

Pre-Proposal Meeting:

RFQ -2987 -PROFESSIONAL ENGINEERING
SERVICES FOR THE PRE-DEVELOPMENT
DESIGN OF MEMORIAL TRACT PROPERTY

October, 23 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 Camelsmith - 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. Cruzot
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.



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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 website header with the Port Houston logo and navigation links for "OUR MAIN SITE" and "CONTACTS AND SUPPORT". The main banner features a port scene with the text "PORT HOUSTON BUSINESS EQUITY COMPLIANCE SYSTEM" and a "Log In" button. Below the banner, there are three main sections: "SMALL, MINORITY AND WOMAN OWNED BUSINESS DIRECTORY AND ONLINE APPLICATION" with a "Find a SMWBE Firm" button (highlighted by an orange arrow), "OUTREACH & PROGRAM NOTICES" with buttons for "Detailed Description" and "RSVP For An Event", and "SYSTEM TRAINING". The website URL "www.porthouston.smwbe.com" is displayed at the bottom, along with the Port Houston logo.

www.porthouston.smwbe.com



BUSINESS EQUITY CONTRACT REQUIREMENTS

This project does not have any Business Equity requirements.

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



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 (10/25/2023)
- Responses are due no later than 11 a.m. on 11/1/2023
- Proposals must be submitted electronically via email to:
procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: 12/12/2023



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

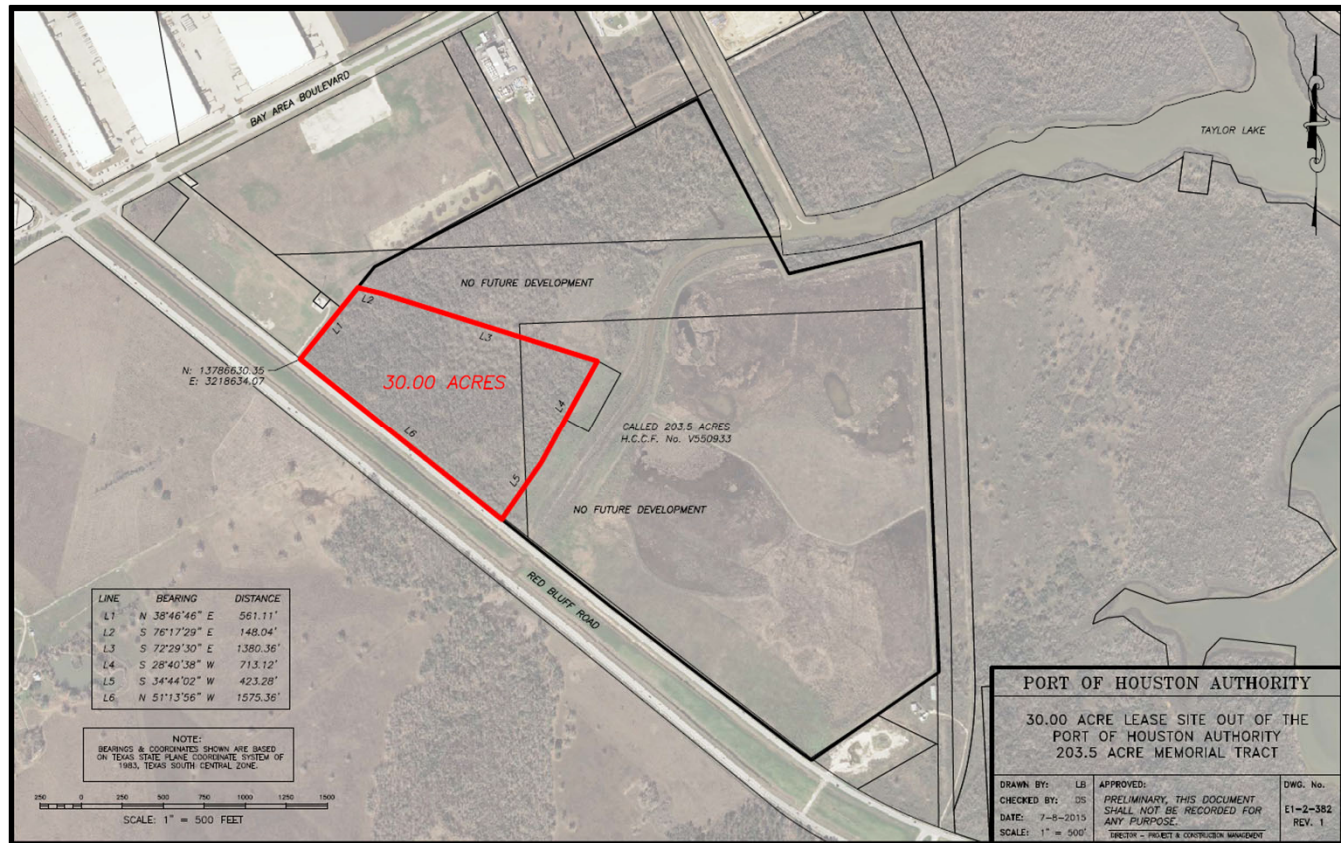
SCOPE OF WORK OVERVIEW



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SCOPE OF WORK

LOCATION: Memorial Tract is a 30 ACRE tract near the intersection of Red Bluff and Bay Area Boulevard.



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SCOPE OF WORK

Clearing and Grubbing Package

- Geotechnical Investigation (Bores for Soil Conditions)
- Clearing and grubbing of the 30 AC Tract.
- Excavation and fill to mitigate any wetlands or low-lying areas.
- Establish interim site drainage, and temporary storm water controls.
- Prepare the site for a Tenant to do site improvements per their operations.
- Hydraulic and Hydrology Study for Clearing and Grubbing of the Parcel.



SCOPE OF WORK

Engineering Services

- Provide all final design engineering services to develop and seal for construction of the recommended solution
- Prepare Interim and Final Construction Cost Estimates
- Provide Construction Documents, assistance during the proposal/bid phase
- Construction phase services during pre-proposal, pre-construction, miscellaneous meetings, review of submittals and shop drawings, responses to RFI's, assistance with Change orders, and documentation of as-built surveys.



Project Dates

- **Question close on Buyspeed 10/25/2023**
- **Proposals are due 11/1/2023**

- **Goal is to award the Design in the December Commission Meeting on 12/12/2023.**

- **Target of awarding Construction Late 1st quarter 2024.**

Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

New BuySpeed URL:

<https://buyspeed.porthouston.com>

QUESTIONS?

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