



# **PRE- SUBMITTAL CONFERENCE**

## **Request For Qualifications (RFQ)**

**Solicitation No. H37-OCAPS-2022-003**

### **ON-CALL AVIATION PLANNING SERVICES (OCAPS) for HOUSTON AIRPORT SYSTEM (HAS)**

Thursday, November 4, 2021 @ 10:00 A.M., CST  
([Microsoft Teams Video-Conference](#))

**WEB MEETING ADDRESS: <https://bit.ly/2ZOcy6l>**

André Morrow, C.P.M., CPPB  
Sr. Procurement Specialist  
Houston Airport System  
[andre.morrow@houston.tx.gov](mailto:andre.morrow@houston.tx.gov)

# List of Attendees

---



Please fill-in the following on the “Q&A” area of MS Teams:

Company Name:\_\_\_\_\_

Name of Participant:\_\_\_\_\_

Telephone No:\_\_\_\_\_

Email Address: \_\_\_\_\_

Proposing as: Prime\_\_\_\_ or Sub-Contractor\_\_\_\_\_

# Pre-Submittal Meeting Agenda

---



- |                                     |  |
|-------------------------------------|--|
| I. Opening Remarks                  | Cathy Vander Plaats<br>Procurement Officer                                 |
| II. Solicitation Overview           | Andre' Morrow, C.P.M., CPPB<br>Sr. Procurement Specialist                  |
| III. Office of Business Opportunity | HAS OBO  |
| IV. Project Scope and Overview      | Karen Korir<br>Director-Planning & Capital Development                     |
| V. Questions/Answers                | All questions must be submitted in writing via email to SCM, Andre' Morrow |

# Procurement Process Reminder / Quiet Period

---



- The Quiet Period begins on the date the solicitation is issued and extends until an award recommendation appears on a City Council Committee Meeting Agenda..
- All inquiries regarding this solicitation are to be directed to the designated City Representative ([Andre' Morrow](#)).
- Do not contact Council Members or City employees in an attempt to influence the outcome of the award. You will be able to speak publicly at the City Council Meeting.

# Disclaimer:

---

This document serves to aid interested Vendors doing business with the City of Houston (City). This document does not constitute legal advice or bind the City in any manner. Anything stated at this pre-submittal conference is not intended to change any terms and/or conditions stated in the advertised solicitation document. Any authorized changes will be made in writing in the form of a letter clarification or addendum issued by Supply Chain Management.

# Solicitation Overview



## **Solicitation Purpose**

To identify successful contractors through submission of qualifications for on-call aviation planning services in support of activities and operations at facilities owned and operated by the City of Houston including George Bush Intercontinental Airport, William P. Hobby Airport, Ellington Airport, and various other properties.

The On-call Aviation Planning Services will cover a broad spectrum of aviation planning activities normally expected at a large multi-airport system.

A contract resulting from this RFQ would have a term of three (3) years with two (2) 1-year options to extend.

# Solicitation Overview

---



**QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION  
ARE DUE BY:**

**Tuesday, November 9, 2021, 12:00 P.M. (noon), CST**

**SOLICITATION DUE DATE AND TIME:**

**Tuesday, December 7, 2021, 2:00 P.M. CST**

# Addt'l Info/Specification Changes

---



## **LETTER OF CLARIFICATION(S) (LOC) :**

Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André Morrow, C.P.M., CPPB: [andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov) no later than 12:00 P.M. (Noon), November 9, 2021.

Responses to questions received from potential Firms and any changes to the solicitation documents shall be confirmed in writing and will be posted in a Letter of Clarification to the HAS website (<https://www.fly2houston.com/biz/opportunities/solicitations>) prior to submittal due date.



## **SOLICITATION FILES:**

### **Solicitation Documents**

- **RFQ On-Call Aviation Planning Services H37-OCAPS-2022-003**
- **Attachment A - Sample Contract - H37-OCAPS-2022-003**
- **Letter of Clarification No. 1 H37-OCAPS-2022-003**

# Procurement Timeline



Description	Scheduled Date
Date of RFQ (Advertised & Posted on HAS Website)	October 22, 2021
Pre-Submittal Conference	November 4, 2021
<b>Deadline for Questions</b>	<b>November 9, 2021</b>
Letter of Clarification(s) Posted on HAS Website (Estimated)	November 16, 2021
<b>SUBMISSIONS DUE FROM RESPONDENTS</b>	<b>December 7, 2021</b>
Notification of Shortlisted Firms (Estimated)	January 13, 2022
Oral Presentations/Interviews (Estimated)	January 25, 2022
Notification of Intent to Award (Estimated)	February 15, 2022
Council Agenda Date (Estimated)	March 30, 2022
Contract Start Date (Estimated)	April 14, 2022

# Submittal Procedures

- **Provide one (1) original submittal** signed in **BLUE** ink and marked “original” along with **eight (8) copies** of the submittal in hard copy **and** on thumb drives.
- **Provide two (2) hard copies** (1-original and 1-copy) of **Firms’ Financial Statements** in a separate, sealed envelope bearing the assigned Solicitation Name and Number.
- All submittals must be delivered to 18600 Lee Road, Humble, TX 77338 by **Tuesday, December 7, 2021 at 2:00 P.M., CST.**
- All submittals must be labeled on the outside of the box:  
**“RFQ # H37-OCAPS-2022-003 On-Call Aviation Planning Services For Houston Airport System (HAS)”** and provide all applicable contact information.

# RFQ SUBMITTAL REQUIREMENTS

---



- Each Submittal must be organized and follow the required format as stated in the RFQ.
- Each Section must be appropriately tabbed and inclusive of all required submittals.

# RFQ SUBMITTAL REQUIREMENTS



## **FORMS TO BE SUBMITTED WITH STATEMENT OF QUALIFICATION**

- Exhibit A – 00455 Ownership Information Form
- Exhibit B – 00457 Conflict of Interest Questionnaire
- Exhibit C – 00460 Pay or Play Acknowledgement Form
- Exhibit D – 00480 Reference Verification Form
- Exhibit E – 00481 Anti-Collusion Statement
- Exhibit F – Attachment “I”: Schedule of DBE Participation
- Exhibit F – Attachment “II”: DBE Letter Of Intent
- Exhibit F – Attachment “III”: Certified DBE Subcontract Terms
- Exhibit F – Attachment “IV”: Mayor’s Office of Business Opportunity  
DBE Utilization Report
- Exhibit H – 00600 List of Proposed Subs
- Exhibit Q – Contact Directory Form
- Exhibit R – Statement Of Residency
- Exhibit S – Offer And Submittal
- Exhibit T – Contract and Contract Exception Chart
- ATTACHMENT B – Required Submittal Checklist

# EVALUATION & SELECTION CRITERIA

---



- Responses will be evaluated by an Evaluation Committee consisting of City of Houston personnel.
- The award of a contract will be made to the Firm(s) offering the response which best meets the needs of the COH and HAS. The COH reserves the right to reject any offer if the Response submitted fails to satisfy the COH that the Respondent is properly qualified to provide the services contemplated as specified.

# Evaluation Criteria and Scores

The following criteria will be used in the evaluation to assess and document the degree to which the Submittal meets that criterion and the requirements contained in the Scope of this solicitation:

<b>Evaluation Criteria</b>	<b>Max Score</b>
Firm's Background and Experience Providing Similar Services to Other Airport Operators	40
Background And Experience Of Key Personnel	20
Management Approach and Understanding of Scope Requirements	25
Sub-Consultants	15
Minimum Qualifications or Requirements	Pass/Fail
DBE Compliance	Pass/Fail
Financial Capabilities	Pass/Fail
<b>TOTAL</b>	<b>100</b>

# EVALUATION CRITERIA

---



## **The Respondents Must Meet The Following Minimum qualifications:** **(Pass/Fail)**

1. The prime firm for each of these teams must have served as the prime contractor on at least three (3) master plans (guided by FAA Advisory Circular 150/5070) and/or on-call aviation planning assignments at a top 30 airport as defined by the 2019 Airport Council International (ACI) North American Airports Passenger Ranking List (see Appendix) during the past seven (7) years.
2. This requirement must be met by the prime firm and may not be met by a combination of firms on a team.



## 2019 North American Airport Traffic Summary (Passenger)

### Top 50 Airports

#### Commercial Passengers

World Ranking	NAM Ranking	Country	City/State	Airport Code	Total Passengers	% Chg 2019-2018
1	1	United States	Atlanta GA	ATL	110 531 300.0	3%
3	2	United States	Los Angeles CA	LAX	88 068 013.0	1%
6	3	United States	Chicago IL	ORD	84 649 115.0	2%
10	4	United States	Dallas/Fort Worth TX	DFW	75 066 956.0	9%
16	5	United States	Denver CO	DEN	69 015 703.0	7%
20	6	United States	New York NY	JFK	62 551 072.0	1%
23	7	United States	San Francisco CA	SFO	57 418 574.0	-1%
29	8	United States	Seattle WA	SEA	51 829 239.0	4%
30	9	United States	Las Vegas NV	LAS	51 691 066.0	4%
31	10	United States	Orlando FL	MCO	50 613 072.0	6%
32	11	Canada	Toronto ON	YYZ	50 496 804.0	2%
34	12	United States	Charlotte NC	YYZ	50 168 783.0	8%
43	13	United States	Newark NJ	EWR	46 336 452.0	1%
44	14	United States	Phoenix AZ	PHX	46 287 790.0	3%
45	15	United States	Miami FL	MIA	45 924 466.0	2%
47	16	United States	Houston TX	IAH	45 276 595.0	3%
53	17	United States	Boston MA	BOS	42 587 664.0	4%
57	18	United States	Minneapolis MN	MSP	39 555 035.0	4%
61	19	United States	Detroit MI	DTW	36 769 279.0	4%
62	20	United States	Fort Lauderdale FL	FLL	36 747 622.0	2%
67	21	United States	Philadelphia PA	PHL	33 018 886.0	4%
75	22	United States	New York NY	LGA	31 084 894.0	3%
89	23	United States	Baltimore MD	BWI	26 992 859.0	-1%
91	24	United States	Salt Lake City UT	SLC	26 808 014.0	5%
92	25	Canada	Vancouver BC	YVR	26 401 443.0	1%
100	26	United States	San Diego CA	SAN	25 216 947.0	4%
102	27	United States	Washington DC	IAD	24 686 236.0	3%
112	28	United States	Washington DC	DCA	23 913 359.0	2%
118	29	United States	Tampa FL	TPA	22 497 953.0	6%
123	30	United States	Honolulu HI	HNL	21 735 558.0	4%

# EVALUATION CRITERIA

## **Financial Capabilities (Pass/Fail)**

- Provide audited financial statements or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two fiscal years. At a minimum, include the letter of opinion, balance sheet, schedules, and related auditor's notes.
- Firms that do not have audited financial statements shall submit unaudited financial statements from the previous two years along with federal income tax returns from the previous two years.
- Please note that this is a requirement and a firm's failure to submit this information will result in that firm not being considered for this contract. A firm should not refer HAS to its website or any other database to retrieve this information.

## **DBE Compliance (Pass/Fail)**

- As referenced in PART V, Section 14.0 DISADVANTAGED BUSINESS ENTERPRISES (DBE) and City Required Documents listed as Exhibits, Attachments, and referenced in PART VII in the RFQ solicitation.

## **HAS Office of Business Opportunity**

[has.obo@houstontx.gov](mailto:has.obo@houstontx.gov)

# Diversity Requirements

---



- The DBE Goal on this solicitation is 25%.
- DBE firms must be certified by the City of Houston Office of Business Opportunity.
- Firms Must Be Certified DBE at time of RFQ Submission. If Not Certified DBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> or By Phone (832) 393-0600.

# DBE Goal Achievement



There are resources available to assist you as you assemble your team of certified subcontractors to help you achieve the **25%**DBE participation goal for this federally funded project. Follow these easy steps to access the City of Houston certified Directory.

- Log on to the City of Houston's Website at [www.houstontx.gov](http://www.houstontx.gov)
- Click on the Government/Departments Link
- Click on the Office of Business Opportunity
- Click on the Department Overview and Quick Links
- Click on the Certified Firm Directory (listed under Certifications and Designations)

You will then be viewing a search parameter screen where you may enter a company name (Search by Business Name) **or** a business description (Search by Business Description). Additionally, check off the applicable certification types you need at the bottom of the screen. Search by Certification Type. (DBE). The system will then provide you a list of currently certified companies for that business type. Clicking on the company's name will give you the contact information for that company.

Or, if you know the name of the DBE company, you may go to the Texas Department of Transportation's web site for additional contact information which provides a listing of statewide certified DBE's.

- [www.txdot.gov/business/partnerships/tucp](http://www.txdot.gov/business/partnerships/tucp)
- Under Resources, select TUCP DBE Directory

Please contact the HAS Office of Business Opportunity if you encounter any problems or have questions. We can help guide you through this process. That contact information is:

**Janice Ruley - HAS Office of Business Opportunity**  
**281 233-7853 [Janice.Ruley@houstontx.gov](mailto:Janice.Ruley@houstontx.gov)**

## **General Project & Scope Overview**

**ON-CALL AVIATION PLANNING SERVICES  
FOR HOUSTON AIRPORT SYSTEM (HAS)**

**Karen Korir**

**Director - Planning & Capital Development  
Houston Airports**

# Scope (Continued)

## **On-Call aviation planning services include:**

- Technical Planning – Airfield, Terminal, Landside, Support Facilities.
- Airport master planning support.
- Support to the capital improvement program and Airport Improvement Program (AIP) for grants.
- Support to the individual aviation planning project studies e.g. Taxiway Reconfiguration Study, Cargo Expansion Study etc.
- Support to Airport Spatial Information Services (ASIS/GIS).
- Environmental activities related to development, demographics, economic impacts, management of aviation planning data.
- Aviation planning support to airport management.
- Other activities normally associated with aviation planning at large commercial and general aviation airports.

# Scope (Continued)

## **Potential On-Call assignments include:**

- Developing Project Definition Manuals (PDM) or Project Definition Documents (PDD) or Technical Memorandums
- Preparing aviation activity forecasting.
- Planning for runway and taxiway reconfigurations, greenfield, and extensions.
- Preparing studies for terminal expansions, renovations.
- Modeling airfield, airspace, terminal, and passenger movements.
- Modeling vehicle and roadway activities and preparing access studies.
- Conducting passenger surveys.
- Developing master plans and Airport Layout Plan (ALP) updates.
- Preparing aviation planning reports on multi-modal transportation issues with modes in which the airport may interact directly or indirectly.
- Supporting On-Call Environmental team in analyzing environmental issues and preparing environmental documentation relating to specific construction projects encompassing issues relating to categories covered under the National Environmental Protection Act or other applicable state and federal regulations.



# Scope (Continued)

## **Potential On-Call assignments include:**

- Part 150 study tasks including mapping.
- Providing CAD, 3D Modeling, Rendering Presentation Graphic support as needed during peak periods.
- Assisting in the preparation of requests for qualifications on other aviation planning projects as needed.
- Providing technical support to the HAS Infrastructure Division in its interaction with federal, state, local, semi-public, and private agencies and groups.
- Preparing project schedules.
- Preparing phasing concept plans for airfield, terminal, landside, and support facilities.
- Preparing cost estimates and various economic analyses.
- Facilitating technical public review sessions.
- Providing other planning tasks as needed.

# Scope (Continued)

- The successful firms will not be required to locate a staff member on-site but will be expected to quickly respond to service requests, via phone, video conference or via local team resources.

- **Additional Project Requirements**

The Consultant shall furnish all labor, equipment, and supervision necessary to perform the assigned work and services in a timely manner, as requested and ordered in writing by the HAS Director of Planning & Capital Development or delegate, in accordance with provisions of the resulting Agreement.

# Scope (Continued)

---



- **Anticipated Contract Terms:** A contract resulting from this RFQ would have a term of three (3) years with two (2) 1-year options to extend.
- **Targeted Award Date:** April 14, 2022

Wood Forest @ FVR 13

# Questions

---



- Questions to be official must be in writing and submitted to André Morrow via email: [andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov).
- Answers will be posted in HAS website as Letter of Clarification (LOC): <https://www.fly2houston.com/biz/opportunities/solicitations>

# IMPORTANT DATES / TIMES

---



- **RFQ Submittals Due Date and Time:**  
**Tuesday, December 7, 2021 at 2:00 P.M., CST.**
- **Questions and Requests for Additional Information Due Date:** **Tuesday, November 9, 2021 @ 12:00 P.M., (Noon),** must be received electronically and directed via email to: **[andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov)**.
- **Please include the phrase:**  
**“QUESTIONS – RFQ # H37-OCAPS-2022-003, On-Call Aviation Planning Services For Houston Airport System (HAS)”** in the subject line and provide all applicable contact information.

## HOUSTON AIRPORT SYSTEM

**Thank you!**