

# Preliminary Meeting:

## RFQ-2366 Professional Engineering and Architectural Services for Design of the Administrative Building at Barbours Cut Terminal

September 22, 2022

9 a.m.

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# **AGENDA**

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



## **PRELIMINARY 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 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:

Roger Hoh – Director, Project and Construction Management

Jessica Shambra – Project Manager

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*



**Dean E. Corgey**  
*Commissioner*



**Clyde Fitzgerald**  
*Commissioner*



**Stephen H. DonCarlos**  
*Commissioner*



**Roy D. Mease**  
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**Wendy Montoya Cloonan**  
*Commissioner*



**Cheryl D. Cruzot**  
*Commissioner*



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# BUSINESS EQUITY



# 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 EQUITY

All dollars awarded and committed to enrolled S/MWBEs count towards Port Houston's S/MWBE goals regardless of whether the individual solicitation includes criteria for small, minority, woman-owned business participation.



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# BUSINESS EQUITY 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 & Affiliate
- 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



## Local Presence

- Harris
- Montgomery
- Waller
- Ft. Bend
- Brazoria
- Galveston
- Chambers
- Liberty



# 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.

**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 is does not have any Business Equity requirements, but we highly encourage the use of small, minority- and woman owned business when possible.



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# 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 (10/12/2022)
- Responses are due no later than 11 a.m. on 10/19/2022
- Proposals must be submitted electronically via email to: [procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)
- Use forms in the package
- Anticipated award date: January 2023

## **EVALUATION CRITERIA**

Port Houston will select the **most highly qualified** provider of the services based on **demonstrated competence and qualifications**. Port Houston. The criteria and relative weights that will be considered by Port Houston in evaluating each Response are as follows:

<b>Evaluation Criteria</b>	<b>Relative Weight (%)</b>
Respondent's Reputation and Quality of Services	20
Personnel Qualifications and Experience	40
Performance Plan and Other Benefits	35
Overall Compliance with Port Houston Policies	5

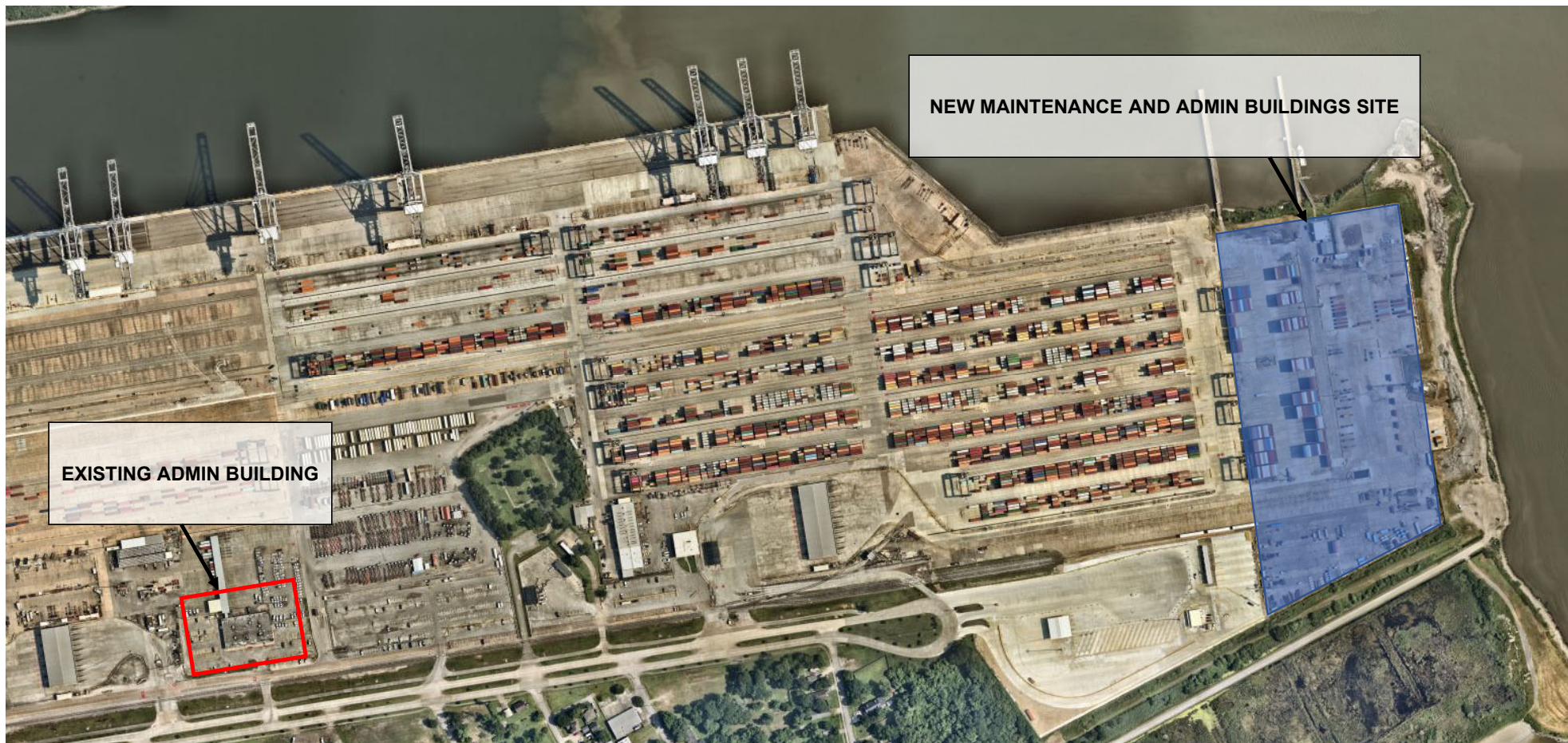
# SCOPE OF WORK OVERVIEW



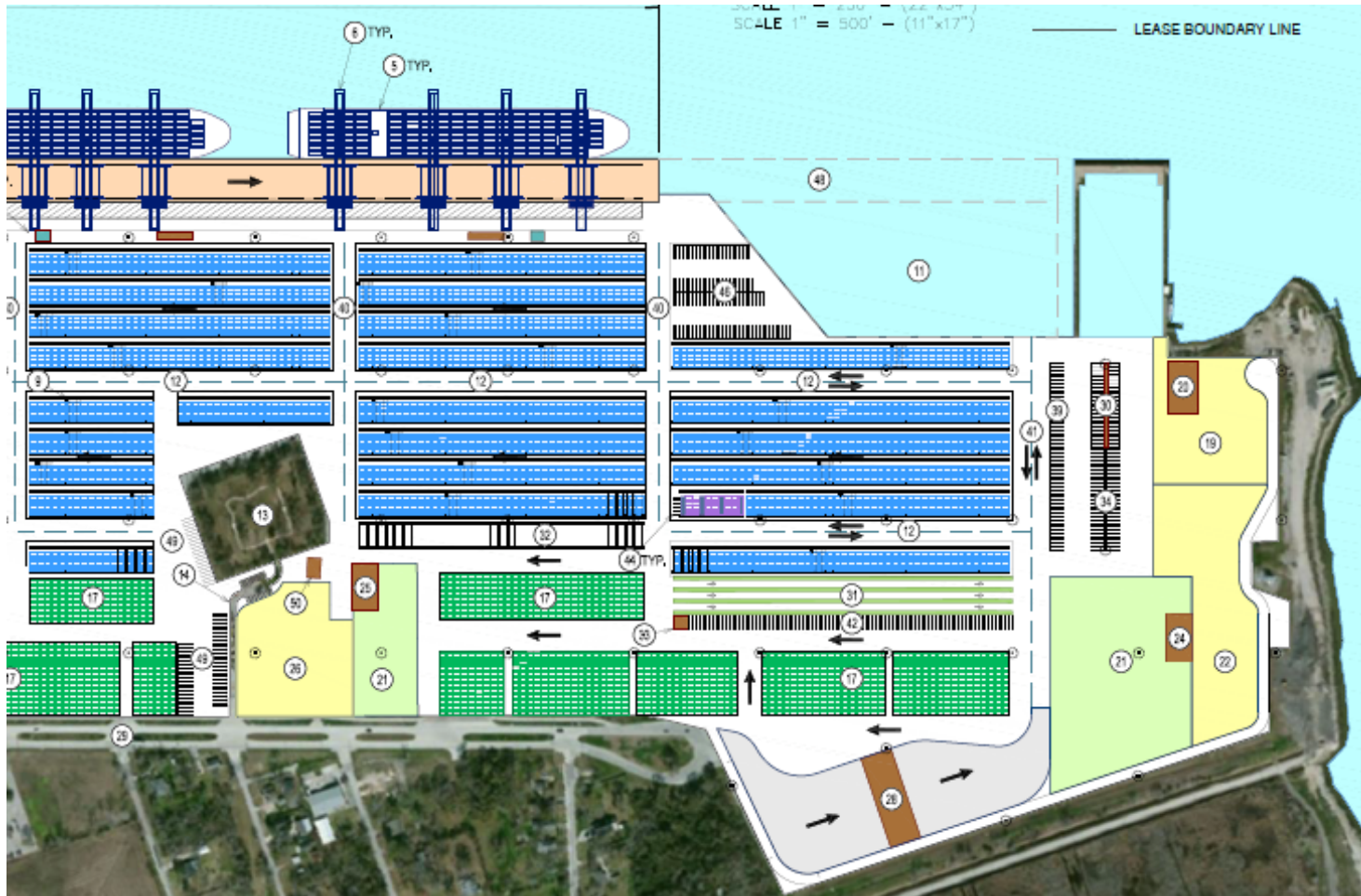
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## Existing BCT Administration/Operations Building



# BCT 2012 Master Plan

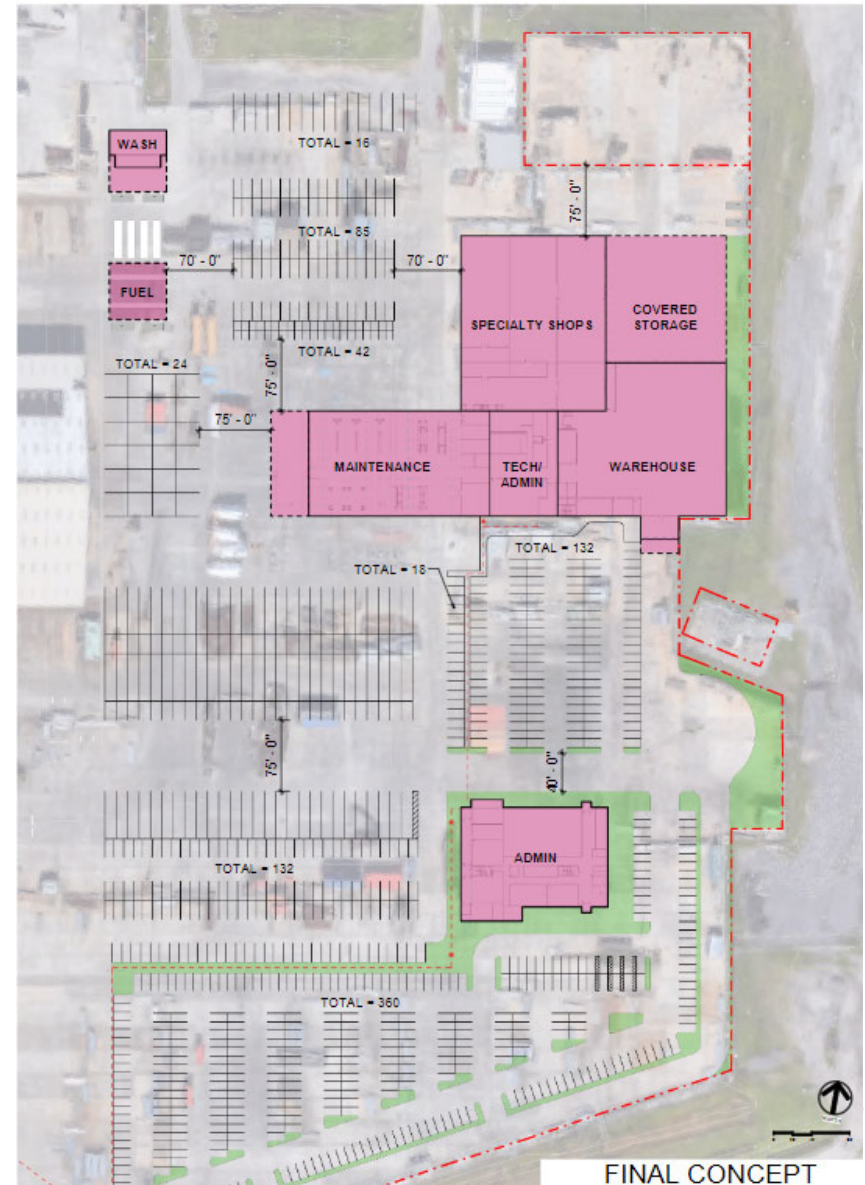


## 2019 Building Programming

BCT Admin Building needs to support:

- PHA Operations
- PHA Police
- PHA IT (staff and MDF)
- PHA Construction Managers/Inspectors
- Tenants/Stevedores
- US Customs
- International Longshoreman Association (ILA)

2-story building; approximately 35,000 SF



# Bayport Administration Building



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## **SCOPE OF WORK**

- Review and update existing programming effort
- Geotechnical, SUE, and surveying
- Design services, including bid and construction phase services
- Award design contract January 2023
- Construction in 1<sup>st</sup> Quarter 2024

## **SPECIAL CONSIDERATIONS**

- TWIC requirements
- Coordinate with construction of the Maintenance Complex
- Secure Areas/Access Points
- Site Parking
- Site utilities (electrical and telecommunications)

Procurement Services

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

Phone: (713) 670- 2464

# QUESTIONS?

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