

Regional Flood Planning Contract Kickoff Webinar

**Tuesday April 21, 2021
9:00 – 10:30 am**

You can also dial in using your phone.

You must select "Use Telephone" after joining the webinar and call in using the numbers below.

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Access Code: 318-771-306

Audio PIN: Optional

RFP Contract Kickoff Webinar

Agenda Overview:

1. Introductions & Opening Comments
2. Timeline
3. Funding Distribution
4. Subcontracts
5. Advance / Payment Requests / Reimbursement
6. Modifications to Budget
7. Questions

This presentation is intended to give a general overview of the RFP Grant Contract process. It is not intended to be a comprehensive reference document. For full instructions and details, please see the RFP Contract Document executed between the RFPG Sponsor and the TWDB in your region.

TWDB Regional Flood Planning Staff Introductions



Reem Zoun, PE, CFM
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512-475-1546



James Bronikowski, PE, CFM
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Morgan White, MPA, CFM
Team Lead, Regional Flood Planning
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TWDB Contracts Staff Introductions



Jared Basurto

Director, Procurement &
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Cameron Turner

Manager, Procurement &
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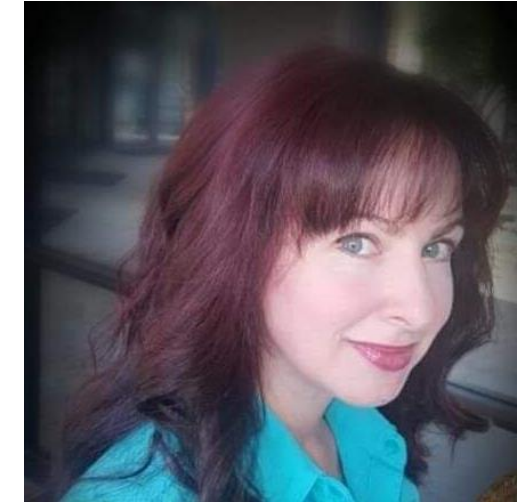


Stephen Ross

Contract Specialist

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512-475-1513



Lisa Farrell

Contract Specialist

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512-463-0655

Opening Remarks by Director Paup



RFP Contract Timeline

DATE	MILESTONE
October 26, 2020	Earliest date certain eligible costs related to Task 10 incurred are eligible for reimbursement
April 15 or 30, 2021	Deadline for Contract Execution (20% advances released within 30 days contract initiation)
January 7, 2022	Technical Memorandum Due
August 1, 2022	Draft Regional Flood Plan Due
January 10, 2023	Final Regional Flood Plan Due
May 1, 2023	Last day that any budget amendment requests may be submitted under the contract
June 30, 2023	Final Reimbursable Expense Date. The last day that work may be performed under this contract
September 30, 2023	Final Payment Request Deadline. The last day that final payment request may be submitted for reimbursement

Funding Distribution

**Contractor:
Sponsor**

**Texas Water
Development Board**

**Subcontractor:
Technical Consultant(s)**

**Legislature
(SB8)**

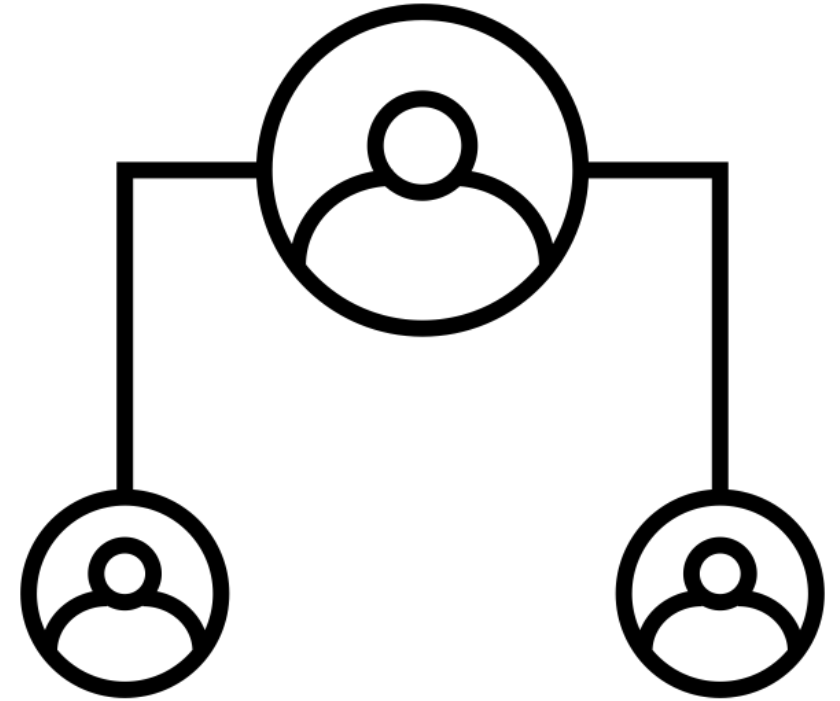
**Sub-subcontractor(s)
*if applicable***

Subcontracts

Send executed subcontracts and sub-subcontracts for TWDB review and approval to contracts@twdb.texas.gov.

Reference [TWDB Subcontracting Guidelines](#) for subcontract requirements. Key items TWDB will check for consistency:

- Task and Expense Budgets
- Contract Dates & Amount
- Terms of Reimbursement
- Scope of Work
- Contract Clauses



Created by Srinivas Agra
from Noun Project

Progress in RFP Process	Sample \$1M in Committed Funds
<p>The first 20% of funds are released as an advance within 30 days of contract execution</p>	<p>\$200,000 Advance can be used immediately to reimburse technical consultant(s) eligible work on the regional flood plan.</p>
<p>The next 75% of funds are released as sponsor submits progress reports and payment requests a minimum of quarterly.</p>	<p>\$200,001 - \$950,000 TWDB will release additional funds upon approval of payment requests up to \$950,000.</p>
<p>When 95% of funds have been reimbursed, the final 5% will be retained until project completion.</p>	<p>\$950,001-\$1,000,000 Once 95% of committed funds have been dispersed, the final 5% is retained until project completion and final regional flood plan delivery.</p>
<p>The final 5% of funds are released on project completion.</p>	<p>Final \$50,000 Released upon delivery of final regional flood plan.</p>

Advances & Payments

Reference Section II, ARTICLE IV, (H) – (K) of the Contract.

Percentage of Committed Funds

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	16	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Advances & Payments

- a) **The first 20% of funds** are released as an advance within 30 days of contract execution

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51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
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Advances & Payments

- a) **The first 20% of funds** are released as an advance within 30 days of contract execution
- b) **The next 75% of funds** are released as sponsor submits progress reports and payment requests a minimum of quarterly.

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Advances & Payments

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- b) **The next 75% of funds** are released as sponsor submits progress reports and payment requests a minimum of quarterly.
- c) **When 95% of funds have been reimbursed**, the final 5% of will be retained until project completion.

Percentage of Committed Funds

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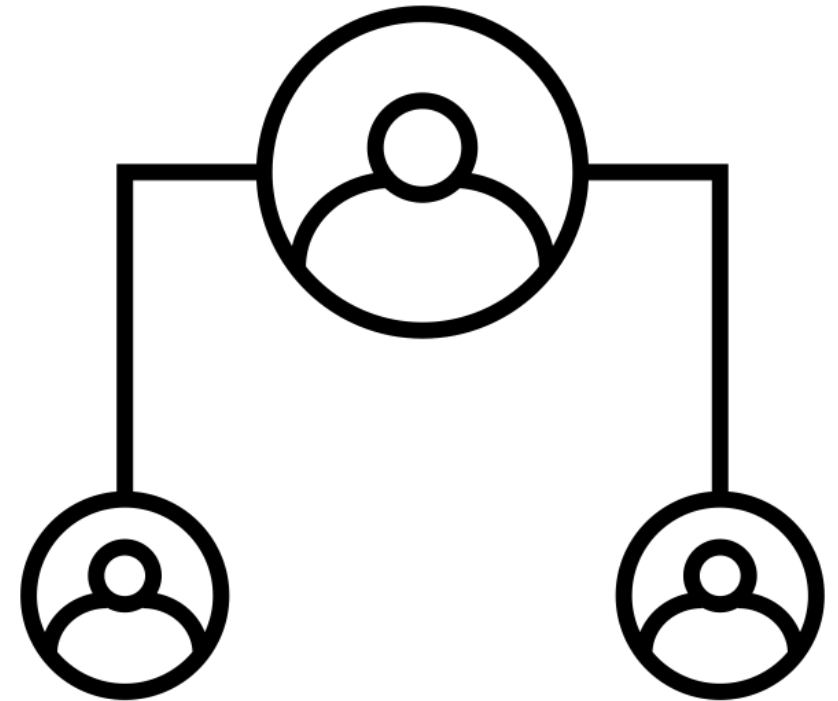
Payment Request Example with Contract Amount: \$1,000,000

	Amount	Sponsor Balance	Remaining Contract Balance
20% Advance	\$200,000	\$200,000	\$800,000
Invoice # 1	(\$25,000)	\$175,000	\$800,000
Reimbursement # 1	\$25,000	\$200,000	\$775,000
Invoice # 2	(\$75,000)	\$125,000	\$775,000
Reimbursement #2	\$75,000	\$200,000	\$700,000
...
Invoice # X	(\$100,000)	\$100,000	\$150,000
Reimbursement # X (last reimbursement prior to releasing retainage)	\$100,000	\$200,000	\$50,000

Eligible Expenses

The Planning Group Sponsor (Contractor) is fully responsible for paying all eligible charges by technical consultant (Subcontractor) prior to reimbursement by TWDB.

The Sponsor will be eligible for reimbursement only for the categories set forth in the Contract. Reference *Exhibit B Task and Expense Budgets* for a full list of eligible and ineligible expenses.



Created by Srinivas Agra
from Noun Project

Payment Request Process

Submit payment requests to invoice@twdb.texas.gov at least quarterly.

4 required components:

- Written progress report
- Payment Request Checklist
- Invoices
- Detailed spreadsheets (including expense and task ledger)

Region Z

Contract No: 1548309999

Contract Type: Regional Water Planning (SB1)

Contract Amount: \$ 100,000.00

Payment Request No. 0

Billing Period of This Payment Request

From: 07/28/15 To: 07/08/16

Requested Amount: \$ 20,000.00

Is this the final Request? Yes No

Contract Start Date	Contract End Date	Total Contract Amount	Local Cash	Local In-Kind	TWDB Share	Retainage
04/10/15	03/31/21	\$ 100,000.00	\$ -	\$ -	\$ 95,000.00	\$ 5,000.00
This Payment Request	Total Expenses	Interest Earned This Period	Local Cash	Local In-Kind	Advance Amount Requested	
	\$ 12,132.51	\$ 15.00	\$ -	\$ -	\$ 20,000.00	

Contractor: Region Z

Contractor Address: 9999 RWP Region Z Ave

City, State, ZIP: City of RWP, TX 99999

Contact:

Contact Title:

Contact Phone:

Contact Fax:

Contact Email:

Payment Contact:

Payment Contact Title:

Payment Contact Phone:

Payment Contact Fax:

Payment Contact Email:

Certification: I certify that to the best of my knowledge and belief that the billed costs herein are in accordance with the above mentioned contract(s) and all work performed is in accordance with said contract(s).

Signature and Title of Authorized Representative _____ Date Signed _____

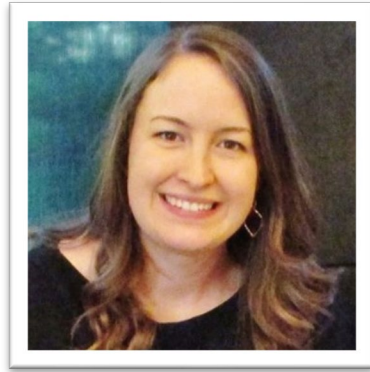
Print or Type Name and Title of Representative Signing _____ Telephone Number _____

Task and Expense Budget Modifications

Modifications larger than 35% in any task or category require a written request approved by the RFPG and TWDB.

TASK BUDGET		
1	Planning Area Description	\$50,000.00
2A	Existing Condition Flood Risk Analyses	\$100,000.00

Your Contract Managers



Morgan White, Team Lead
Region 11 (temporary assignment -
Region 15)



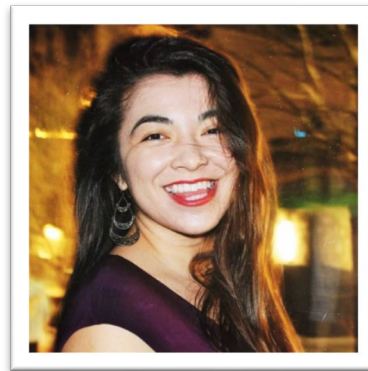
James Bronikowski, Manager
(temporary assignment - Region 6)



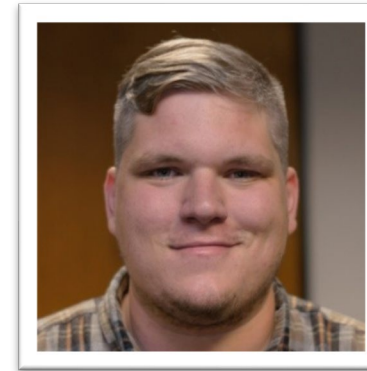
Richard Bagans
Regions 3, 5, 14



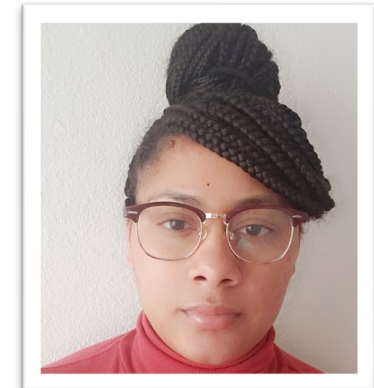
Hayley Gillespie
Regions 9, 10, 13



Megan Ingram
Regions 6, 15



Ryke Moore
Regions 4, 7, 8



Anita Machiavello
Regions 1, 2, 12

Questions & Comments?



Image: Brent Hanson, U.S. Geological Survey. Public domain.