



HOUSTON-GALVESTON AREA COUNCIL
Request for Proposal (RFP)
Airport Ground Access Survey Services Reissue
Solicitation Number: TRN22-17

EVENT	DATE
ISSUED:	Wednesday, October 26, 2022
PRE-PROPOSAL CONFERENCE DATE:	Tuesday, November 08, 2022 @ 10:00 a.m. CST Information on how to register for the pre-proposal meeting is on page 20.
QUESTIONS DEADLINE:	Tuesday, November 15, 2022 @ NOON CST
SHAREFILE ACCESS INVITATION REQUEST DEADLINE:	Wednesday, December 07, 2022 @ NOON CST Requests made after this time will <u>not</u> be accepted.
CLOSING DATE / SUBMISSION DEADLINE:	Thursday, December 08, 2022 @ NOON CST
ESTIMATED INTERVIEW DATE:	Wednesday, January 11, 2023
ESTIMATED BOARD APPROVAL DATE:	Tuesday, February 21, 2023
ESTIMATED CONTRACT START DATE:	May 2023
FORMAT:	One (1) electronic copy in PDF format. Please combine all files being submitted into one (1) pdf. Additional files may not be reviewed.

Please read the submission instructions carefully, exceptions cannot be made if instructions are not followed:

SUBMISSION: Respondent must email the below information (1-4) to purchasing@h-gac.com to request access to the ShareFile folder where Respondent will upload the Response. **The request for access to the folder must be made before indicated deadline;** requests received after the deadline will **NOT** be accepted. SUBMISSIONS WILL **NOT** BE ACCEPTED BY EMAIL OR MAIL.

1. Company Name and Company Representative Name
2. Representative Email Address (for ShareFile folder access)
3. Subject Line: "ShareFile Folder Access Request"
4. The Solicitation Number (exactly as listed above)

If technical issues with the ShareFile System arise, preventing all Respondents from submitting a response within the two (2) hours preceding the deadline, the solicitation due date and time may be automatically extended for a period of 24 hours. Any technical issue must be with the ShareFile system and affect all respondents. H-GAC will verify the technical issue or unavailability of the ShareFile system. Technical issues localized to a single Respondent will not be considered cause for an extension. **It is strongly recommended that submissions be uploaded no later than four (4) hours prior to the deadline.** H-GAC is not responsible for attempting to resolve any technical issues occurring four (4) hours before the submission deadline, nor is H-GAC responsible for incomplete or late submissions.

Recording of submission time and date will occur via ShareFile. Submissions uploaded after the deadline will not be accepted or opened. Responses may be submitted any time prior to the submission deadline. To satisfy any required public opening, H-GAC will post only the names of the companies which submitted responses to the H-GAC website (<http://www.h-gac.com/procurement>) as soon as possible after the closing date.

SIGNATURE PAGE

A signature below constitutes acknowledgement and acceptance of all the **Solicitation Terms and Conditions** located at <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions> and can be downloaded in .pdf for review. Respondents, their authorized representative, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this Solicitation at the time a response is submitted to H-GAC. This Solicitation does not commit H-GAC to award a contract, issue a Purchase Order, or pay any costs incurred in the preparation of a submission to this Solicitation. The submission will become part of H-GAC's official files without any obligation on H-GAC's behalf. All Submissions will be held confidential from all parties other than H-GAC, until after a contract is executed; then submissions become available as public records.

Note: Submission must be signed by a duly authorized representative(s) of the respondent, which must be the actual legal entity that will perform the contract if awarded and any total fixed price contained therein will remain firm for a period of one-hundred eighty (180) days following the submission due date and can be further extended by mutual written agreement. **Respondent is REQUIRED to sign this Signature Page and return with the submitted response. An unsigned Submission will be deemed non-responsive.**

Legal Name of Entity/Individual Filed with IRS for this Tax ID Number:

Doing Business As (DBA) Name:

Is Respondent business currently a Certified Small Business (SBA), Minority (MBE) or Disadvantaged (DBE)? Yes _____ No _____ If yes, copy of certificate must be attached.

Company Mailing Address and Billing Address (if different from company address):

City, State, Zip Code:

Tax ID Number (EIN):

DUNS Number:

Contact Person:

Phone Number:

Email Address:

Signature of the person authorized to bind Respondent company to any contract/purchase order that may result from this Solicitation and acknowledgement and acceptance of the full **Solicitation Terms and Conditions located at <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions>**

Authorized Signature:

Date:

Printed Name:

Title:

Email Address:

All clarifications to this Solicitation will be in writing and identified as a Letter of Clarification. Verbal communications and other written documents intended to clarify and interpret will not legally bind the Houston-Galveston Area Council. Only information supplied by a Letter of Clarification and posted to the H-GAC website should be used in preparing submissions. Any Letter of Clarification will be posted on the H-GAC website (<http://www.h-gac.com/procurement>) as soon as available. **H-GAC does not assume responsibility for the receipt of any Letters of Clarification by Respondent(s). Respondents must frequently check <http://www.h-gac.com/procurement> for updates.**

PART I –GENERAL INFORMATION

Houston-Galveston Area Council (H-GAC) Background

The Houston-Galveston Area Council (H-GAC) is the region-wide voluntary association of 133 local governments and local elected officials in the 13-county Gulf Coast Planning region of Texas. Local elected officials organized H-GAC in 1966 after authorization by State enabling legislation. Its service area is 12,500 square miles and includes more than 7-million residents. H-GAC is governed by a 36-member Board of Directors composed of local elected officials, who serve on the governing bodies of member local governments. All H-GAC programs are carried out under the policy direction of its Board of Directors. H-GAC's mission is to serve as the instrument of local government cooperation, promoting the region's orderly development and the safety and welfare of its residents. H-GAC is the regional organization through which local governments consider issues and cooperate in solving area-wide problems. Agency programs emphasize local government concerns, such as transportation, air and water quality, criminal justice, demographic analysis, mapping programs, and intergovernmental purchasing. H-GAC also serves its citizens through workforce development programs, services to the aging and elderly, and small business finance programs.

Metropolitan Planning Organization (MPO): Designated by the State of Texas as the MPO for the eight-county Houston-Galveston region, the H-GAC Transportation Department is responsible for transportation planning and policymaking, ensuring that expenditures for transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process.

Solicitation Background

The H-GAC regional travel demand forecasting model currently treats the Bush and Hobby airports as special generators and uses trip rates derived from surveys performed in 2010/2011 to estimate trip ends by trip purpose. The current airport trips are distributed using a gravity-analogy based trip distribution model. Both regional airports are treated as special generators. The resulting airport travel trip tables are merged with trip matrices created from H-GAC's activity-based model (ABM) prior to traffic assignment. Moving forward, H-GAC desires to develop airport sub-tours that better fold into the updated parent ABM platform. Updated survey data is desired to capture changes in socio-economic environments in the H-GAC modeling area as well as changes to the nature of airport-related travel by residents and non-residents of the region.

Objective/Purpose

H-GAC is seeking a qualified contractor to conduct airport ground access surveys at Bush and Hobby airports. The purpose of the project is to collect travel, economic and demographic data for individuals traveling to and from the airports. These data will be used to update and improve H-GAC's regional travel forecasting models. The proposed time frame for these two airport survey data collection efforts is a two-week period in the Fall of 2023.

Scheduled Time Frame

H-GAC will negotiate and initiate a contract with the successful proposing firm under this Request. The contract will be for approximately six (6) months, with survey planning and preparatory work estimated to begin in May 2023, and the survey conduct/fielding Fall 2023. H-GAC reserves the right to extend and/or expand the scope of this contract, subject to H-GAC Board of Directors approval and/or additional funding availability.

Budget/Funding

The project is funded through the TxDOT Unified Planning Work Program (UPWP) / Advanced Funding Agreement (AFA 599) in support of H-GAC's regional travel forecast models.

Payment for Work

Contractor will submit monthly invoices based on work completed. Completed work is defined as meeting milestone project objectives as defined in the schedule that accomplishes the Scope of Work within the appropriate time frame. All invoices must be accompanied by progress reports and backup documentation.

No Guarantee of Usage

H-GAC makes no guarantee of volume or usage under any contract resulting from this Solicitation. Services will be requested and contracted on an as needed basis and the type and value of each assignment will vary.

Pre-Award Audit

Due to the amount and type of funding programmed for this project, H-GAC requires that a pre-award audit be conducted before the execution of a contract. The information required for this audit, in addition to a draft contract and detailed scope of work, is:

1. Detailed annual budget / Federal OMB Form 60
2. Detailed budget breakdown by personnel job title, hours, other direct costs, and burden rates
3. Support data for the benefit, overhead, and indirect rates based on audited costs

Post Award Meeting

H-GAC reserves the right to require the awarded Contractor attend a post award meeting with H-GAC staff and/or other designated persons at H-GAC offices in Houston, Texas within thirty (30) calendar days after the award. The purpose of the meeting will be to discuss the terms and conditions and to provide additional information regarding the work tasks and requirements. Awarded Contractor and H-GAC will identify specific goals, strategies and activities planned for meeting program objectives.

Goal for Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area firms (if subcontracts are to be let)

H-GAC has established a goal of 25% small and minority businesses, women's business enterprises, and labor surplus area firm participation in its total annual third-party consulting opportunities. H-GAC's goal is to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible in providing services under a contract. In accordance with federal procurements requirements of 2 CFR §200.321, if subcontracts are to be let, the prime contractor must take the affirmative steps listed below:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using 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

Nothing in this provision will be construed to require the utilization of any firm that is either unqualified or unavailable.

Supplemental Guidance/Requirements for Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area firms (if subcontracts are to be let)

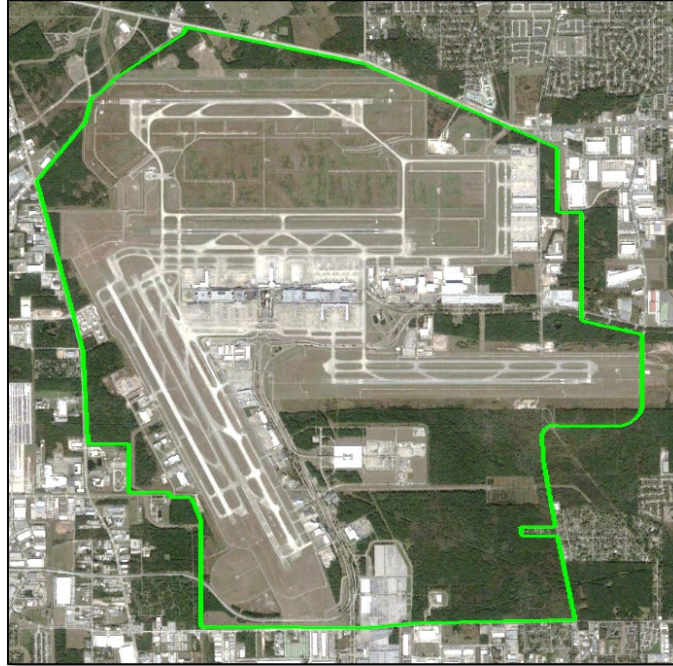
As a recipient and sub-recipient of Federal funds, the guidance of the appropriate funding agency supplemental regulation regarding Disadvantaged Business Enterprise (DBE) programs will be incorporated as listed below, and as may be applicable. Please refer to the applicable guidance for the indicated funding source. The Small Business Administration (SBA) is the primary reference and database for information on requirements related to Federal Subcontracting <https://www.sba.gov/federal-contracting/contracting-guide/prime-subcontracting>

Funding Source	Supplemental Regulation by Funding Agency
X	U.S. Department of Transportation (DOT/FAA): Title 49 of the Code of Federal Regulations, Parts 23 and Part 26. Only businesses listed under the Texas Unified Certification Database Diversity Management System are qualified to meet the stated goal requirement. Locate a business here: https://txdot.txdotems.com/
	U.S. Environmental Protection Agency (EPA): Title 40 Code of Federal Regulations parts 33, Executive Order 11625, Executive Order 12138, and Executive Order 12432.
	U.S. Department of Housing and Urban Development (HUD): HUD Acquisition Regulations (HUDAR) HUDAR, dated January 21, 2000, Parts 2419 and 2426.
	U.S. Department of Labor (DOL): Title 48 of the Code of Federal Regulations, Chapter 29, Parts 2900-2999.
	U.S. Department of Commerce (DOC): Title 48 of the Code of Federal Regulations, Chapter 13, Subchapter D.
	U.S. Department of Energy (DOE): Title 48 of the Code of Federal Regulations, Chapter 9, Subchapter D.
	U.S. Department of Agriculture (USDA): Title 48 of the Code of Federal Regulation, Chapter 4, Subchapter D.
	U.S. Department of Homeland Security (DHS) including FEMA: Title 48 of the Code of Federal Regulation, Chapter 30, Subchapter D.
	U.S. Department of Health and Human Services (DHHS): Title 48 of the Code of Federal Regulation, Chapter 3, Subchapter D.
	U.S. Department of Justice (DOJ): Title 48 of the Code of Federal Regulation, Chapter 29, Subchapter D.
	U.S. Department of the Treasury (USDT): Title 48 of the Code of Federal Regulation, Chapter 10, Subchapter D, Part 1022.

Additional Resources for Socio-Economic Databases/Programs - The entities and programs linked below can also be searched or contacted for assistance in locating a small business if no funding agency is indicated above.	
City of Houston, Office of Business Opportunity	Women's Business Enterprise National Council (WBENC)
City of Austin, Small Business Development	National Women Business Owners Corporation
Corpus Christi Regional Transportation Authority	National Minority Supplier Development Council (NMSDC)
North Central Texas Certification Agency	U.S. Women Chamber of Commerce
South Central Texas Certification Agency	U.S. Department of Transportation DBE Program
Texas Department of Transportation	SBA Women-Owned Small Business (WOSB) Program Certification
The Small Business Administration	

Study Area/Service Region

The following outlines depict the project boundaries, inside which all surveys and data collection efforts must be conducted. In addition, the provided KMZ files (see Attachments D and E) delineate proposed survey/count locations. The Contractor may propose alternate / additional survey / count locations. The survey boundaries must not be altered.

George Bush Intercontinental Airport (IAH)**William P. Hobby Airport (HOU)**

PART II – SCOPE OF WORK

The 2023 Airport Ground Access Survey will be the major source of information for updating H-GAC's airport travel model inputs. The process of updating and calibrating the airport travel model will be based on the following survey inputs and procedures:

- Socio-economic and socio-demographic data – The profiles, attributes, and characteristics of the traveling public (including persons who work at the airport) will be utilized to establish relationships between socio-economic and socio-demographic characteristics and travel behavior. This information may include but is not limited to, household income and employment status (part-time, full-time, retired, airport employee or not (See Attachment A for Draft Survey Instrument). The purpose of respondent travel will be captured to help distinguish the characteristics of business travel versus non-business travel for residents and non-residents of the area so that these differences can be reflected in the travel models, if required.
- Travel characteristics – This information includes, but is not limited to, the mode of travel to/from the airports (for example, driving alone, shared ride in a passenger vehicle, bus, etc.), and origin/destination location information.
- Person counts – These may be conducted at select locations to enable survey sample data expansion.
- Traffic information – Data related to vehicular traffic and parking lot utilization and cost, including vehicle counts, will be collected to validate the travel model and traffic projections.
- Additional data – The collection of additional information may be required for model development or for the purposes of airport and regional planning. Details regarding these requirements will be finalized as part of contract negotiations with the successful Contractor.

A Steering Committee comprised of representatives from H-GAC, TxDOT, and the City of Houston / Houston Airport System, will be involved in the project. The H-GAC project manager will oversee all contractor work. All major technical and administrative decisions for the project will be closely coordinated with Steering Committee members by H-GAC. The selected contractor must attend project meetings in person or via electronic means, as appropriate. The frequency and details of meetings will be determined in the contract.

Additional Resources

- Attachment A – HOU Draft Survey Instrument
- Attachment B – IAH Draft Survey Instrument
- Attachment C – Travel Survey Recommendations Final Report
- Attachment D – HOU KMZ file (project boundary and proposed draft data collection locations)
- Attachment E – IAH KMZ file (project boundary and proposed draft data collection locations)
- Attachment F – Survey Data Formats

Contractor is encouraged to consider best practices for conducting airport special generator surveys, review the data needs of H-GAC's travel demand model (i.e., Travel Survey Recommendations Final Report, see Attachment C), and propose modifications to the survey framework described in this scope of work, as appropriate. The proposed approach must incorporate state-of-the-practice methods and technology to achieve the goals of the project. Contractor is urged to be as specific as possible when describing the activities that will be performed to support each task and also urged to make appropriate use of matrices, tables, charts, and figures in reports to ensure conciseness and clarity and to minimize the amount of text required. *Contractor is not required to adhere strictly to the proposed tasks in preparing the Response.* Additional tasks may be warranted and offered.

Contractor must submit monthly progress reports that include technical memoranda documenting monthly progress on the project, an account of the costs to date by task, data and tables as needed to support the reported work and progress, and a statement of project progress and schedule adherence.

In addition to monthly progress reports, several additional deliverables must be provided by the contractor over the course of the project. A preliminary list of the deliverables for each task is shown. Contractor is encouraged to revise or augment the deliverables listed below, as necessary and will be expected to perform at least the following tasks and preliminary associated deliverables, including but not limited to the following tasks:

Task 1: Perform Survey Planning, Design, and Preparation Activities

Include at least one task pertaining to survey planning, design, and preparation. Pre-survey work and activities will include, but not be limited to, the following:

- Develop the survey design for Bush and Hobby airports. The survey planning and design work must include a review of the needs of the H-GAC airport travel model and the corresponding data requirements. The survey plan must outline tasks, resources, and responsibilities for a Weekday Survey (to include three (3) weekdays in the same week, excluding Friday) and a Weekend Survey (to include one (1) day) for each of the two sites. It must also include proposed survey dates for Weekday and Weekend Surveys at each airport. Surveys must be conducted between 7am and 11pm. Specific time periods / timeslots and durations will be discussed during negotiations. The surveys at each airport will not be conducted on state or federal holidays or during the same week or weekend but will be scheduled as close as reasonably possible. H-GAC will approve final survey dates. Document approaches for surveying a diversity of travelers, workers, and visitors; and address additional traffic and traveler-related data collection activities needed to expand the survey data and update the model. Planned survey methods, techniques and sampling procedures must be outlined, and ensure the following minimum number of complete/valid intercept surveys are collected at each site:
 - For Bush Airport, a minimum of 500 and a maximum of 900 surveys per day over the 4-day survey period; a total of 3,200 complete surveys is required
 - For Hobby Airport, a minimum of 450 and a maximum of 800 surveys per day over the 4-day survey period; a total of 2,800 complete surveys is required

If the total number of required complete surveys (3,200 at Bush Airport, and 2,800 at Hobby Airport) has not been obtained after the 4-day data collection period is complete, contractor may be required to return to the site(s) on another date to collect the remaining surveys.

- Provide H-GAC with real-time information by surveyor about survey completions, incomplete surveys, and attempts (answered screener questions only).
- Define how the survey design will target transit/shuttle users and other market segments of interest, such as rideshare companies (i.e., Uber, Lyft).
- Conduct a project kick-off meeting to discuss the contractor's preliminary work plan, task sequence, schedule, budget, and data collection approach and methods. The kick-off meeting will also serve as an opportunity for H-GAC to provide preliminary input and feedback on the work plan.
- Prepare a project schedule that shows a timeline of activities to be undertaken at all stages of the project from pre-survey planning and preparation through data collection, processing and survey documentation and reporting.
- Coordinate with H-GAC to identify all survey data elements needed to develop model inputs and support desired analyses.

- Meet with airport, parking, and Homeland Security contacts, and any other relevant federal, state, and local stakeholders to discuss survey scheduling and logistics. Request and obtain data that may be needed for survey preparation or analyses and secure all necessary approvals for the fieldwork. An example of data that may be needed for analysis purposes is the total number of enplanements and deplanements at the airport on the survey dates.

Task 1 Deliverables

- Project schedule showing timeline of all activities by stages of the project.
- Summary notes and outcomes from technical meetings/coordination with parties to identify data elements needed for model input.
- Summary notes and outcomes from permission/security/clearance meetings with airport, parking, and Homeland Security contacts, and any other relevant federal, state, and local stakeholders.
- Summary notes and outcomes from the kick-off meeting with H-GAC that includes the discussion of the preliminary work plan, task sequence, schedule, budget, proposed sample design, data collection approaches and methods, and stakeholder feedback received on these items.
- Technical memorandum documenting survey planning, design, preparation activities, development of the survey design and site plans and for both airports, and summary of the kick-off meeting discussion and feedback received.

Task 2: Review and Finalize Detailed Data Collection Plans and Develop Survey Instruments

- Explain all proposed data capture methodologies. Contractors are encouraged to propose innovative, reliable, and relevant data collection and acquisition approaches. H-GAC will consider the use of passive data as a supplemental source of information for the survey. If proposed, Contractor must explain what segments or aspects of travel to and from the airport will be collected with passive data. Describe how specific passive data elements will be utilized for survey data expansion or for other forecasting or analysis purposes. Explain passive data use and cost as a supplemental task for separate consideration by H-GAC (apart from the primary survey effort). Through government partners, H-GAC has access to recent INRIX datasets and may have access to other passive data sources.
- Finalize the draft interview questionnaire (Attachment A / B) with H-GAC. The survey instrument must capture all intercept data elements required by the model. Program the questionnaire on computer tablets, incorporating drop-down menus and skip logic for improved efficiency and flow. Provide H-GAC with a draft electronic version of the survey instrument on computer tablets for review/testing. Address all comments/feedback provided by H-GAC and make revisions. Contractor may not proceed with the main survey until H-GAC has approved the final version. After the survey questionnaire has been finalized, H-GAC will provide the Contractor with Data File Formats for the survey and traffic counts that the Contractor must use for data delivery.
- Upon finalization/approval of the English version, update the final materials to accommodate the following languages: Spanish and Vietnamese. Accommodating non-English speakers may include language settings that allow the survey to be self-administered on internet-enabled tablets using Google Translate or similar services. Contractor's approach to accommodating additional languages must be approved in writing by H-GAC prior to acceptance of the survey materials.
- Review and prepare two (2) final detailed data collection (fielding) plans: one (1) for Bush Airport and one (1) for Hobby Airport. Contractor's review must include, but not be limited to, addressing the following elements of the plan:
 - Identify locations where intercept interviewers will be positioned, the number of interviewers at each location, the number of supervisors for each site, the shift schedules and responsibilities of field staff. Review/provide feedback to H-GAC on these locations as part of the survey planning and field reconnaissance activities. Considering their interview locations and the objectives of the survey, indicate who specific staff will be targeting for interviews (e.g., departing and/or arriving air travelers, airport employees, visitors, greeters, individuals traveling to/from the airport for business purposes, etc.). Distinguish between employees/vendors/visitors (both flying and non-flying) in the survey data. Strategies aimed at recruiting respondents with different demographics and travel behavior characteristics (business travelers vs. personal travelers) must be outlined and addressed in the final data collection site plans. Specify how trip makers accessing airport property using the following modes will be surveyed/counted or estimated:
 - Private/personal vehicle pick-ups and drop offs.
 - Private ridesharing vehicle pick-ups and drop offs.
 - Private/Personal vehicles using parking lots/garages at terminal.
 - Shuttle buses from off-site private airport parking lots and hotels.
 - Airport shuttles from on-site parking lots and garages near/at terminal; and
 - Public transit buses (METRO).

Plans must address the placement of surveyors or solicitation of electronic surveys (i.e., poster containing QR code and/or e-mail survey link) at airport terminal and non-terminal locations. This may include general aviation businesses, airline maintenance/service companies, cargo services/operations, rental car agencies, private parking/shuttle operators, and federal/state/local agencies located airport property, among others.

- Identify locations where count data will be collected, include the type and direction of the count and its source. Preliminary locations within/around the site boundary (cordon line) where count-related traffic information must be collected are shown on the KMZ files. Review and provide feedback to H-GAC on the locations as part of the planning and field reconnaissance activities. Count methodologies may include manual/automatic person and/or vehicle counts by direction, time of day and vehicle class. Authorization for installation of automatic counting equipment must be obtained from airport, local/state/federal authorities. Subcontracting is permitted for the collection of traffic count information, which may involve specialized equipment and expertise.

Task 2 Deliverables

- Draft survey questionnaires in electronic form and on programmed computer tablets for review, testing, and approval.
- Final survey questionnaires in English (and other specified languages) programmed on computer tablets.
- Draft and final data collection plans for Bush Airport that address all data elements, categories, and considerations included in the Task 2 write-up. The contractor will provide the draft data collection plans in geographic format (i.e., Shapefile or KMZ format).
- Draft and final data collection plans for Hobby Airport that address all data elements, categories, and considerations included in the Task 2 write-up.
- Technical memorandum that documents all proposed data capture methodologies, the use of passive data in the project (if proposed), the development and testing of the survey questionnaire, and review and finalization of data collection plans for Bush and Hobby Airports.

Task 3: Perform Staffing Protocols, Implement QA/QC Program and Conduct Reconnaissance/Pre-Test

- Conduct survey orientation and training session for all field staff, including tablet intercept interviewers, counters conducting manual traffic counts, and supervisors managing and overseeing the field data collection. Training activities must include, but not limited to, a review of the overall project purpose and rationale; critical survey terminology; rules of conduct, safety, attire and identification; relevant data collection questionnaires, technologies and procedures; specific responsibilities and techniques for the relevant position (e.g. proper vehicle classification by manual counters, interviewer guidance on how to properly administer the intercept survey without prompting, techniques for increasing response rates to the intercept survey, etc.); protocol for taking breaks and handling/troubleshooting problems or questions; and common Frequently Asked Questions (FAQs) with examples of challenging data collection scenarios. Field staff will be required to participate in mock interviews or counts to ensure they are capable of properly performing the required duties. Field staff must be given opportunities to ask questions and request clarifications prior to deployment.
- Conduct sexual harassment training and background checks for field personnel. All field staff, regardless of contractor, subcontractor, or temporary employee status, may be required to complete sexual harassment and human trafficking awareness training and pass sex offender background checks prior to deployment in the field. Coordinate with airport security authorities to ensure that additional security checks and clearances are obtained in advance of scheduled fieldwork and to minimize duplication of cost/effort. If temporary staff are utilized for the collection of survey data, ensure that enough trained and vetted buffer personnel are available for deployment at short notice in the case of no-shows.
- Perform a thorough field reconnaissance in advance of the main survey. The purpose is to identify and check the locations where interviewers and counts are to be conducted; to verify all locations are viable and safe; and to assess if any locations should be moved, adjusted, or added to improve data collection. In addition to the reconnaissance, contractor may propose a survey pre-test in advance of the main survey. A pre-test will allow contractor to evaluate the overall survey design, logistics and intercept response rates and the effectiveness of specific data collection elements such as the number and placement of interviewers and counters. If a survey Pre-test is proposed, it must be explained and budgeted as supplemental task for separate consideration by H-GAC (apart from the primary survey effort). Pre-test and field reconnaissance assessments can provide insight into unanticipated data collection problems or gaps and highlight the need for changes to survey instruments, tools, personnel, procedures, training, or data processing methods.
- Implement QA/QC Program. Throughout the pre-test, main survey data collection and acquisition activities, and post survey data processing contractor must implement a comprehensive and measurable quality assurance/quality control (QA/QC) program. Detailed QA/QC procedures must be clearly defined. Finalization of the survey's QA/QC program will require prior approval by the H-GAC Project Manager. Contractor must ensure internal QA/QC procedures are applied to all data and deliverables before submitting to H-GAC. Contractor must furnish all collected survey data to H-GAC's designated external QA/QC representative for parallel external QA/QC review. Acceptance of survey data will be contingent upon the findings of the external review.
- Prepare a brief memorandum on the field reconnaissance (and pre-test, if conducted) that describes lessons learned from field site visits, stakeholder meetings and other pre-survey work and include recommended refinements or revisions to the main survey methods, materials, data collection plans, or procedures. Modifications to final survey plans, instruments or procedures that are based on pre-survey observations or results will require prior approval by the H-GAC Project Manager.

Task 3 Deliverables

- Technical memorandum documenting and describing the lessons learned from the survey training, the survey pre-tests (if conducted), the field reconnaissance, and any recommended refinements or revisions to the survey methods, materials, data collection plans, and procedures planned for the main survey.
- Documentation of sexual harassment training and background checks for project personnel.
- Technical memorandum documenting staffing protocols, the QA/QC program, the conduct of survey pre-tests (if conducted), and field reconnaissance. This technical memorandum must include documentation of any additional or revised data collection items stemming from the QA/QC program.

Task 4: Conduct Main Survey Data Collection and Process and Submit Data

- In addition to following the finalized survey plan for data quality purposes, Contractor must heed to airport security requirements. This applies to the main airport surveys and any pre-tests or reconnaissance conducted. All survey locations must be specified in the survey plan. Security measures dictated by authorities must be followed. All survey field staff require security clearance and will be required to wear special badges while on airport property. A nominal security badge fee will be assessed to the contractor for each survey staff member on site. A badge replacement fee will be assessed for lost badges. Contractor will be required to comply with other security requirements, such as complimentary human trafficking awareness training offered by the Houston Airport System, to gain airport access, perform reconnaissance, and administer the pilot (if conducted) and main surveys.
- Conduct the main survey according to approved plan and security requirements. Deploy interview, count and supervisory personnel for the main survey efforts following the specific details provided in the approved site plans. Installation of cameras, automatic traffic counting equipment or any other data collection devices must also be done in accordance with plans approved by H-GAC and airport authorities. Site visits during data collection may be conducted by H-GAC staff or their designated representative to monitor survey activities.
- Process and deliver main survey data. Immediately following the main survey data collection effort, check and submit the survey data to H-GAC in a format that is compatible with H-GAC software and model design. The files must be scrutinized by the contractor for accuracy, reasonableness, errors, and omissions prior to the submission. Data delivery files must include all agreed upon information and sources identified in the survey preparation and data collection documentation. Files must be accompanied by a data dictionary or lookup file defining each of the fields, classifications, variables, and options in the survey. At minimum, all data elements identified in the draft survey instrument provided in Attachment A / B must be collected.
- Develop a process to expand the airport survey data in preparation for data analysis that coalesces with H-GAC's model. Review and discuss expansion process with H-GAC to obtain feedback and ensure model needs are met. Expand the raw survey data considering total average weekday travel as well as average weekend travel to and from the airport for visitors and employees by person and motorized travel.

Task 4 Deliverables

- Documentation of confirmation from all stakeholders (airport authorities, Homeland Security, state, and local agencies) affirming that contractor has the necessary approvals to conduct the survey in accordance with the approved final data collection plans.
- Complete and reviewed data from the main survey efforts conducted at Bush and Hobby airports, including a data dictionary and maps/graphics that explain the survey, data, and locations of count and interview sites included in the final data collection plans. All data files delivered must be in accordance with the Data File Formats provided by H-GAC.
- Expanded survey data from the main survey efforts at Bush and Hobby airports, including documentation on the expansion process in relation to the H-GAC model.
- Technical memorandum documenting the conduct of the surveys and counts at Bush and Hobby Airports. Memo must summarize survey logistics, scheduling and staffing, interview and count procedures by category, type, or location (as appropriate), and document survey data expansion and any problems or special circumstances encountered.

Task 5 – Assemble Final Survey Documentation and PowerPoint Presentation

- Develop a final full project report drawing from task-level technical memoranda. This document must contain all development, outreach, preparation/pre-test and data collection information and materials. Final site plans must be documented, and interview scripts must be provided in English, along with screenshots and flowcharts documenting all tablet survey questions and branches. A data summary section must be included and describe the survey methods, response rates, and any notable events or factors affecting the data collection. This section must also include a summary of the survey results according to the data items gathered, such as key travel behavior variables and pertinent demographic factors, and a statistical assessment of the collected survey data. It must present averages, ranges, and profiles of responses for survey questions that lend themselves to such statistical analyses.
- Prepare an Executive Summary Report and Info-Graphics highlighting the results of the survey and consolidate findings at a high level for non-technical readers. A PowerPoint presentation of approximately 20 minutes in length must be developed based on the content of the Executive Summary Report.

Task 5 Deliverables

- Draft Project Report, Executive Summary Report and PowerPoint slides for presentation (approximately 20 minutes in length) of the survey results in summary fashion to a non-technical audience.
- Final Project Report, Executive Summary Report and PowerPoint slides for presentation (approximately 20 minutes in length) of the survey results in summary fashion to a non-technical audience. Include the final data collection plan, including count locations and survey locations to be provided in geographic format (i.e., KMZ format or Shapefile format).
- Final project presentation to H-GAC and other stakeholders.

Final Project Contract Deliverables

A comprehensive technical memorandum must be developed to document the work, products and results pertaining to each project task listed in the Scope of Work. Technical memoranda from the various project tasks may be used to prepare the final project report. The exact format, delivery methods, and draft review processes will be detailed in the contract with the successful Contractor. At minimum, a draft of each of the task memoranda must be submitted electronically in Microsoft Word format to the H-GAC project manager upon completion of each task. Comments developed as part of the review process must be incorporated. All project plans, products and deliverables will be reviewed by H-GAC staff, prior to approval.

A final list of deliverables for each task will be developed with the successful Contractor in the final project scope and contract.

PART III –SUBMISSION CONTENTS

Submissions must include the information described below. Staff resumes, and any additional forms, can be included as an appendix to the submittal and do not count towards any section page limits noted below.

A. Summary Letter

This letter must include a summary of key aspects of the contractor's qualifications and must indicate the Respondent's commitment to provide the services proposed and certify that all statements and information prepared and submitted in the response to this Solicitation are current, complete, and accurate; and that the proposed solution for the project meets all the requirements of this Solicitation. (Maximum 1 page)

B. Signature Page all Forms as Listed on last page of this Solicitation

Submit completed and signed Signature Page (located on page 2) and all required/applicable forms of the checklist provided on the last page of this solicitation. Submission will be deemed non-responsive and will not be considered for evaluation if the submission is not signed.

C. Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form

Complete and sign the applicable section (A, B, or C) of the Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form. Respondent must identify the small and minority businesses, women's business enterprises, and labor surplus area firms' participation level and the role that each small and minority business, women's business enterprises, and labor surplus area firm will have in the project implementation. Since small and minority businesses, women's business enterprises, and labor surplus area firms' proposed are considered part of the team, the Respondent must include all relevant information necessary to effectively perform the evaluation of the response as it relates to the submission requirements listed in this section. Nothing in this provision will be construed to require the utilization of any small and minority businesses, women's business enterprises, and labor surplus area firm that is either unqualified or unavailable. The applicable section of this form must be completed, signed and returned with the submission, failure to return this signed form and any applicable required good faith effort documentation may result in the submission being deemed non-responsive.

D. Project Work Program and Schedule

Submit a detailed description of the methodology for the proposed survey / data collections and traffic counts. Provide explanations and examples to support and highlight the benefits of your approach. Elaborate on your company's plans and strategy to plan, implement, and execute the surveys, and how to achieve H-GAC's goals. Provide a detailed schedule outlining the tasks and processes, key milestones, associated resources, and anticipate necessary meetings with H-GAC staff. Joint submissions must describe how the partners will support each other in ensuring a successful outcome. (Maximum 10 pages)

E. Responsibility and Qualifications

Submit detail outlining the project manager and key staff members and a clear indication as to their involvement in the project. Brief resumes of staff members, including field supervisory staff, must be included. Substitutions for essential personnel involved will not be allowed without H-GAC's prior approval and resulting delays will be the responsibility of the Contractor. H-GAC retains the right to request the removal of any personnel found, in H-GAC's opinion, to be unqualified to perform the work.

F. Budget

Submit a detailed plan for the proposed project, including a budget narrative accurately reflecting project delivery and support the budget with detailed costs to include:

1. Itemized cost estimate by tasks, listing personnel job title (including hours), other direct costs (travel, equipment, supplies, printing, etc.); and
2. Support data for the burden rates (overhead, G&A, and indirect rates) based on audited costs.

Any direct expenses (travel, per diems, parking, etc.) must be broken out separately and cannot exceed current U.S. General Services Administration established rates. For more information please visit: <https://www.gsa.gov/travel-resources> (Maximum 1 page)

G. Project Organization and Management Plan

Submit a project organization and management plan that includes project staffing with an indication of the personnel to be involved, their respective roles, and person-hours by task dedicated to the project. A general summary of the approach to be used in accomplishing the work must be given. Describe functions and responsibilities of the firms and staff involved. Submissions must clearly delineate all key individuals, by names and titles that will be working on this plan and their areas of responsibility. If substitutes or back-up personnel are planned on a contingency basis, they must be indicated in the plan.

H. Past Performance and References

Complete Attachment G – Past Performance Questionnaire. References must illustrate Respondent's and project manager's ability to provide the services outlined in the scope of services. H-GAC's evaluation team will be the sole judge of references.

I. Additional Information (10-page maximum)

Submit additional information Respondent deems pertinent to demonstrating qualifications and/or experience to perform the services being requested such as memberships in any professional associations, documents, examples, and others. (Maximum 10 pages)

PART IV – EVALUATION, SELECTION AND AWARD

Evaluation

An evaluation committee may consist of representatives from H-GAC and other stakeholders. The committee members will individually evaluate and numerically score each submission in accordance with the evaluation criteria section of this Solicitation.

Selection/Award Recommendation

Each criterion is given a weight totaling 100%, submissions are scored on a scale of 0-5 and are then ranked on the total of the weighted score. Upon review of all information provided by Respondents, the evaluation committee will rank each submission. H-GAC intends to select the submission(s) that best meets the needs of H-GAC, and other stakeholders to be determined.

Approval and Final Award

A recommendation will be presented to the H-GAC Board of Directors for approval to negotiate, and execute, a contract with the ranked Contractors in descending order. H-GAC reserves the right to award based on the best interests of H-GAC, whether that be single or multiple awards. However, the final approval and selection of award lies with the Board of Directors. H-GAC reserves the right to delay that date as needed and to reject any and all submissions as deemed in its interest.

Debriefing

Requests for a debriefing must be made in writing to purchasing@h-gac.com within five (5) working days after notification of non-selection. H-GAC reserves the right to not conduct debriefings if requests are made after that time. This procedure is NOT available to Respondents who did not participate in the selected Solicitation, to non-responsive or non-timely Respondents, or when all submissions are rejected.

Presentation/Demonstration/Interview

The evaluation committee reserves the right to request and require that each Respondent provide a final presentation/demonstration/interview regarding submission at a scheduled date and time. No Respondent is entitled to this opportunity, and no Respondent will be entitled to attend the presentation/demonstration/interview of any other Respondent. The purpose of the presentation/demonstration/interview is to inform the work of the evaluation committee. If necessary, Respondents may be required to make more than one presentation/demonstration/interview. Interviews can incorporate clarifying questions of the evaluation committee and H-GAC reserves the right to utilize the information to complete final scoring of proposals after the presentation/demonstration/interview. During this process, the proposer cannot incorporate, or present new information not contained in the original submitted proposal.

Best and Final Offer (BAFO)

H-GAC reserves the right to request a Best and Final Offer from finalist Respondent(s), if it deems such an approach necessary. In general, BAFO would consist of updated costs and answers to specific questions that were identified during the evaluation. If H-GAC chooses to invoke this option, Submissions would be re-evaluated by incorporating the information requested in the BAFO document, including costs, and answers to specific questions presented in the document. The specific format for the BAFO would be determined during evaluation discussions. Turnaround time for responding to a BAFO is usually brief (i.e., five (5) business days).

PART V – EVALUATION CRITERIA

Responsiveness (Pass/Fail)

Submission must be responsive to all material requirements that will enable the evaluation committee to evaluate submissions in accordance with the evaluation criteria to make a recommendation to H-GAC officials. This includes a signed signature page by a person authorized to bind the company to any contract/purchase order that may result from this Solicitation; and if subcontracting, may include the completed Small and Minority Business Affirmation Form.

Methodology and Approach (30%)

The submission delineates an effective technical approach and methodology to achieving project objectives and demonstrates a clear understanding of the tasks to be undertaken in this Solicitation. Timeline is acceptable and illustrates key milestones.

Qualifications and Experience (20%)

Acceptable overall qualifications of company as demonstrated in detailed narrative and qualifications statement. Demonstrated experience and effectiveness in providing like services for organizations. Demonstrated capability to provide the services outlined in the Solicitation; Minimum adequate references are submitted and required information is provided; relative licenses or registrations are provided, if applicable.

Proposed Cost (20%)

The submission provides a reasonable percentage of indicated level of effort and dedicated resources that will be required to successfully complete each task contained in the project work program. Hours allocated for key personnel support the successful completion of the project. Budget narrative clearly reflects the cost for providing the services, is detailed and includes all costs required for successful project completion.

Project Management, Organizational Structure and Key Personnel (15%)

Demonstrated qualified Project Manager. Demonstrated effective organizational structure. Key personnel assigned to the project possess necessary qualifications and be able to perform the work within the projected time frame.

Past Performance and References (15%)

Completed Attachment G – Past Performance Questionnaire. Demonstrated record of timely performance, quality and integrity as evidenced by a list of client references for similar projects and budgets and relevant samples of work provided. Demonstrated ability to complete work without change orders, extensions, and/or budget revisions.

PART VI – INSTRUCTIONS TO RESPONDENTS

Pre-Proposal/Response Conference

A Pre-Proposal Conference will be held on **Tuesday, November 8, 2022 @ 10:00 a.m.** The virtual meeting will be held using Zoom, registration is required. Once registered, applicants will receive notification and a direct link for participation. Click on the following link to register:

<https://us06web.zoom.us/meeting/register/tZwud-qorzMoE9xsujapzbBLm8MWbaguY72r>

It will be assumed that Respondents attending any conference have reviewed the Solicitation in detail and are prepared to raise any substantive questions which have not already been addressed by H-GAC in this Solicitation.

Inquiries and Additional Information

Respondents must submit questions by e-mail to Purchasing@h-gac.com by the Questions deadline, any questions received after the deadline will not be answered. Telephone inquiries will not be accepted. H-GAC will respond as completely as possible to each question. Questions and answers will be posted on the H-GAC website (<http://www.h-gac.com/procurement>) as soon as available. The names of respondents who submit questions will not be disclosed.

Letter(s) of Clarification

All clarifications to this Solicitation will be in writing and identified as a Letter of Clarification. Verbal communications and other written documents intended to clarify and interpret will not legally bind H-GAC. Only information supplied by a Letter of Clarification posted at <http://www.h-gac.com/procurement>) should be used in preparing a response. **H-GAC does not assume responsibility for the receipt of any Letters of Clarification by Respondent(s). Respondents must periodically check the website for updates.**

Examination of Documents and Requirements

Each Respondent must carefully examine all Solicitation documents and become thoroughly familiar with all requirements prior to submission to ensure the response meets the intent of this Solicitation. Respondent is responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this Solicitation. Failure to make such investigations and examinations will not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the Solicitation.

Modification of Submission (Before Deadline)

Respondents may modify submissions that have already been submitted by providing a written modification to H-GAC. However, no submissions may be modified after the deadline.

Non-Responders to Solicitation

If unable to submit a response, please email Purchasing@h-gac.com and advise the reason.

Resolution of Protested Solicitations and Awards

Any Respondent who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement, and up to five (5) days after the H-GAC Board of Directors public agenda is posted for action regarding the questioned item. Grievances filed more than five (5) working days after action by the H-GAC Board of Directors will not be deemed timely and will not be considered. In order for a Respondent to enter the grievance process, a written complaint must be sent to the Deputy Assistant Director of H-GAC by certified mail and sent to 3555 Timmons Lane, Houston, Texas 77027, which includes the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the procurement being questioned.
3. A precise statement of the reasons for the protest.
4. Supporting exhibits, evidence, or documents to substantiate any claims.

The grievance must be based on an alleged violation of H-GAC's Procurement Procedures, a violation of State or Federal Law (if applicable), or a violation of applicable grant or contract agreements to which H-GAC is a party. Failure to receive a procurement award from H-GAC in and of itself does not constitute a valid grievance. Upon receipt of grievance, the Deputy Executive Director will initiate the informal resolution process.

The Procurement and Contracts Department will contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working days from the date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Deputy Executive Director of the resolution with specifics on each point addressed in the original complaint.

If the Procurement and Contracts Department is not successful in resolving the allegations, the complaint, along with the comments, will be forwarded to the Deputy Executive Director immediately. The Deputy Executive Director will review all documentation. All interested parties will be given written notice of the date, time, and place of hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

The complainant may appeal the Deputy Executive Director's decision by submitting a written appeal, within five (5) working days, to the Executive Director of H-GAC. The Executive Director, upon receipt of a written notice of appeal, will contact the complainant and schedule a hearing within ten (10) working days. The Executive Director of H-GAC has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer will conduct a hearing and forward a summary and recommended resolution to the Executive Director.

The decision reached by the Executive Director or his designee will be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days.

The Respondent may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction.

Resolution of Protested Solicitations and Awards for Workforce Solicitations

Following the final decision by the H-GAC Board of Directors, a respondent may file a protest with the Texas Workforce Commission. The Commission reviews protests only after H-GAC's process has been exhausted. Protests filed with the Commission are limited to the following issues: (a) violation of federal law and regulation, and/or (b) violation of protest procedures or failure to review a protest. To file a protest on this level, write to Workforce Quality Assurance Manager, Houston-Galveston Area Council, Post Office Box 22777, Houston, Texas, 77227-2777, 713-627-3200.

PART VII – REQUIRED FORMS TO SUBMIT WITH RESPONSE

	Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form (if subcontracts are to be let)
	Signed Signature Page (located on Page 2)
	Attachment G – Past Performance Questionnaire

PART VIII - REQUIRED FORMS IF AWARDED A CONTRACT

	Certification Regarding Debarment, Suspension, and Ineligibility
	(External Form) Conflict of Interest Form CIQ (if a conflict exists) (refer to link Part VII, DD)
	(External Form) Certificate of Interested Parties – Form 1295 (refer to link Part VII, DD)
	Certification Regarding Lobbying
	Copy of W-9

Download Forms: <https://www.h-gac.com/procurement>

PART IX – SOLICITATION TERMS AND CONDITIONS

By submitting a response to this Solicitation, respondent agrees that it has read and fully intends to comply with the terms and conditions of this solicitation as applicable to any subsequent contract or funding agency requirements or agreements. Exceptions to these Terms and Conditions are not permitted. Please view the full Terms and Conditions located here: <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions>