



PRE-SUBMISSION CONFERENCE

REQUEST FOR QUALIFICATIONS (RFQ)

PARKING ACCESS & REVENUE CONTROL SYSTEM CONSULTANT FOR THE HOUSTON AIRPORT SYSTEM SOLICITATION NO. HBH-PARC-2018-013

BJ Hubbard
Procurement Specialist
Houston Airport System

Thursday, August 2, 2018 10:00 A.M.
Supply Chain Management Building, Room #113
18600 Lee Rd., Humble, Texas 77338

Pre-Bid Meeting Agenda



- I. **Opening Remarks** **HAS, Procurement Officer,
Justin J. Mann. CPPO**

- II. **Solicitation Overview** **BJ Hubbard
HAS, Procurement Specialist**

- III. **Office of Business
Opportunity** **Representative**

- IV. **Project Scope and Overview** **Walt Gray
Commercial Development
HAS, Parking Director**

- V. **Questions/Answers**

Procurement Process Reminder

Quiet Period



No Contact Period Policy:

Starting on the date a solicitation is issued and expiring on the date the City Secretary publicly posts notice of the applicable award on any City Council agenda, actual and prospective respondents or bidders are prohibited from contacting any City employees other than the Buyer (BJ Hubbard) in any manner regarding this Invitation To Bid.

Solicitation Overview



PURPOSE:

This RFQ invites qualified consultants to submit Statements of Qualification to assist HAS with preparation of the necessary technical documentation for a new Parking Access & Revenue Control System (PARC) for the Houston Airport System.

Solicitation Overview



**Parking Access and Revenue Control System Consultant:
HBH-PARC-2018-013**

Questions and Answer Period:
Monday, August 6, 2018 – no later than 4:00 PM (CST)

SOLICITATION DATE AND TIME:
Thursday, August 16, 2018, 10:00 AM (CST)

Must be received electronically and directed via email to:

Benard.Hubbard@houstontx.gov

Include Title of Project in Email Subject Line:

“Parking Access Revenue Control System Consultant”

PROCUREMENT TIMELINE



<u>Event</u>	<u>Scheduled Date</u>
Date of RFQ Issued	July 20, 2018
Pre-Submission Conference	August 2, 2018
Questions from Proposers Due	August 6, 2018
Statement of Qualifications Due	August 16, 2018
Notification of Intent to Award (Estimated)	September 6, 2018
Council Agenda Date (Estimated)	September 19, 2018
Contract Start Date (Estimated)	October 1, 2018

Add'l Info/Specification Changes



LETTER OF CLARIFICATION:

Responses to questions received from potential Respondent(s) and any changes to the scope shall be confirmed in writing and will be posted to the HAS website (www.fly2houston.com) prior to submittal due date.

Submittal Procedures



- **One (1) original (marked “original”) signed in BLUE ink, ten (10) hard copies, and ten (10) electronic copies (USB thumb drives) of its SOQ of the submittals AND in a separate, sealed envelope, clearly marked “Financial Statements”, one (1) stamped “Original” and one (1) copy of its Financial Statements** with its Submittal will be received at the address below **not later than 10:00 A.M., Thursday, August 16, 2018:**
 - **Justina J. Mann, CPPO**
Procurement Officer
Supply Chain Management
Houston Airport System
18600 Lee Road, Humble, Texas 77338
- **All submittals must be labeled on the outside of the box with the Respondent’s name and the name of the project**

SOQ SUBMITTAL REQUIREMENTS



- To be eligible to participate in this procurement, Respondent must meet the following minimum qualifications:
- Provide evidence that submitting firm has a minimum of ten (10) years of experience, continuously and actively operating as a PARCS consultant at one (1) or more airports that (i) ranks in the top 30 U.S. large-hub airports by Airports Council International (ACI) in 2016, (ii) has 15,000 or more multi-level garage and surface parking spaces, and (iii) generates \$60 million or more in gross parking revenues annually. Project Manager (PM) will be assigned and will be the primary point of contact (POC) for the services described in the SOW.
- Provide a Project Manager (PM) that will be assigned to this account as the primary point of contact (POC) shall have at least 10 years' experience in managing the design, development and installation of parking control systems. The PM will be responsible for coordinating all aspects of the work performed and conduct by-weekly coordination meetings and/or telephone conferences with the HAS project staff to discuss the project status, work completed, forthcoming tasks, and other management issues, as required. The PM shall prepare an anticipated schedule of events. No fees shall be provided to HAS at this time. At the appropriate time, vendor will be contacted to negotiate fees.

FORMS TO BE SUBMITTED WITH STATEMENT OF QUALIFICATION



- EXHIBIT I-A – OFFER AND SUBMITTAL
- EXHIBIT I-B – REFERENCES
- EXHIBIT I-C – LIST OF SUBCONTRACTOR(S)
- EXHIBIT II – OBO FORMS (ATTACHMENTS A – D)
- EXHIBIT III – CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE
- EXHIBIT IV – CITY OF HOUSTON OWNERSHIP INFORMATION FORM
- EXHIBIT V – ANTI-COLLUSION STATEMENT
- EXHIBIT VI – BIDDER’S STATEMENT OF RESIDENCY
- EXHIBIT VII – CONFLICT OF INTEREST QUESTIONNAIRE

HAS Office of Business Opportunity

has.obo@houstontx.gov

The M/WBE Goal:

Parking Access & Revenue Control System Consultant
(PARCS) 24%

CERTIFICATION

- Participating Firms Must Be Certified M/WBE
- Firms Must Be Certified M/WBE At Time Of Proposal Submission. If Not Certified M/WBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.

Project Scope and Overview



HOUSTON AIRPORT SYSTEM

Walt Gray

Commercial Development - Parking Director, HAS

Project Scope and Overview



- **Project Manager: Walt Gray**
- **General Overview**
 - **Phase 1 – Evaluation of current PARCS system and Technical Report**
 - **Phase 2 - PARCS System Design**
 - **Phase 3 – Construction Drawings and Construction Services**
- **Site Visit (Upon Request)**

Questions . . .



Questions/Answers to be official **must be in writing** and will be posted in HAS website as a **ADDENDUM** (or Letter of Clarification):

<http://fly2houston.com/contractingOpportunities>