

**PRE-PROPOSAL CONFERENCE**  
**REQUEST FOR PROPOSAL (RFP)**  
**OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)**  
**RFP NO. T-HBH-OCIP-2016-026**



**BJ Hubbard**  
**Sr. Procurement Specialist**  
**Houston Airport System**

**Wednesday, March 23, 2016, 10:00 a.m.**  
**Strategic Procurement Division**  
**900 Bagby, Conference Room 1**  
**Houston, TX 77002**

# PRE-PROPOSAL CONFERENCE AGENDA

Owner-Controlled Insurance Program (OCIP)

RFP NO. T-HBH-OCIP-2016-026



## I. Opening Remarks

**Carolyn Hanahan**  
Assistant Chief Policy Officer

## II. Solicitation Overview

**BJ Hubbard**  
Senior Procurement Specialist, HAS

## III. Office of Business Opportunity

**Jason McLemore**  
Deputy Assistant Director, OBO

## IV. Project Scope and Overview

**Robert Barker**  
HAS, ITRP Liaison

## V. Questions/Answers



# SOLICITATION OVERVIEW



## Solicitation Purpose



The City of Houston (City), Houston Airport System (HAS), invites interested firms to submit Proposals to provide brokerage and administrative services for an Owner-Controlled Insurance Program to support the anticipated construction volume associated with the IAH Terminal Redevelopment Program (ITRP).

# SOLICITATION OVERVIEW



- ✈ **Proposal Due Date and Time:**  
**Tuesday, April 12, 2016, 2:00 P.M.**
- ✈ **Questions and Requests for Additional Information Due Date:**  
**Friday, March 25, 2016 no later than 4:00 P.M.,** must be received electronically and directed via email to:  
[benard.hubbard@houstontx.gov](mailto:benard.hubbard@houstontx.gov)

# ADDITIONAL INFORMATION AND 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 a Letter of Clarification will be posted to HAS website: [www.fly2houston.com](http://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) thumb drives** of the proposal must be received at the address below no later than 2:00 P.M., **Tuesday, April 12, 2016:**

**John J. Gillespie  
Chief Procurement Officer  
901 Bagby, Suite B300  
Houston, TX 77002**



Please include the phrase **(RFP No.:T-HBH-OCIP-2016-026, Owner-Controlled Insurance Program [OCIP])** in the subject line and provide all applicable contact information.

# PROPOSAL SUBMITTAL REQUIREMENTS



Each Proposal 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.

# PROCUREMENT TIMELINE



## Description

## Scheduled Date

- |   |          |
|---|----------|
| → Advertisement of Solicitation                 | 03/11/16 |
| → Pre-Proposal Conference                       | 03/23/16 |
| → Deadline for Submission of Questions          | 03/25/16 |
| → Letter of Clarification Posted on HAS Website | 04/05/16 |
| → Proposal Due Date                             | 04/12/16 |
| → Oral Interviews <i>(if required)</i>          | 05/17/16 |
| → Submit to Council for approval                | 07/20/16 |

# Evaluation Criteria and Scores



Respondents will be evaluated as follows:

→ Qualifications, Knowledge, and Experience of Key Personnel	25 Points
→ Management Approach and Proposed Administrative Services	25 Points
→ Price	20 Points
→ Team Track Record and Experience Working Together	10 Points
→ Resources and Capacity	10 Points
→ Timeline and Approach to Provision of Services	10 Points
→ Financial Capabilities	(Pass/Fail)
→ <u>MWBE Compliance</u>	(Pass/Fail)

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**TOTAL: 100 Points**

# FORMS TO BE SUBMITTED WITH PROPOSAL



Offer and Submittal, List of References and List of Proposed Subcontractors (Exhibit I)

Signed M/WBE Forms: Attachment “A” Schedule of M/WBE Participation, Attachment “B”, Notice of Intent, Attachment “C”, Certified M/WBE Subcontract Terms, Attachment “D” Office of Business Opportunity and Contract Compliance M/WBE Utilization Report (Exhibit II)

Fair Campaign Ordinance Form “A” (Exhibit III)

Affidavit of Ownership or Control (Exhibit IV)

Anti-Collusion Statement (Exhibit V)

Conflict of Interest Questionnaire (Exhibit VI)

Contract and Contract Exception Chart (Exhibit VII)



# FORMS TO BE SUBMITTED BY THE SUCCESSFUL FIRM



Insurance Requirements and Sample Insurance Certificate (Exhibit VIII)

Drug Compliance Agreement Attachment “A”, Drug Policy Compliance Declaration Attachment “B” and Contractor’s Certification of No Safety Impact Positions Attachment “C” and “D” (Exhibit IX)

City Contractors’ Pay or Play Acknowledgement Form and Pay or Play Certificate Agreement, Play or Pay Program Acknowledgment Form “1” (Exhibit X)

Hire Houston First Affidavit (Download Copy at <http://www.houstontx.gov/obo/hirehoustonfirst.html> and submit to Office of Business Opportunity, Houston Business Solutions Center via e-mail to [houstonbsc@houstontx.gov](mailto:houstonbsc@houstontx.gov) or fax to 832-393-0650 or submit copy with proposal.

Certificate of Interested Parties. <https://www.ethics.state.tx.us/forms/1295.pdf>. (Exhibit XI)

# OFFICE OF BUSINESS OPPORTUNITY



HAS Office of Business  
Opportunity

(281) 233-7823

# OFFICE OF BUSINESS OPPORTUNITY



## DIVERSITY REQUIREMENTS

- The Goal On The Owner-Controlled Insurance Program (OCIP) Opportunity Is 24%
- The OCIP Contract Will Require You To Make A Good Faith Effort To Achieve These Goals With The Firms Listed in Your M/WBE Utilization Schedule

# OFFICE OF BUSINESS OPPORTUNITY



## PROGRAM REQUIREMENTS

- Deviation Or Changes To Your Participation Plan
- Mediation Clauses For MWSBE Subcontractors
- Good Faith Efforts
- Subcontractor Agreements

# OFFICE OF BUSINESS OPPORTUNITY



## 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



**Robert Barker**

**Houston Airport System  
Deputy Director, Capital Development**



# Owners Controlled Insurance Program (OCIP)

## ■ Background

- Seeking Qualified Broker Of Record And Controlled Insurance Program Administrator
  - Provide Services To Support The Mickey Leland International Terminal (MLIT) Construction-Manager-At-Risk (CMAR) Services
  - OCIP Anticipated To Provide Worker's Compensation, General and Excess Liability, And Builder's Risk Insurance Coverage
- Not Implementing A Rolling OCIP
- Purpose Of This Solicitation Is To Select A Broker – Not Market The OCIP
  - A Proposer Who Contacts Insurance Markets Prior To Selection And Award May Be Immediately Disqualified From Consideration
- OCIP Anticipated To Be In Place 8-10 Years

# IAH Terminal Redevelopment Program (ITRP) Overview

The image is an aerial photograph of the George Bush Intercontinental Airport (IAH) terminal area, overlaid with various project callouts. Red boxes on the map indicate the locations of the projects, with red arrows pointing from text labels to these boxes. The callouts are arranged as follows:

- United New C North:** Located at the top left, pointing to a rectangular area on the northern part of the terminal.
- MLIT, Taxiway, Apron & Landside Roadway Reconfiguration:** Located at the top center, pointing to a large area between the terminal and the taxiway.
- East Aircraft Parking Hardstand:** Located at the top right, pointing to a large paved area east of the terminal.
- PMO Building:** Located at the top right, pointing to a building complex east of the terminal.
- Utilities Central Terminal Project:** Located at the bottom left, pointing to a circular area near the terminal.
- Terminal C West, Parking Garage Expansion:** Located at the bottom center, pointing to a large area west of the terminal.
- Federal Inspection Services:** Located at the bottom center, pointing to a building area west of the terminal.
- ITRP Vehicle Parking and Logistics Laydown Area:** Located at the bottom right, pointing to a large paved area south of the terminal.

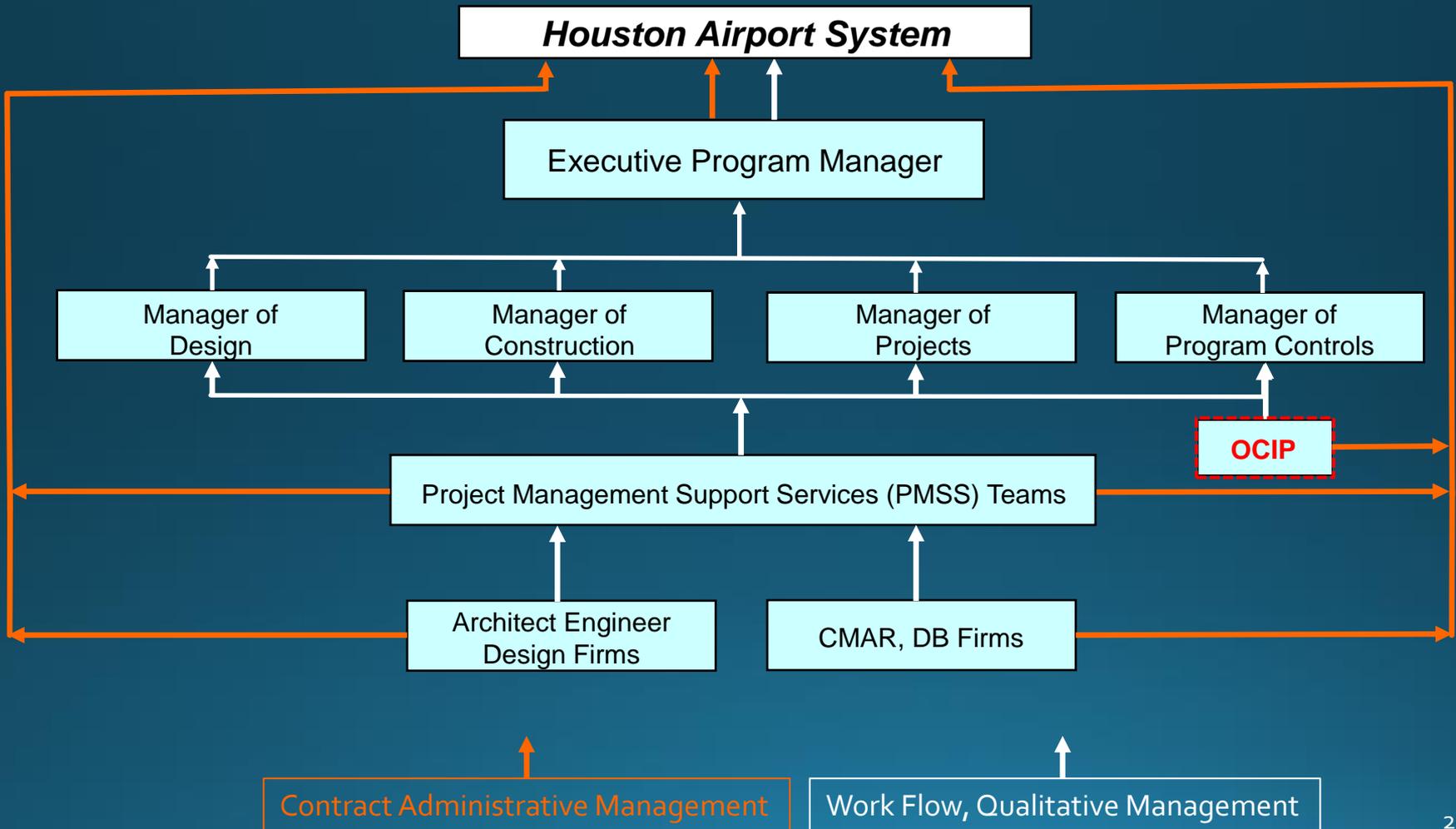
Inset images include a site plan map at the top center, a 3D architectural rendering of a building at the top right, and a 3D architectural rendering of a terminal building at the bottom left. A small inset map at the bottom right shows the location of the vehicle parking area. A satellite image of the airport is also visible, with labels for 'George Bush Intercontinental Airport Mar 12 8:45pm', 'IAH Terminal D', 'Pappadeaux Seafood Kitchen', 'Will Clayton Pkwy', and 'Ramada Houston Intercontinental'.

# ITRP Management Model



# ITRP Management

## Work Flow And Contract Management



# Owner-Controlled Insurance Program (OCIP)

Scope of Services – 1 *(excerpts from RFP)*

## ■ Brokerage Services

- Insurance Advisor To HAS
- Work With HAS To Develop And Implement OCIP Marketing Strategy
- Identify Viable Insurance Markets
- Bind, Cancel And Administer All Policies And Endorsements
- Provide Payment Schedules And Policy Summaries
- Prepare Premium Invoices And Requests For Payment
- Monitor Insurers' Financial And Rating Status
- Provide Recommendations Of Umbrella / Excess Cover Levels

# Owner-Controlled Insurance Program (OCIP)

Scope of Services – 2 *(excerpts from RFP)*

- Program Administration Services
  - Administer The OCIP
  - Professional Unbundled Risk Management Component Programs
- Claims Administration And Reporting Services
- Safety And Loss Prevention Services
  - Mandatory HAS Safety Training Program
- Special Programs, Provisions And Other Reports
- Risk Assessment And Benchmarking
- Additional Services

# QUESTIONS...



- Please provide all questions in writing.
- Answers will be posted to the HAS website as Letter(s) of Clarification: [http://purchasing.houstontx.gov/Bid\\_Search.aspx](http://purchasing.houstontx.gov/Bid_Search.aspx)

**BJ Hubbard**

**[benard.hubbard@houstontx.gov](mailto:benard.hubbard@houstontx.gov)**