CSP – Renovation of Executive Office Building at Turning Basin Terminal
Brenda C Trevino, P.E. PMP | Director, Technical & Business Analytics
Port Commission

Janiece M. Longoria  
*Chairman*

John D. Kennedy

Dean E. Corgey

Clyde Fitzgerald

Theldon R. Branch, III

Stephen H. DonCarlos

Roy D. Mease
AGENDA
1. Introductions
2. Harris County
3. Small Business
4. Procurement Services
5. Selection Criteria
6. [Site] Parameters
7. Questions

All attendees must sign-in and indicate attendance for site visit
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PHA Personnel:
Roger H. Hoh, P.E. – Director, PCM
Harvey Ross – Construction Manager
Brenda C. Trevino, P.E. – Project Manager
Ross Talbot – Construction Delivery Mgr.
Pedro Gonzales – Small Business Development
Robert D Tanner – Director. Real Estate

Harris County:
Robert Rocha – Wage Rate Monitor
Harris County Wage Rate Compliance & Requirements:

- Attendance at pre-bid/proposal meetings and pre-construction meetings
- Review and approve weekly certified payroll records
- Monitor wage rate compliance
- Review claims of non-compliance from the field and recommend appreciate responses as required or permitted under the Wage Scale Act
Small Business Requirement:

- Participation Goal Small Business is 35% of the Purchase Price
- Small Business Participation and the Local Business criterion shall not exceed the Relative Weight of 15%.
Procurement:

• Competitive Sealed Proposals (CSP) are due on May 16, 2018 no later than 11:00 A.M.

• One original and five copies, packaged in one sealed envelope

• All proposals will be opened and read publicly in the PHA first floor conference room by Procurement Services on Wednesday, May 16, 2018 at 11:30 A.M.
Selection Criteria

The Port Commission will award the contract to the responsible bidder/proposer submitting the lowest and best proposal.

Responsible:

1. Meet the applicable Small Business Participation requirements, if any;
2. Have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;
3. Have a satisfactory record of performance and integrity;
4. Have satisfactory safety and environmental record;
5. Have satisfactory references; and
6. Have the necessary facilities, equipment, materials, personnel, organization, experience, authorizations, technical skills, and financial resources to fulfill the terms of the contract for the project.
Competitive Sealed Bid/Proposal Response:

Required Attachments

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Title</th>
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<tbody>
<tr>
<td>Attachment 1</td>
<td>Small Business Certification Form</td>
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<tr>
<td>Attachment 2</td>
<td>Safety Manual</td>
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<tr>
<td>Attachment 3</td>
<td>Self-Insured Form</td>
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<tr>
<td>Attachment 4</td>
<td>Small Business Plan</td>
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Note: If any attachments are missing, please indicate the reason below.

Reason: [Enter reason]
• Price Exhibit – organized by floor
• Allowance 1 & 2 are defined
• Not a divisible proposal
• Items identified for add and deduct must be justified and are not in contract cost
• All references to price are on the pricing sheet
• Specifications govern over drawings
• Each floor is subtotaled on the pricing sheet for ease of invoicing
• Fixed Price items will be billed on a Schedule of Values
Special Conditions Excerpts

• Project time
  • Contract is for 730 calendar days
  • Contract includes 4 interim milestones
    • Work on each individual floor constitutes a milestone
    • Work order is Floor 1, Floor 4, Floor 2 then Floor 3
    • Each Milestone may not exceed 180 calendar days
    • Liquidated damages for each Milestone is $800/day
    • Milestone 4 completes 10 days prior to the entire work
  • Each floor/milestone shall be completed prior to moving to another floor
Access to Work

• Noise and access to work on the 1st and 4th floors shall consider operating areas of the floor to remain open to staff and public.

• Workers are to enter and leave a work floor from stairwells.

• Deliveries of equipment and materials will be after hours by elevator or through the stairwells.

• No work permitted on Commission Days.

• A boardroom schedule will be provided to manage visits from dignitaries.
Work by Others

- IT cabling (demo and install)
- IT conferencing equipment installs
- Furniture purchase and installs
- Staff logistical moving for swing space (and moving critical boxes into onsite space)
- Disposal of existing furniture after it is moved to the Manifest Building on High Level Road
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Site Visit on April 26, 2018
10AM 1st floor conference room

• No photographs – leave cell phones in your pockets or purses
• Stay with group
• PHA certified TWIC escorts must accompany individuals without a TWIC card in secure zones

• Safety vests, hard hat, safety glasses
• No open-toed shoes
• Personal flotation devices if within 20’ of face of wharf
• Comply with your company’s safety policy