

Solicitation for Political Subdivisions to Support Region D Regional Water Planning Group

The regional water planning group for Region D is in the process of identifying political subdivisions that are interested in supporting Region D (RWPG) by:

- Serving as the designated planning group sponsor,
- Providing meeting space for the RWPG and the public,
- Providing the public postings of all RWPG meetings and notices, and
- Performing all administrative duties for the RWPG.

The deadline for submitting interest forms to Region D is November 30, 2020. The RWPG in Region D is responsible for designating a political sponsor to apply for funding and to otherwise support the planning process. To assist the RWPG in initiating their planning efforts for the sixth cycle of regional water planning, the RWPG solicits interested political subdivisions to respond to this invitation. It is anticipated that the selection of the political subdivision will be made by Region D as early as December of 2020. The regional water planning group in Region D will not be limited to choosing only a political subdivision from those responding to this notice, but it is possible that the entity chosen will have responded to this solicitation.

There are 24 voting members of the Region D Regional Water Planning Group. The selection of the political subdivision will be made during an open meeting of that full group. The RWPG is subject to the Open Meeting Act found in Chapter 551 of the Texas Government Code. The RWPG has the right to accept or reject any response to this solicitation. The RWPG voting members represent diverse interest groups. In addition to voting members, the RWPG has additional non-voting members who participate in the regional water planning process. The Administrator for Region D is anticipated to work effectively with both voting and non-voting members and with representatives of state agencies involved in regional water planning. Regional water planning occurs in five-year cycles. A new cycle is beginning in 2021 and the political subdivision to be selected should anticipate that the responsibilities of an Administrative Agent will involve the duration of the sixth cycle. That means to anticipate at least a five-year responsibility, if selected.

The RWPG must designate a political subdivision to act as the planning group sponsor to apply for and receive financial assistance from the TWDB to develop or revise a regional water plan pursuant to 31 Texas Administrative Code (TAC) Chapters 357 and 358. Acting as a planning group sponsor does not mean that the political subdivision will also have an associated voting or non-voting position on the RWPG, nor does it preclude them from having a representative as a member of the RWPG. A planning group sponsor must be a political subdivision, defined as a county, city, or other body politic or corporate of the state, including any district or authority created under Art. 3 § 52 or Art. 16 § 59 of the Texas Constitution and including any interstate compact commission to which the state is a party and any nonprofit water supply corporation created and operating under Ch. 67 of the Texas Water Code. Further applicable laws involving regional water planning are located in Chapter 16.053 of the Texas Water Code.

The designated planning group sponsor will be responsible for:

- preparing and submitting grant funding applications to the TWDB on behalf of the RWPG to develop or revise a regional water plan (including the related notices sent to hundreds of interested parties);
- entering into and managing a contract with the TWDB for the management of the grant funds;
- procuring and managing a contract with a technical consultant(s) selected by the RWPG to support the development of a regional water plan (plan is anticipated to cover a 50-year planning horizon and cover all or part of 19 counties in Northeast Texas);
- serving as the RWPG's administrative agent by performing the following duties, generally, but not limited to, organizing RWPG meetings, preparing, posting and distributing all public notices, agendas, meeting presentations, handouts, and meeting minutes; and
- delivering the sixth regional water plan no later than the deadline imposed by TWDB (anticipated to be in October of 2025).

To complete these primary duties, it is expected that the chosen entity will be required to do many of the following tasks on a repetitive basis which are detailed here to elaborate on the level of effort expected. Tasks will most likely include, but not limited to, the following list:

- 3 Employees attending meetings up to 6 hours of time each, for venue preparation, attendance at meeting, and mileage,
- Posting agenda, by sending to all 19 counties via 14 by mail, 2 by fax, 3 by hand delivery,
- Sending agenda, mail out to over 100 different individuals including 19 County Judges, 81 public, newspapers, and 55 additional agendas are emailed to the public,
- Region D packet is sent to all Voting, Non-Voting and Alternates and by mail to those without emails or who have requested a mailed packet, and email packets to Voting, Non-Voting, Alternates and Consultants,
- Additional costs include overhead: paper, envelopes, and printer ink,
- 3 events will need completion within 3 working days utilizing as many as 5 employees during those 3 days,
- Preparing minutes, additional documents, handling emails and phone calls, gathering consultants' materials, finding a vendor for the meeting and preparing the meeting room.

- Examine invoices of consultants for any deficiencies or variations from approved budget. Assure consultant activities are within the approved Scope of Work.
- Submit payment requests that include completion of detailed worksheets accompanied by detailed invoices and receipts,
- Reconcile the bank account on all transactions including but not limited to payment requests, advances and payments, and
- Maintain a five percent retainage until the completion of the plan.

For more information regarding content requirements of regional water plans, please see the final administrative rules for state and regional water planning. The RWPG shall ensure that the planning group sponsor it selects has the legal authority to procure professional services and enter into the contracts necessary for regional water planning. The RWPG may, at its own discretion, choose a different planning group sponsor at any time. Certain administrative costs may be eligible for reimbursement; however, many administrative costs may not be eligible for reimbursement. An interested political subdivision should be informed about which expenses are eligible for reimbursement and which are not. Additional information regarding Regional Water Planning Grants and responsibilities of regional water planning, including Board consideration and approval of applications and acceptable use of funds, can be found in 31 TAC Chapter 357.

Some of the responsibilities of the Political Subdivision for Region D are:

- Enter into and manage a grant contract with TWDB
- Procure and manage contracts with technical consultants
- Submit contract deliverables to TWDB
- Maintain RWPG membership information
- Organize RWPG meetings, public notices, agendas, meeting presentations, handouts, and meeting minutes (also, there is a requirement that these items be preserved in compliance with a record retention policy)
- Ensure meeting notices are in compliance with Texas Open Meetings Act, TWDB rules, and Region D Bylaws.

For questions regarding this solicitation, please email regiond@netmwd.com, or call (903) 639-7538. For all interested political subdivisions please email this completed packet to regiond@netmwd.com.

Information to be supplied by a responding political subdivision:

Required Information to be provided an interested political subdivision:

1.Name of political subdivision:

2.Address:

3.Name and title of person submitting this form:

4.Contact email:

5.Contact phone number:

6.Interested in providing public meeting space for the Water Planning Group? If yes, please answer Questions 7-9.

Yes

No

7.Location and type of public meeting space:

8.Approximate size of room (square feet):

9.Number of people space can legally accommodate:

10. Interested in being considered by the RWPG to act as its designated planning group sponsor for Region D? If yes, please answer Questions 11-15.

Yes

No

11. Why is the entity interested in serving as a sponsor?

13. What are the reasons why the entity believes it would be a strong candidate to be an Administrative Agent for Region D?

14. Does this entity have any experience in sponsoring a regional water planning group or similar planning group? If yes, please describe that relevant experience.

Yes

No

15. Does this submission include attachments? If yes, please email attachments to _____ . Please use the following naming convention for submitted files: "Region D solicitation for a political subdivision "

Yes

No