

# Pre-Proposal Meeting:

RFQ-2951 - PROFESSIONAL ENGINEERING  
SERVICES FOR THE PRE-DEVELOPMENT  
DESIGN OF GREENS BAYOU TERMINAL

September 19, 2023

10:00 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:

Roger Hoh – Director, Project & Construction Management

Josh Keller– Project Manager, Project & Construction Management

Yvette Camel-Smith – Director, Procurement Services

Alberto Foster– Manager Contracts, Procurement Services

Sommer Freeman – Contract Administrator, Procurement

Dr. Sabeeta Bidasie-Singh - Director, Business Equity

Brenda Ruiz – Manager, Business Equity

Nicole Jones – Compliance Analyst, Business Equity

Eduardo Mejia – Compliance Analyst, Business Equity



# PORT COMMISSION



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



**Dean E. Corgey**  
*Commissioner*



**Clyde Fitzgerald**  
*Commissioner*



**Stephen H. DonCarlos**  
*Commissioner*



**Roy D. Mease**  
*Commissioner*



**Wendy Montoya Cloonan**  
*Commissioner*



**Cheryl D. Creuzot**  
*Commissioner*





# 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

- 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.

The screenshot shows the top navigation bar with the Port Houston logo (a stylized 'H' with a red and blue map of Texas) and the text 'PORT HOUSTON THE INTERNATIONAL PORT OF TEXAS'. To the right are links for 'OUR MAIN SITE' and 'CONTACTS AND SUPPORT'. The main content area features a large background image of a port with cranes and a ship. Overlaid on this image is the text 'PORT HOUSTON BUSINESS EQUITY COMPLIANCE SYSTEM' and a yellow 'Log In' button. Below the image, there are two columns of content. The left column is titled 'SMALL, MINORITY AND WOMAN OWNED BUSINESS DIRECTORY AND ONLINE APPLICATION' and contains a blue button labeled 'Find a SMWBE Firm' with a yellow arrow pointing to it. The right column is titled 'OUTREACH & PROGRAM NOTICES' and contains a blue button labeled 'RSVP For An Event'. At the bottom right, there is a section for 'SYSTEM TRAINING'.

[www.porthouston.smwbe.com](http://www.porthouston.smwbe.com)



# BUSINESS EQUITY CONTRACT REQUIREMENTS

This project 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 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?





# 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 (9/20/2023)
- Responses are due no later than 11 a.m. on 9/27/2023
- Proposals must be submitted electronically via email to: [procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)
- Use forms in the package
- Anticipated award date: 10/24/2023



# EVALUATION CRITERIA

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

Evaluation Criteria	Relative Weight (%)
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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## SCOPE OF WORK

- Greens Bayou Terminal Pre-Development Package
  - 346 Acre Tract
  - Clearing and Grubbing
  - Grading and Compaction of Existing Soils
  - Drainage and placing interim storm water controls



# SCOPE OF WORK

- Location:
  - Access to the site is from I-10 East and Beltway 8 Exchange, take the E Freeway Service Road to Penn City Road. There are 2 different access points on the West side of Penn City Road to the site.





# SCOPE OF WORK

- Lease Tract 1 –  
246 AC
- North side of  
Property, North of  
E/W Rail



## SCOPE OF WORK

- Lease Tract Along North Side Rail – 6 AC
- Lease Tract 2 – North Block, South of Rail, and runs along East Side of Property- 47 AC
- Lease Tract 3 – South Wedge – 49 AC





Procurement Services

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

Phone: (713) 670- 2464

New BuySpeed URL:

<https://buyspeed.porthouston.com>

# QUESTIONS?

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