

RFQ-3423 CIVIL ENGINEERING ON-CALL SERVICES PORTWIDE

Pre-Proposal Meeting
October 21, 2024
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
- Raul Rodriguez – Project Manager, Project & Construction Management
- Yvette Camel-Smith – Director, Procurement
- Tanika Chukwumerije – Contracts Manager, Procurement
- Alexis King – Contract Administrator, Procurement
- Dr. Sabeeta Bidasie-Singh - Director, 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



Wendy Montoya Cloonan
Commissioner



Alan Robb
Commissioner



Thomas Jones, Jr.
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.

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 \$2.047 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.

PORT HOUSTON
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

www.porthouston.smwbe.com



TIPS TO INCREASE S/MWBE PARTICIPATION

- Establish relationships with S/MWBEs 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 does not have any Business Equity requirements. However, Port Houston encourages the participation of S/MWBEs when possible.



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 (11/6/2024)
- Responses are due no later than 11 a.m. on 11/13/2024
- Proposals must be submitted electronically via email to: **procurementproposals@porthouston.com**
- Use forms in the package
- Anticipated award date: 12/10/2024



EVALUATION CRITERIA

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

Evaluation Criteria	Relative Weight (%)
Respondent's Reputation and Quality of Services	25
Personnel, Qualifications, and Experience	40
Performance Plan and Other Benefits	30
Overall Compliance with Port Authority Policies	5

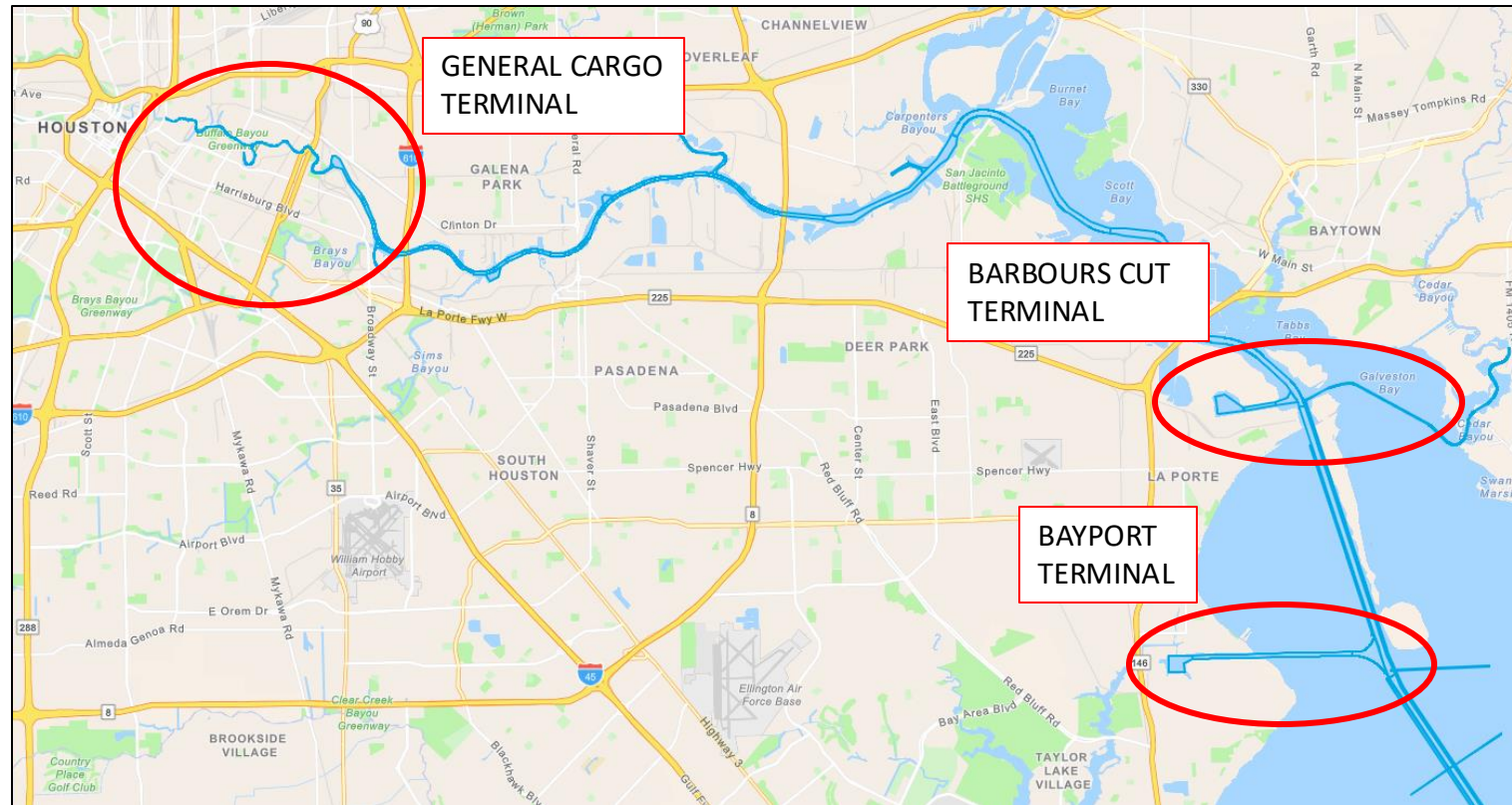


SCOPE OF WORK OVERVIEW

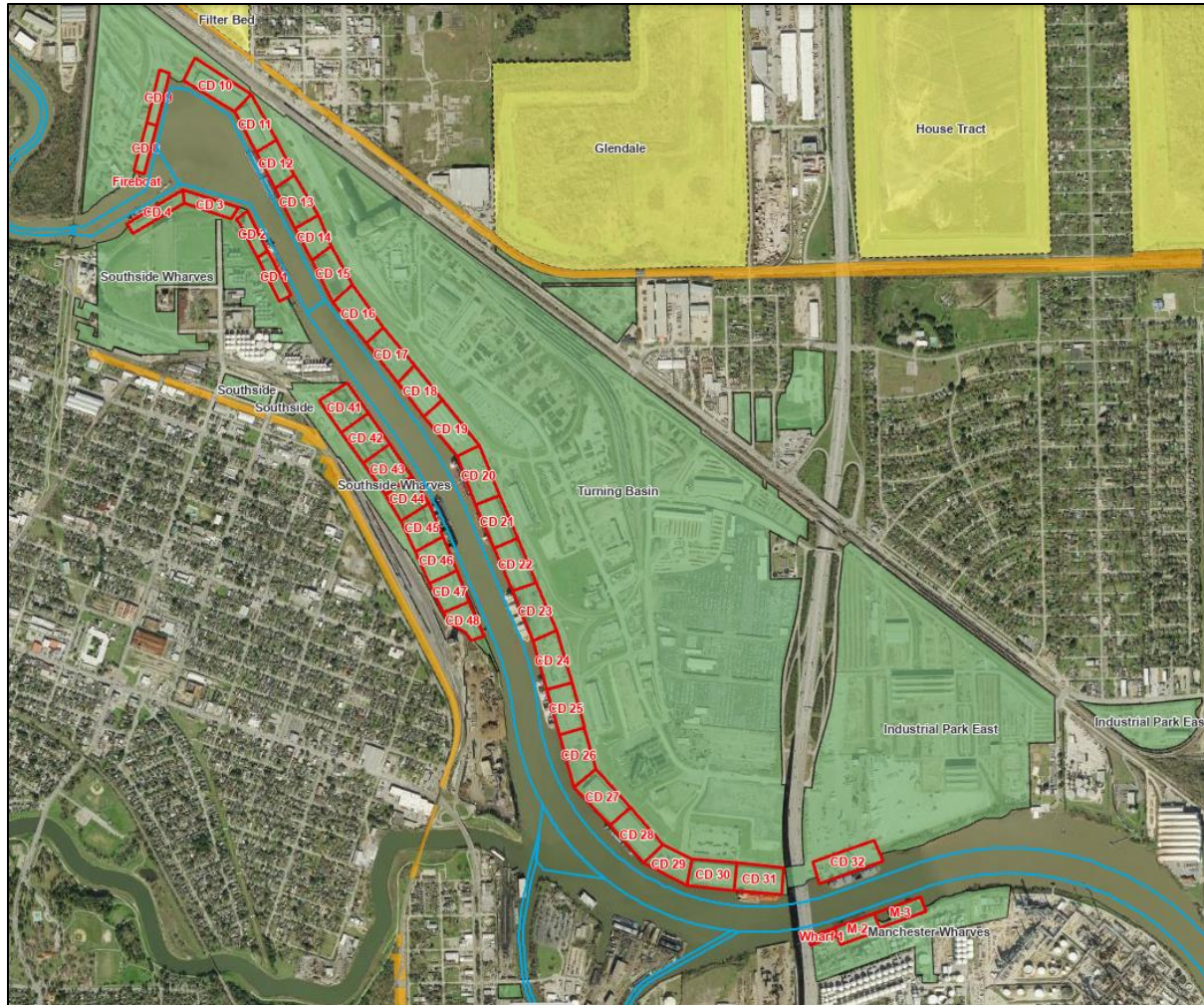


PORT HOUSTON

Project Location - Port Wide



Project Location - GENERAL CARGO TERMINAL



- Wharves
- Office Building
- Other Buildings

Project Location - BARBOURS CUT TERMINAL



- Wharves
- Container Yards
- Office Building
- Other Buildings

Project Location - BAYPORT TERMINAL



- Wharves
- Container Yards
- Office Building
- Other Buildings



Project Scope

This Scope of Work outlines the provision of on-call professional services for civil engineering tasks, including, but not limited to, analysis, design, and consultation. The selected firm will provide technical expertise and support for a wide range of civil engineering projects on an as-needed basis.

Feasibility Studies & Concept Design

Conduct studies and create initial designs for potential port projects.

Site Investigations & Geotechnical Evaluations

Perform investigations and evaluations to support design elements for the project scope.

Transportation Infrastructure Recommendations

Analyze and provide recommendations for infrastructure improvements.

Include studies of current and future traffic patterns.

Design of Roadways & Port Facilities

Design roadways, intersections, traffic signals, and pedestrian pathways.

Stormwater Management & Drainage Design

Conduct hydrologic and hydraulic analysis.

Design systems for stormwater management and erosion control.



Project Scope

Port Infrastructure Engineering Design

Develop detailed plans, layouts, and cost estimates for port infrastructure projects.

Final Design & Engineering Services

Deliver and seal final designs required for construction, including interim deliverables.

Bid & Construction Phase Support

Participate in pre-construction meetings.

Review submittals, shop drawings, and RFIs.

Assist with change orders and maintain as-built documentation.

Emergency Engineering Support

Provide immediate post-incident engineering support for emergencies like natural disasters or infrastructure failures.

Post-Event Inspections & Repair Plans

Inspect and assess damage after events and develop repair or stabilization plans.



QUESTIONS?

Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

New BuySpeed URL:

<https://buyspeed.porthouston.com>



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