



Advisory Committee: Minutes of Regular Meeting – September 29, 2015

IN ATTENDANCE:

Gilbert A. Herrera, Chair – **Present**

Jeri Brooks – **Present**

Frances Castaneda Dyess – **Present**

Kathryn Easterly – **Present**

Scott Elmer – **Present**

Vernita Harris – **Present**

Bert Keller – **Present**

Jeff Ross – Absent, without notice

Edward Taravella – **Present**

Council Member Oliver Pennington, Ex-Officio – **Present**

1. Call to Order / Welcome

Chairman Gilbert Herrera called the meeting of the ReBuild Houston Advisory Committee (RHAC) to order at 10:33 a.m. and thanked all in attendance.

2. Approval of the Minutes

Motion to approve the August 25, 2015 meeting minutes was made by Mr. Scott Elmer and seconded by Mr. Bert Keller. Motion carried.

3. Workshop on Professional Services and Construction Procurement

Mr. Dale Rudick (Director of Public Works and Engineering) introduced Mr. Daniel Menendez (Deputy Director of PWE Engineering and Construction Division).

Mr. Menendez began his presentation with a synopsis of how the City of Houston first introduced a Capital Improvements Plan (CIP) in 1983. He stated that the focus of the CIP was and is to provide capital improvements in the most efficient and effective manner within a systematic and structured financial & management planning process. Mr. Menendez also shared that the full lifecycle of a CIP project consists of planning, programming, delivery, and operation & maintenance. He then stated that this presentation refers only to PWE and that other City departments may have different processes and procedures.

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Mr. Menendez continued by explaining the planning process. He stated that the first step is to prioritize need areas for study based on data, known infrastructure deficiencies and City Council input. Next, a problem definition is developed, after which feasible solutions for the problem are developed. Finally, the need area becomes a candidate and competes against other candidates for CIP funding using a benefit/cost analysis metric. Mr. Menendez shared that this is an annual process. Additionally, he informed the committee that there are four infrastructure categories: Storm Drainage (M), Wastewater (R), Street and Traffic Control (N), and Water (S). Note: The *CIP Process Manual* is located at http://www.rebuildhouston.org/images/pdf/cip_process_manual_20140731.pdf

Mr. Menendez went on to describe the Participation Requirements for Engineering and Professional Services. The process includes several items such as: the PWE 100 Form (states who the firm is, how large the firm is, firm experience, etc.); a Statement of Qualifications (SOQ) in accordance with the Request for Qualification (RFQ); and a 24% MWBE (Minority, Women-Owned, Business Enterprises) Program Goal. Additionally, the firm must be a registered licensed engineering firm, which ensures the qualification of those seeking to participate in the process. Mr. Menendez shared that he and the Department of Public Works are proud of our award winning Qualifications Based Selection process the City of Houston utilizes. He also stated that the goal is to procure well managed, high-quality professional services, thereby resulting in the citizens receiving the best quality product. Additionally, Mr. Menendez offered an overview of the Electronic Procurement Process.

The process coincides with the annual CIP timeline. PWE simultaneously notifies all firms who have expressed their interest in receiving the information by providing their email address when the RFQ's are available, or prior. A briefing is offered to answer any questions regarding the RFQs. Then the consultants submit their SOQs. This past year we had about 778 individual SOQs submitted.

Ms. Vernita Harris inquired about how the Committee Review is conducted. Mr. Menendez stated that the Committee consists of various individuals from across multiple PWE branches and divisions.

In regards to Construction Procurement: This process includes applicable State bidding procedures (normally the lowest responsible bonded bidder); each project will contain a MWSBE goal; and the contractor must have a pre-qualification when bidding on certain street projects. Ms. Harris inquired about categorical goals. Mr. Menendez explained that each department set their own goals. Mr. Rudick added that PWE accounted for 51% of the City's MWSBE participation goal in FY15. Mr. Menendez shared that the hope of this process is to inspire good competition between contractors.

In regard to the Engineering and Professional Services Procurements, Mr. Scott Elmer shared that in his opinion the City of Houston has one of the cleanest, easiest procurement processes.

Mr. Herrera inquired what changes have occurred in the process since the ReBuild Houston program started. Mr. Menendez stated that the projects completed under ReBuild Houston are more comprehensive allowing PWE to address more of the improvements needs in an area and not just focus

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on one aspect such as storm drainage. Mr. Rudick stated that another change that has occurred since ReBuild Houston was implemented is that the Department now works with multiple groups including outside agencies to make the project coordination process more inclusive.

Mr. Keller asked if projects can start before the entire lump sum of the project has been allotted. Mr. Rudick replied yes, projects can start and completed sequentially in segments. Council Member Pennington asked if the pre-engineering process examines the full scope of improvements in the project area. Mr. Rudick stated yes; PWE reviews all city assets (water, wastewater, drainage, streets, etc.) as well as quality of life aspects in the project area and coordinates with the respective organizations such as the City's Planning Department, METRO, special districts, etc. where appropriate. Council Member Pennington then inquired about the feasibility of burying utilities underground. Mr. Rudick responded that the challenge to underground utilities is that it tends to be cost prohibitive but we do explore it, where feasible.

4. Update on Community Engagement Schedule

Mr. Rob Lazaro provided the committee with an overview of community engagement initiatives over the last month. He also shared the upcoming community meetings for projects located on Antoine, Long Point and in the Cottage Grove area. Mr. Lazaro invited committee member to attend.

5. Executive Report

Mr. Rudick provided an overview of the Drainage Utility Collections/Expenditures report (attached).

6. Old Business/New Business

Mr. Bert Keller and Mr. Herrera suggested that the October 2015 meeting be canceled and that the last meeting of the year be in November. The committee agreed and decided to hold the final meeting of the year on November 17, 2015.

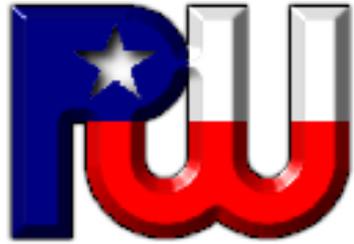
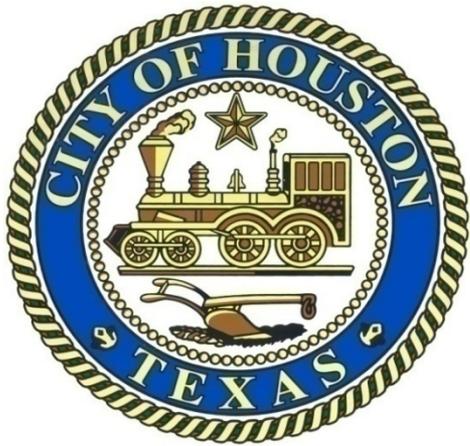
7. Public Comments

Mr. Judson Bryant had several question regarding funding for hike and bike trails. Mr. Rudick stated that the Drainage Utility Charge is not used for hike and bike trails.

8. Adjourn: Meeting adjourned at 12:27 p.m.

Attachments:

- Workshop on Professional Services and Construction Procurement (September 29, 2015)
- Drainage Utility Collections/Expenditures – Inception to Date (as of August 31, 2015)



PROFESSIONAL SERVICES AND CONSTRUCTION PROCUREMENT

**FOR
CAPITAL IMPROVEMENT PLAN**

Sep 29, 2015

ReBuild Houston Advisory Committee Brief

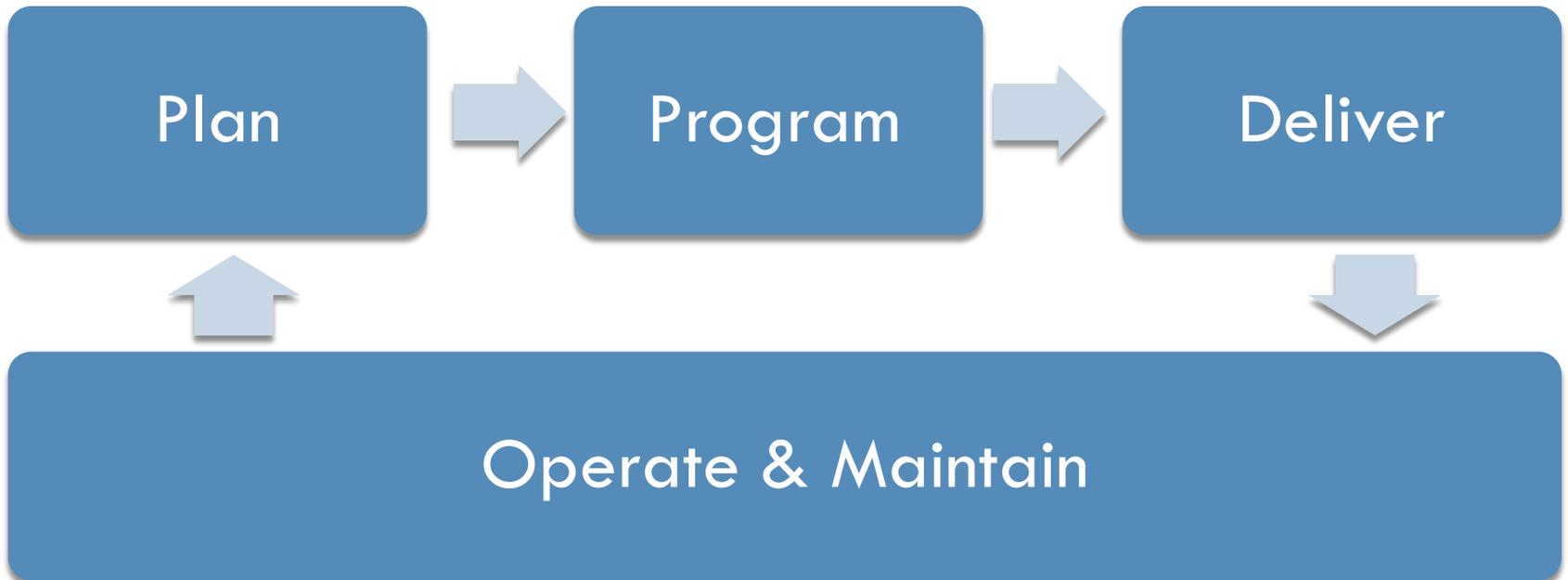


CIP: Why and How



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“The City can provide the needed capital improvements in the most efficient and effective manner if it establishes a systematic, structured financial and management planning process.” (City Council Resolution 83-91, October 28, 1983)





Planning Process

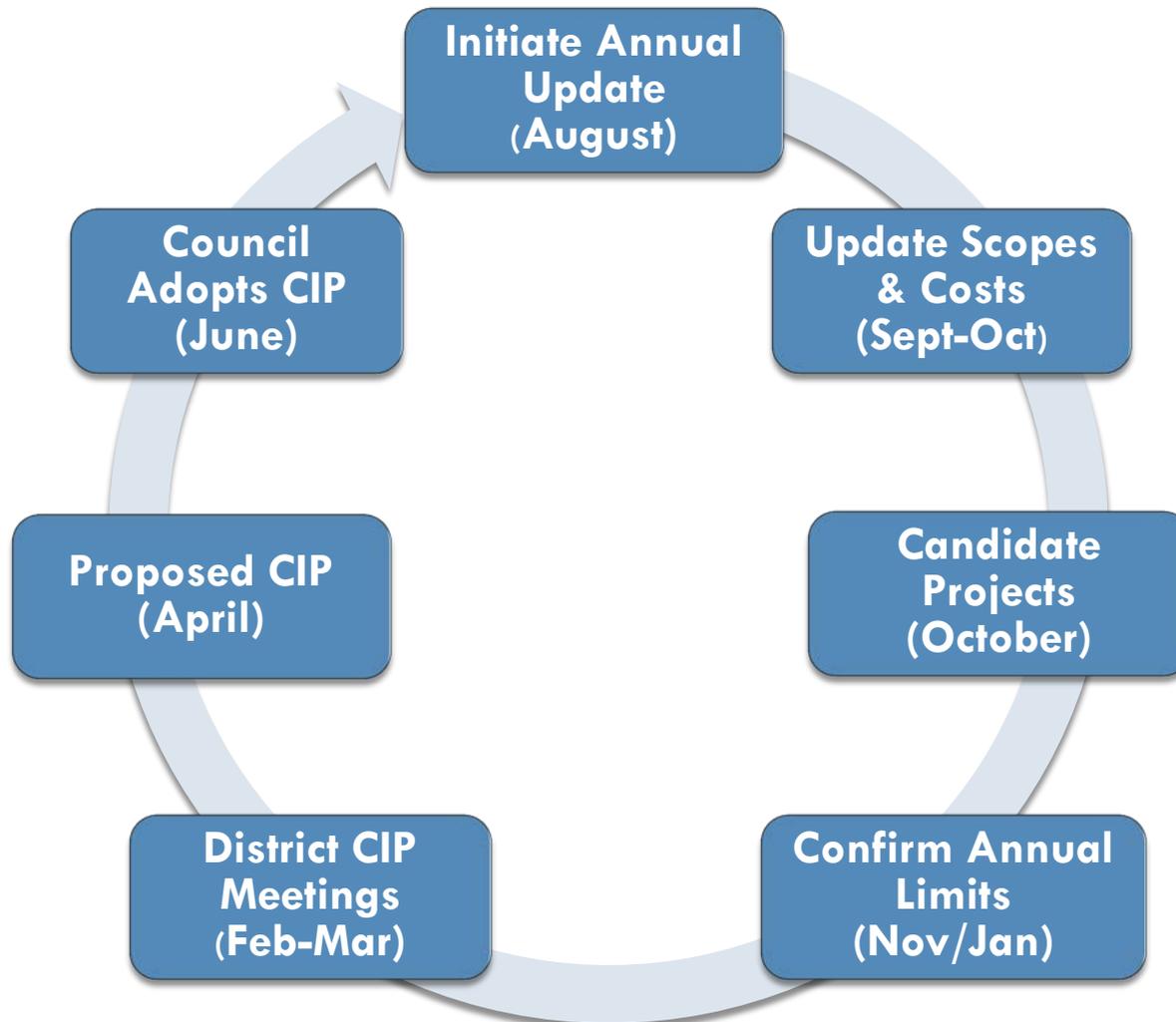


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- ❑ Prioritize Need Areas for study based on:
 - ❑ Data
 - ❑ Known infrastructure deficiencies
 - ❑ City Council input
- ❑ Problem definition
- ❑ Storm/Streets/Wastewater/Water
- ❑ Develop feasible solutions
- ❑ 5+5 Year Plan
- ❑ Score candidate projects based on metric driven formulas – cost/benefit

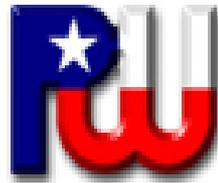


Annual Programming Cycle





Programming Process

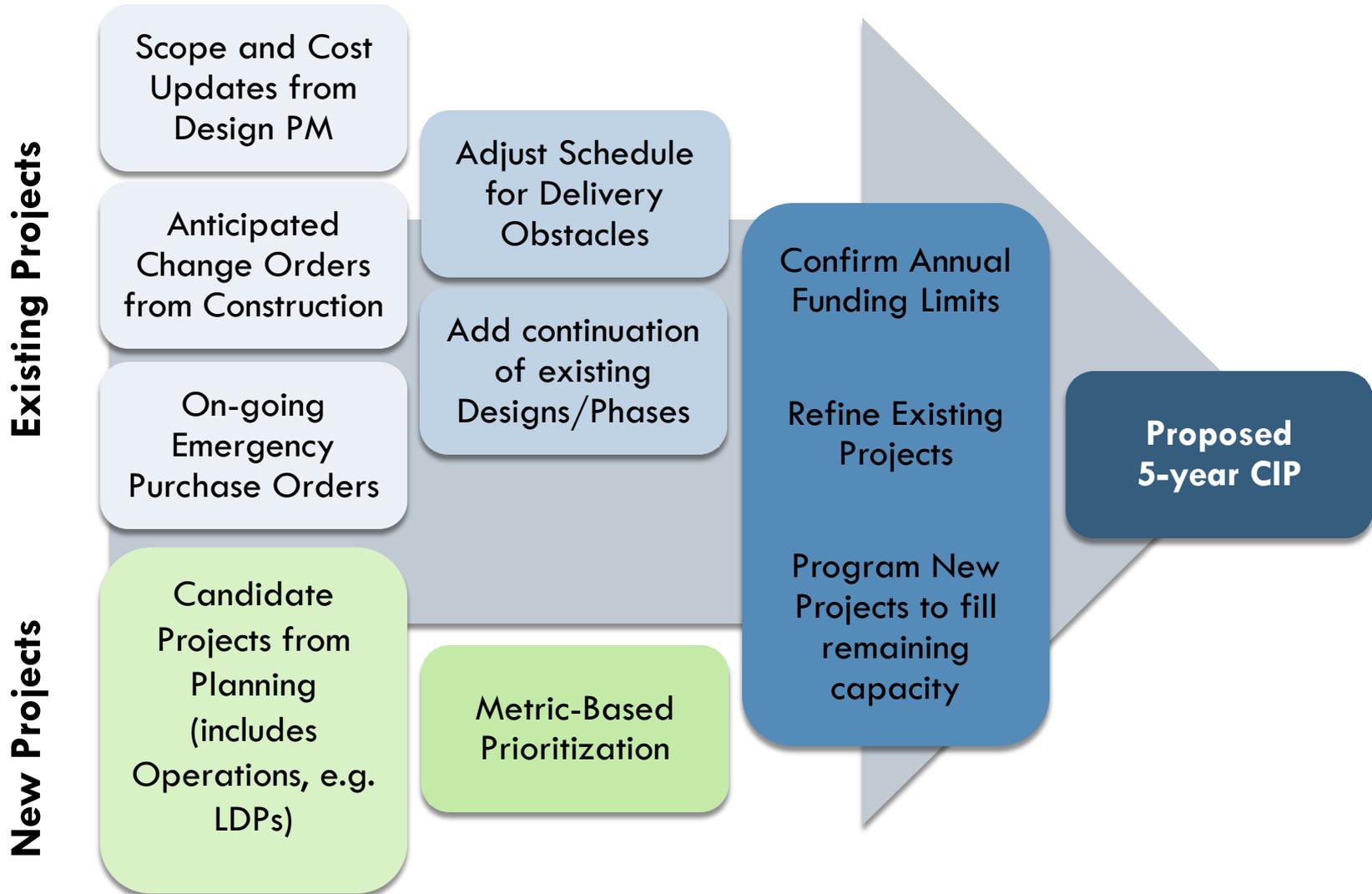


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- ❑ Prioritize candidate projects to compete for funding:
 - ❑ Scoring within categories
 - ❑ Regulatory and contract requirements
- ❑ Adjustments for update of existing projects
- ❑ De-confliction of projects
- ❑ Develop schedule of projects within available funds and by fiscal year
- ❑ Annually present 5-year CIP for adoption by City Council



Programming Process





Infrastructure Categories



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Storm Drainage (M)

Major Storm Drainage/Conveyance

Local Drainage

Focused Projects

Street and Traffic Control (N)

Major Thoroughfares & Collectors

Local Streets

Focused Projects

Wastewater (R)

Treatment

Collection

Other

Water (S)

Supply

Treatment

Transmission

Distribution

Other



Participation Requirements



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Engineering / Professional Services

- PWE 100 Form
- Registered Licensed Engineer to Seal Plan
- Statements of Qualifications in accordance with RFQs
- 24% MWBE Program Goal



Selection Process & Goals



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- ❑ Award Winning Qualifications Based Selections
- ❑ Benefit through lessons learned in prior selection years
- ❑ Conduct selection process in an objective and consistent manner
- ❑ **Procure well managed, highest quality professional services**
- ❑ Facilitate opportunity and diversity of competencies in market
- ❑ Make timely selections; get to work
- ❑ Minimize contract administration inefficiencies



Requests For Qualifications



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- ❑ COH website
<http://www.publicworks.houstontx.gov>
- ❑ Links of Interest
- ❑ Professional Services Selection
- ❑ Notifications by e-mail to all PWE 100 registered firms

HELPFUL LINKS

SELECT...

Go

SELECT...

SELECT...

311 Helpline
Bid sales Notices
Biosolids Management RFEI
Code Enforcement
Construction Advertisement Forecast
Consumer Confidence Water Report
Current Advertised Construction Bid Sets
Daily Water Supply Monitor
DPC Status Level
E-Gov Document Center
Engineering & Construction Documents
Filing a Title IV Complaint
Joint Referral Committee
MSD Settings
Mobility Permits
Online Permits
Online Water Meter Form
Private Repair Services Network
Professional Services Selection
Public Information Office
PWE GIS
ReBuild Houston
Report Street Light Outages
Safe Sidewalk Program
Street Cut Permits



Electronic Procurement Process



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Projects Identified

RFQ posted on Website with
submittal deadline

PWE Conducts RFQ Briefing
Workshop

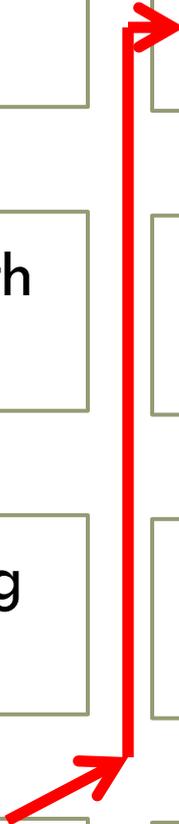
Consultants Submit SOQ

Committee Reviews SOQ

Recommendations from
Committee to PWE Director

Selections announced on
COH Website

Congratulatory letters mailed
to Selected Consultants





Participation Requirements



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Construction Contracts

- Applicable State Bidding Procedures
- 34% MWSBE Program Goal
 - ▣ Minority Owned Business Enterprise
 - ▣ Woman Owned Business Enterprise
 - ▣ Small Business Enterprise - up to 4% of Goal
 - ▣ Categorical Goals
- Pre-Qualification for Street Projects



Construction Advertisements and Bid Sets



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Posted on COH website
<http://www.publicworks.houstontx.gov>

- Links of Interest
- Construction Advertisement Forecast
- Current Advertised Construction Bid Sets

HELPFUL LINKS

SELECT...

Go

SELECT...

SELECT...

311 Helpline

Bid sales Notices

Biosolids Management RFEI

Code Enforcement

Construction Advertisement Forecast

Consumer Confidence Water Report

Current Advertised Construction Bid Sets

Daily Water Supply Monitor

DPC Status Level

E-Gov Document Center

Engineering & Construction Documents

Filing a Title IV Complaint

Joint Referral Committee

MSD Settings

Mobility Permits

Online Permits

Online Water Meter Form

Private Repair Services Network

Professional Services Selection

Public Information Office

PWE GIS

ReBuild Houston

Report Street Light Outages

Safe Sidewalk Program

Street Cut Permits



PWE CIP

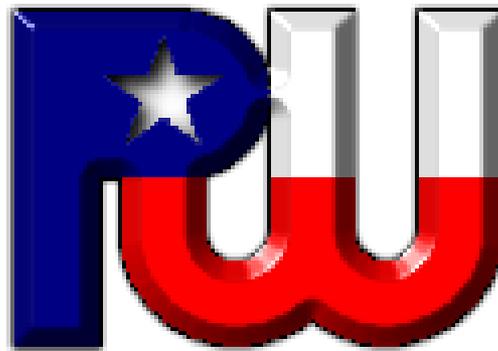


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- Implement City's Adopted 5-Year CIP
 - Professional Services and Construction Management of Projects
 - Current: +400 Projects
- Coordinate Projects with:
 - Planning and O&M within PWE
 - Other City Departments
 - Other Governmental Agencies
 - Elected Officials and Community
 - Public Engagement Meetings
- Adopted FY2016-FY2020 CIP: + \$4.8B

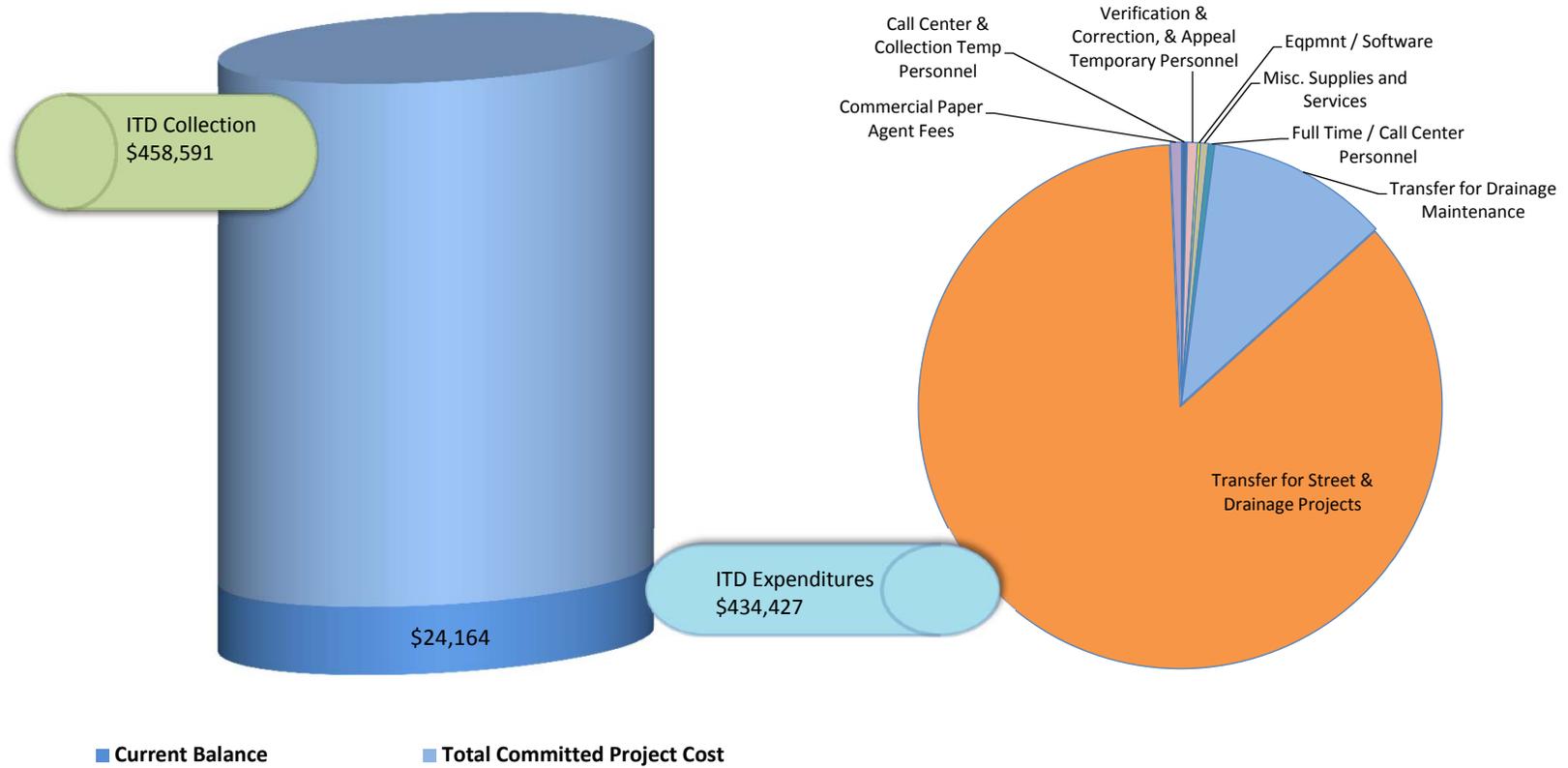
Questions and Comments

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www.houstontx.gov

**Drainage Utility
Inception to Date (ITD) Collections / Expenditures
(\$ in Thousands)
(As of August 31, 2015)**



Note: Currently committed project costs total \$209.9 Million.