

Meeting Minutes
RFQ Review Committee
January 28, 2021
2:00PM
CISCO WebEx Virtual Meeting

Roll Call:

<u>Executive Committee Member</u>	<u>Interest Category</u>	<u>Present (x) / Absent () / Alternate Present (*)</u>
Alisa Max	Secretary, Counties	X
Elisa Macia Donovan	<i>Agricultural interests</i>	X
Stephen Costello	<i>Municipalities</i>	X
Timothy E. Buscha	<i>Industries</i>	X

Quorum:

Quorum: yes

Number of voting members or alternates representing voting members present: 4

Number required for quorum per current voting membership of 4

Other Meeting Attendees: **

Voting: None

Non-Voting:

Public:

Alem Gebirel	Mohamed Bagha
Barrett Goodwin	Morgan White
Burton Johnson	Nicholas Panyard
Chuntania Dangerfield	Reem Zoun
Cory Stull	Reid Mrsny
Fatima Berrios	Sally Bakko
Hollaway Environmental	Samuel Hinojosa
James Bronikowski	Sirish Madichetti
Kena Ware	Stephanie Griffin
Matt Lopez	Steve Gonzales
Matt Nelson	Terry Barr
Michael Bloom	Tiffany
Michael Keck	Tommy Ramsey
Michael Reedy	
Megan Ingram	

** Meeting attendee names were gathered from those who entered information for joining the Webex meeting.

All meeting materials are available for the public at:

AGENDA ITEM NO. 1: Call to Order

Alisa Max called the meeting to order at 2:03pm.

AGENDA ITEM NO. 2: Welcome and Roll Call

Alisa Max took roll call and a quorum was established.

AGENDA ITEM NO. 3: Registered Public Comments on Agenda Item 4-5 – limit 3 minutes per person

No public comments were shared.

AGENDA ITEM NO. 4: Nominations, discussion, and possible action to elect Committee Chair, Vice Chair, and Secretary

Alisa Max opened the discussion and asked if there was anyone interested in being the Chair, Vice Chair or secretary.

After further discussion, Alisa Max moved for herself to become Chair, Elisa Donovan as Vice Chair and Timothy Buscha as secretary. Elisa Donovan second the motion, which carried out unanimously.

AGENDA ITEM NO. 5: Review, and discuss and possible recommendations to RFPG Project Sponsor pertaining the upcoming consultant selection Request for Qualifications supporting documents and process

Alisa Max opened the conversation and explained that there were two alternatives for consultant selection – either to have the selection process conducted through open meetings, or have the Harris County staff perform the selection process with one member from the RFPG on the selection committee.

Alisa Max then stated the process of the RFQ to explain to the RFQ committee and attendees which included minimum criteria, experience level, scoring, scope of work, schedule and budget. She stated that a pre-submittal conference would also be held to address comments and concerns from interested consulting firms.

After further discussion regarding the selection committee, Elisa Donovan and Timothy Buscha agreed and recommended that Harris County staff should make the selection for the consultant to avoid additional difficulties and time delays.

Morgan White clarified that another RFPG has established a selection committee with sponsor staff with one member of the RFPG. This could be an option for RFPG 6.

ITEM NO. 5 Basic Process (Higher Level)

Alisa Max recapped the consultant selection process and stated that three entities would have to approve the RFQ, which were stated to be: TWDB, SJRFPG and Harris County Commissioners Court.

ITEM NO. 5 Consultant Submittal

Alisa Max summarized the typical consultant submittal components.

ITEM NO. 5 Administrative Items

The committee agreed that the advertisement timeframe should be set to four weeks.

The committee agreed that the pre-submittal conference should be mandatory.

ITEM NO. 5 Proposed Minimum Requirements

Ms. Max reported to the committee that Harris County had adopted a program with a goal to help minority, disadvantaged, and women firms. She then asked for concerns or questions regarding the program.

Mr. Buscha recommended Harris County follow the guidelines to create the contract to meet this goal and set as part of the minimum criteria.

Mr. Buscha suggested, as part of the minimum criteria, the firm should have a demonstrated 10 year experience with flood planning, and must present three projects that have the similar focus and purpose (program management, regional water planning, flood resilience planning).

Elisa Donovan then suggested that the guiding principles found in the Texas Administrative Code should also be considered when selecting the consulting firm. She stated the firm should have experience that could perform cobenefits to ecosystems, nature-based solutions, wildlife and fisheries

Mr. Buscha and Ms. Max determined the guiding principles could be addressed with the scoring, and not necessarily determine if the firm qualifies or not.

The committee then agreed that the minimum criteria should be set to include:

- demonstrated 10-year experience with projects of similar scope related to Regional Water Planning, Flood Planning or Program Management.
- present three projects that have the similar focus and purpose as the scope of work, and related to Regional Water Planning, Flood Planning or Program Management.
- firm must be legally allowed to engage in a professional services contract with Harris County, such as a licensed Professional Engineer or Professional Architect in the State of Texas.

ITEM NO. 5 Evaluation criteria – Proposed Grading Criteria

Alisa max reported that the RFQ would have the scoring criteria included that would be seen by all interested firms. An example was displayed on the presentation slides.

Tim Buscha recommended that “organization and methodology” on the scoring criteria should be changed to “project approach.” The committee all agreed that this was an appropriate change.

Stephen Costello indicated that the project scope was slightly confusing and recommended that the verbiage should be reconsidered.

Ms. Ingram provided clarification and stated there was flexibility with the scope of work, but changes should prioritize consistency among all regional flood groups.

After conversation ensued about the scoring criteria, Mr. Costello recommended that the project approach should be weighed more heavily than what is being proposed in the evaluation criteria.

Ms. Max suggested making all categories 25 points and interview 30 points and the committee agreed.

ITEM NO. 5 RFQ Scope – Schedule & Budget

Mr. Costello stated concern with the verbiage in the scope of work, and stated that the way it was written, it can open consultant firms to possible liabilities and lawsuits.

Megan Ingram clarified that TWDB had discussed this internally and understood the concerns, however, could not be changed since they were verbatim out of the Texas Administrative Code. Reem Zoom, also with the TWDB, further clarified that additional language could be added but must be consistent with the Texas Administrative Code.

The committee ultimately agreed that the verbiage could not be changed since it was verbatim in the Texas Administrative Code.

Conversation ensued, and after deliberation Mr. Costello suggested that the scope could be left as it was, but proposed to amend it if needed in the future.

ITEM NO. 5 RFQ Schedule

No concerns were mentioned to the schedule.

ITEM NO. 5 Budget

Mr. Costello questioned that since the scope mentioned milestone submittals, would the budget be negotiated periodically or if the award would be negotiated as a whole.

After deliberation and discussion, Ms. Max confirmed that the items would need to be negotiated and emphasized that the dollar amounts were estimated. She also mentioned that dollar amount for each item could be changed, but had to be approved by TWDB.

ITEM NO. 5 Other committee considerations for RFQ?

Megan Ingram stated that there would be a guidance document prepared by TWDB provided as an additional resource.


AGENDA ITEM NO. 6: Public Comments – limit 3 minutes per person

Michael Bloom made a comment stating that the RFQ needs to be released asap to help consultants all meet deadlines. He also stated that TWDB needs to be available to answer questions.

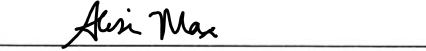
AGENDA ITEM NO. 7: Adjourn

Mr. Buscha moved to adjourn the meeting. Ms. Max second the motion and the meeting adjourned at 3:45pm.

Approved by the Region 6 San Jacinto RFPG Executive Committee at a meeting held on xxxxxx, 2021.



Timothy Buscha, Secretary



Alisa Max, Chair