Scope of Services

2025 STRATEGIC PLAN (SP) AND 2050 COMPREHENSIVE LONG-RANGE PLAN (CLRP)

Planning and Coordination (SP & CLRP)

- Final Stakeholder Engagement and Communication Plan
- Materials for stakeholder engagement activities

Stakeholder Engagement Activities (SP & CLRP)

- Facilitation and meeting summaries for each engagement activity
- Responses for surveys and questionnaires
- Report analyzing stakeholder feedback
- Report summarizing process and engagement

Design and Development (SP & CLRP)

- SP - Draft publications in PowerPoint slide deck format
- CLRP - Draft publications in magazine format
- Proofreading, editing, and summary of edits

Printing and Production (CLRP Only)

- Printing specifications
- Final publication in magazine and digital formats
- Printed copies of final publication*



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Schedule

Item	Date
Advertise RFP	December 6, 2023
Pre-Proposal Meeting	December 13, 2023
Proposals Due	January 17, 2024
Oral Presentations/Web Meeting (if required); Only shortlisted Respondents will be notified	January 24, 2024
Contract Award	February 29, 2024
Project Kick-off	March 4, 2024
Substantial Completion	September 30, 2024
Project Completion	No later than December 31, 2024

QUESTIONS?

Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

New BuySpeed URL:

<https://buyspeed.porthouston.com>



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