



**Board of Directors Meeting
October 26, 2023**



AGENDA
REGULAR MEETING
SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, OCTOBER 26, 2023 - 8:00 A.M.
GENERAL AND ADMINISTRATION BUILDING - BOARDROOM
1577 DAM SITE ROAD, CONROE, TEXAS 77304

- 1. CALL TO ORDER**
- 2. PLEDGES OF ALLEGIANCE**
- 3. PUBLIC COMMENTS** (3 minutes per speaker)
- 4. DIVISION UPDATES** - Receive updates from Operational Divisions and General & Administration Division related to ongoing projects, staff reports, or items on the consent agenda.
 - a. G & A:** Ed Shackelford, Acting General Manager
 - b. G & A:** Heather Ramsey, Director of Communications and Public Affairs
 - c. G & A:** Tom Michel, Director of Finance and Administration
 - d. G & A:** Pam Steiger, Chief Financial Officer
 - e. G & A:** Connie Curtis, Director of Technical and Operational Services
 - f. Utility Enterprise:** Chris Meeks, Utility Enterprise Manager
 - g. Lake Conroe:** Bret Raley, Lake Conroe Division Manager
 - h. Highlands:** Richard Tramm, Highlands Division Manager
 - i. Flood Management:** Matt Barrett, Flood Management Division Manager
- 5. CONSENT AGENDA** - This agenda consists of ministerial or "housekeeping" items required by law, such as routine bids, contracts, purchases, resolutions, and orders; items previously approved by Board action, such as adoption of items that are part of an approved budget or capital improvement projects, interlocal agreements, or action which is required by law or delegated to the General Manager; and items of a non-controversial nature. These items will be considered by a single motion unless removed and placed on the Regular Agenda for individual consideration at the request of any Director.

G&A

- a. Approval of Minutes** - Regular Meeting of September 28, 2023.

- b. Unaudited Financials**

Consider approval of the unaudited financials for the month of September, 2023.

- c. Work Order No. 4 - Professional Social Media Consulting Services**

Consider authorizing the Acting General Manager to execute Work Order No. 4 for Professional Social Media Consulting Services.

- d. Master Professional Services Agreement - Water and Wastewater Planning Services**

Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement with Ardurra Group, LLC, for Water and Wastewater Planning Services for all SJRA Divisions.

e. Master Professional Services Agreement - Water and Wastewater Planning Services

Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement with Freese and Nichols, Inc., for Water and Wastewater Planning Services for all SJRA Divisions.

f. Master Professional Services Agreement - Water and Wastewater Planning Services

Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement with Lockwood, Andrews & Newnam, Inc., for Water and Wastewater Planning Services for all SJRA Divisions.

g. Engagement Agreement - Land Acquisition Legal Services

Consider authorizing the Acting General Manager to execute an Engagement Agreement with Phelps Dunbar, LLP, for Land Acquisition Legal Services for all SJRA Divisions.

h. Engagement Agreement - Land Acquisition Legal Services

Consider authorizing the Acting General Manager to execute an Engagement Agreement with Husch Blackwell, LLP, for Land Acquisition Legal Services for all SJRA Divisions.

i. Master Professional Services Agreement - Land Acquisition Support Services

Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Land Acquisition Support Services for all SJRA Divisions.

WOODLANDS

j. Professional Services Agreement and Work Order No. 1 - Wastewater Conveyance Optimization

Consider authorizing the Acting General Manager to execute a Professional Services Agreement and Work Order No. 1 for the Wastewater Conveyance Optimization Project in The Woodlands.

RAW WATER ENTERPRISE

k. Work Order No. 2 - Siphon 39 and Levee Improvements

Consider authorizing the Acting General Manager to execute Work Order No. 2 for final design services for Siphon 39 and Levee Improvements for the Highlands Division.

6. REGULAR AGENDA - This agenda consists of items requiring individual consideration by the Board of Directors.

G&A

a. Resolution - Amended Procurement Policy

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors approving and adopting an amended Purchasing Policy.

RAW WATER ENTERPRISE

b. Construction Contract - Lake Conroe Dam Service Outlet Electrical Upgrades

Consider authorizing the Acting General Manager to execute a construction contract for Lake Conroe Dam Service Outlet Electrical Upgrades for the Lake Conroe Division.

7. **EXECUTIVE SESSION** - If necessary, the Board of Directors will adjourn to Closed Session at this point in the meeting to consider the following items; however, the Board of Directors reserves the right to adjourn to Closed Session at any time during the course of this meeting as allowed by law.
 - a. Discussion regarding items identified elsewhere on the agenda pursuant to Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Real Property), 551.073 (Prospective Gifts), 551.074 (Personnel Matters), or 551.076 (Security Devices), as applicable.
 - b. Consultations with attorney, pursuant to Texas Government Code, Section 551.071 regarding:
 1. Litigation related to Hurricane Harvey, including additional legal services to be provided by Hunton Andrews Kurth, LLP; and
 2. Litigation and other litigation related to GRP.
 - c. Discussion regarding General Manager search pursuant to Texas Government Code Section 551.074, Personnel Matters.
8. **RECONVENE IN OPEN SESSION** - The Board of Directors will reconvene in Open Session at this point in the meeting and, if necessary, take action on any agenda item discussed in Closed Session and/or identified below.
9. **ANNOUNCEMENTS / FUTURE AGENDA**

Next San Jacinto River Authority Regular Board Meeting - December 14, 2023.

10. ADJOURN

Board meetings after September 1, 2021, will be held in person, to include the public comment portion of the agenda. The meeting may be viewed via live stream through the San Jacinto River Authority's Board of Directors webpage:

<https://www.sjra.net/about/board/>

Persons with disabilities who plan to participate in the meeting and would like to request auxiliary aids or services are requested to contact Cynthia Bowman at (936) 588-3111 at least three business days prior to the meeting so that appropriate arrangements can be made.

Item No.	Agenda Item	Date
5a	Consider approval of minutes from the Board of Directors meeting of September 28, 2023.	10/26/2023

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the September 28, 2023, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of September, 2023.	10/26/2023

BACKGROUND INFORMATION

The monthly unaudited financial statements are intended to keep the Board of Directors apprised of the ongoing financial condition of the Authority.

The monthly statements include Financial Highlights, Schedules of Revenues and Expenses (Actual and Budget), Unaudited Balance Sheet, Unaudited Statement of Revenues and Expenses (Summary), and Schedule of Investments.

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Unaudited Financials

RECOMMENDED ACTION

Approve the unaudited financial statements for the month of September, 2023.

Item No.	Agenda Item	Date
5c	Consider authorizing the Acting General Manager to execute Work Order No. 4 for Professional Social Media Consulting Services	10/26/2023

BACKGROUND INFORMATION

Firm Name: Pink Cilantro Agency

Project: Professional Social Media Consulting Services

Type of Services: Professional Consulting Services

Type of Agreement: Work Order No. 4 (Contract No. 21-0036)

Project Description:

Professional social media communications services to further enhance the marketing campaign “Best Water in Texas,” (Project) for the San Jacinto River Authority.

Work is anticipated to include but is not necessarily limited to: 1) developing an annual production calendar; 2) providing ongoing management of the campaign; 3) video production; 4) graphics; 5) written materials; and 6) additional deliverables as assigned by SJRA.

The Project will aid in explanation of SJRA roles and responsibilities as well as communication of previously developed key strategic messages, a Sunset Committee Staff Recommendation, and will use robust tracking metrics to show progress.

The Project was presented to the Board of Directors Communications Committee on October 13, 2021, and received the support of the committee.

Total Amount: \$100,000.00

Anticipated Completion Date: September 1, 2024

STRATEGIC GOAL: Goal 5: Effective Stakeholder Communications

FUNDING SOURCE: To be determined

ATTACHMENTS: Professional Social Media Consulting Services Work Order No. 4

RECOMMENDED ACTION

Consider authorizing the Acting General Manager to execute Work Order No. 4 with Pink Cilantro Agency in the amount of \$100,000.00 for Professional Social Media Consulting Services.

Item No.	Agenda Item	Date
5d	Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement with Ardurra Group, LLC, for Water and Wastewater Planning Services for all SJRA Divisions.	10/26/2023

BACKGROUND INFORMATION

Firm Name: Ardurra Group, LLC

Project: Water and Wastewater Planning Services

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0064-A)

Project Description:

Occasionally, SJRA's Utility Enterprise requires professional on-call water and wastewater planning services to be performed such as system modeling, small feasibility projects, and other planning services. SJRA staff issued a Request for Qualifications for on-call water and wastewater planning service, received/evaluated twelve (12) submittals, and selected three (3) firms as the most highly qualified to perform these services on an as-needed basis. We recommend executing a Master Professional Services Agreement with Ardurra Group, LLC, for on-call water and wastewater planning services. The attached Master Professional Services Agreement will allow staff to contract with Ardurra Group, LLC, within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring on-call water and wastewater planning services from other firms in that time period, if desired. Execution of three (3) Master Professional Services Agreements for professional on-call water and wastewater planning services allows SJRA staff to expeditiously contract with a highly qualified water and wastewater planning firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors for approval in accordance with SJRA's procurement policy. Each project-specific Work Order will provide for all labor, expenses, and materials required to perform water and wastewater planning services for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Anticipated Completion Date: October 26, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Master Professional Services Agreement with Ardurra Group, LLC, for Water and Wastewater Planning Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5e	Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement with Freese and Nichols, Inc., for Water and Wastewater Planning Services for all SJRA Divisions.	10/26/2023

BACKGROUND INFORMATION

Firm Name: Freese and Nichols, Inc.

Project: Water and Wastewater Planning Services

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0064-B)

Project Description:

Occasionally, SJRA's Utility Enterprise requires professional on-call water and wastewater planning services to be performed such as system modeling, small feasibility projects, and other planning services. SJRA staff issued a Request for Qualifications for on-call water and wastewater planning service, received/evaluated twelve (12) submittals, and selected three (3) firms as the most highly qualified to perform these services on an as-needed basis. We recommend executing a Master Professional Services Agreement with Freese and Nichols, Inc., for on-call water and wastewater planning services. The attached Master Professional Services Agreement will allow staff to contract with Freese and Nichols, Inc., within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring on-call water and wastewater planning services from other firms in that time period, if desired. Execution of three (3) Master Professional Services Agreements for professional on-call water and wastewater planning services allows SJRA staff to expeditiously contract with a highly qualified water and wastewater planning firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors for approval in accordance with SJRA's procurement policy. Each project-specific Work Order will provide for all labor, expenses, and materials required to perform water and wastewater planning services for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Anticipated Completion Date: October 26, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Master Professional Services Agreement with Freese and Nichols, Inc., for Water and Wastewater Planning Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5f	Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement with Lockwood, Andrews & Newnam, Inc., for Water and Wastewater Planning services for all SJRA Divisions.	10/26/2023

BACKGROUND INFORMATION

Firm Name: Lockwood, Andrews & Newnam, Inc.

Project: Water and Wastewater Planning Services

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0064-C)

Project Description:

Occasionally, SJRA's Utility Enterprise requires professional on-call water and wastewater planning services to be performed such as system modeling, small feasibility projects, and other planning services. SJRA staff issued a Request for Qualifications for on-call water and wastewater planning service, received/evaluated twelve (12) submittals, and selected three (3) firms as the most highly qualified to perform these services on an as-needed basis. We recommend executing a Master Professional Services Agreement with Lockwood, Andrews & Newnam, Inc., for on-call water and wastewater planning services. The attached Master Professional Services Agreement will allow staff to contract with Lockwood, Andrews & Newnam, Inc., within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring on-call water and wastewater planning services from other firms in that time period, if desired. Execution of three (3) Master Professional Services Agreements for professional on-call water and wastewater planning services allows SJRA staff to expeditiously contract with a highly qualified water and wastewater planning firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors for approval in accordance with SJRA's procurement policy. Each project-specific Work Order will provide for all labor, expenses, and materials required to perform water and wastewater planning services for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Anticipated Completion Date: October 26, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Master Professional Services Agreement with Lockwood, Andrews & Newnam, Inc., for Water and Wastewater Planning Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5g	Consider authorizing the Acting General Manger to execute an Engagement Agreement with Phelps Dunbar, LLP, for Land Acquisition Legal Services for all SJRA Divisions.	10/26/2023

BACKGROUND INFORMATION

Firm Name: Phelps Dunbar, LLP

Project: Land Acquisition Legal Services

Type of Services: Legal

Type of Agreement: Engagement Agreement
(Contract No. 23-0037-A)

Project Description:

SJRA staff have identified areas throughout our systems across multiple Divisions where rehabilitation and/or improvement projects will require new property rights in the form of dedicated fee ownership, permanent easements, or temporary construction easements. SJRA will require legal representation through all phases of the land/easement acquisition process. Services under this contract may also include land/easement appraisals.

Type of Compensation: Rate plus expenses

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: TBD

ATTACHMENTS: Engagement Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute an Engagement Agreement with Phelps Dunbar, LLP, for Land Acquisition Legal Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5h	Consider authorizing the Acting General Manager to execute an engagement agreement with Husch Blackwell, LLP, for Land Acquisition Legal Services for all SJRA Divisions.	10/26/2023

BACKGROUND INFORMATION

Firm Name: Husch Blackwell, LLP

Project: Land Acquisition Legal Services

Type of Services: Legal

Type of Agreement: Engagement Agreement
(Contract No. 23-0037-B)

Project Description:

SJRA staff have identified areas throughout our systems across multiple Divisions where rehabilitation and/or improvement projects will require new property rights in the form of dedicated fee ownership, permanent easements, or temporary construction easements. SJRA will require legal representation through all phases of the land/easement acquisition process. Services under this contract may also include land/easement appraisals.

Type of Compensation: Rate plus expenses

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: TBD

ATTACHMENTS: Engagement Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute an Engagement Agreement with Husch Blackwell, LLP, for Land Acquisition Legal Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5i	Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Land Acquisition Support Services for all SJRA Divisions.	10/26/2023

BACKGROUND INFORMATION

Firm Name: Property Acquisition Services, LLC

Project: Land Acquisition Support

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0038-A)

Project Description:

SJRA requires professional land acquisition support services to be performed across the Authority. SJRA staff issued a Request for Qualifications for land acquisition support services, received/evaluated three (3) submittals, and selected one (1) firm as the most highly qualified to perform these services on an as-needed basis for any SJRA division. We recommend executing a Master Professional Services Agreement with Property Acquisition Services, LLC, for professional land acquisition support services. The attached Master Professional Services Agreement will allow staff to contract with Property Acquisition Services, LLC, within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring land acquisition support services from other firms in that time period, if desired. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors for approval in accordance with SJRA's procurement policy. Each project-specific Work Order will provide for all labor, expenses, and materials required to perform land acquisition support services such as landowner coordination, property research and abstracting, and coordination with legal for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Anticipated Completion Date: October 26, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: TBD

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Master Professional Services Agreement with Property Acquisition Services, LLC, for Land Acquisition Support Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5j	Consider authorizing the Acting General Manager to execute a Professional Services Agreement and Work Order No. 1 for the Wastewater Conveyance Optimization Project in The Woodlands.	10/26/2023

BACKGROUND INFORMATION

Firm Name:	Civitas Engineering Group, Inc.
Project:	Wastewater Conveyance Optimization
Type of Services:	Professional Services
Type of Agreement:	Professional Services Agreement (Contract No. 23-0050-A)
Project Description:	

To continue providing the level of service desired by residents of The Woodlands, significant investments in the aging wastewater infrastructure are needed. Through recent Wastewater Strategic Planning efforts, several alternatives for shaping the future of wastewater service in The Woodlands were evaluated, including renewal and replacement of the system in its current configuration, treatment technologies, consolidation of treatment facilities at existing and alternative sites, and conveyance improvements that benefit operations. The recommended alternative from the planning effort included design and construction of a new Wastewater Treatment Facility No. 1, as well as a large diameter gravity sewer main that would allow the potential elimination of up to five lift stations and their associated force mains. Operating, maintaining, and rehabilitation of lift stations can be a costly expense; by eliminating lift stations, a point of potential mechanical or electrical failure, noise, and odor will be reduced in the overall conveyance system. As a first step, a route study is needed to identify and evaluate potential routes to determine where the gravity main would be constructed, identify obstructions, land requirements, and methods to eliminate lift stations, and ensure uninterrupted flow to WWTF No. 1 prior to completing construction of the new treatment facility.

Key Deliverable(s):	Due Date(s):
Final Fatal Flaw Analysis Tech Memo	March 25, 2024
Final Shortlisted Alternatives Tech Memo	May 28, 2024
Final Route Study Report	August 8, 2024
Type of Compensation/Amount:	Lump Sum / \$205,883.00
Type of Compensation/Amount:	Cost Plus Multiplier with Not-to-Exceed / \$541,866.00
Total Amount:	\$747,749.00
Anticipated Completion Date:	August 8, 2024

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: TWDB Bond Funds

ATTACHMENTS: Map, Professional Services Agreement and Work Order No. 1, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Professional Services Agreement and Work Order No.1 in an amount not to exceed \$747,749.00 with Civitas Engineering Group, Inc., for the Wastewater Conveyance Optimization Project in The Woodlands.

Item No.	Agenda Item	Date
5k	Consider authorizing the General Manager to execute Work Order No. 2 for final design services for Siphon 39 and Levee Improvements for the Highlands Division.	10/26/2023

BACKGROUND INFORMATION

Firm Name: Texas Water Engineering, PLLC

Project: Siphon 39 and Levee Improvements

Type of Services: Professional Services

Type of Agreement: Professional Services Work Order Agreement
(Contract No. 22-0058-A WO2)

Project Description:

Located on the South Canal in the Highlands Division, improvements to Siphon 39 are needed due to the age and structural integrity of the siphon as well as a customer need for access driveway improvements. Improvements may include the demolition and removal and/or abandonment of existing siphon pipes, installation of new siphon pipes, demolition and removal of existing headwall structures, construction of new headwall structures, and levee improvements at the intake and discharge of the siphon. In conjunction with the siphon improvements, levee rehabilitation and raising between Siphon 37 and Customer have been identified as being needed in order to ensure reliable conveyance and hydraulic capacity in the South Canal to meet contracted and potential future raw water demands of SJRA's South Canal customers. Work includes labor and materials required to perform final design services for improvements to Siphon 39 and levees between Siphon 37 and Customer.

Key Deliverable(s):	Due Date(s):
60% Design Submittal	120 calendar days after NTP
90% Design Submittal	203 calendar days after NTP
100% Design Submittal	258 calendar days after NTP
Type of Compensation/Amount:	Lump Sum/\$265,836.00 Time and Materials/\$339,928.00
Previous Work Order (1):	\$ 415,048.20
Work Order No. 2:	<u>\$ 605,764.00</u>
Total Amount:	\$1,020,812.20
Construction Cost:	\$7,148,700 (Est.)
Anticipated Completion Date:	December 1, 2024

*See attached Exhibit 1 for additional information on prior work orders and amendments.

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: Customer Contributions

ATTACHMENTS: Exhibit 1, Map, Work Order No. 2, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the Acting General Manager to execute Work Order No. 2 in an amount not to exceed \$605,764.00 with Texas Water Engineering, PLLC, for final design services for Siphon 39 and Levee Improvements for the Highlands Division.

Item No.	Agenda Item	Date
6a	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors approving and adopting an amended Procurement Policy.	10/26/2023

BACKGROUND INFORMATION

The current Procurement Policy was adopted on August 25, 2022, and is in need of updates. In the most recent Legislation Session (88th) there were several house bills that passed regarding construction services. These house bills ultimately impacted SJRA's procurement policy and procedures regarding publicly solicit thresholds, change order approval authority, solicitation requirement thresholds, 1295 forms, etc. The revised policies and procedures presented today would capture the needed changes to ensure SJRA is within state compliance.

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: NA

ATTACHMENTS: Resolution, Procurement Policy, Redline Policy Document

RECOMMENDED ACTION

Adopt the resolution approving and adopting the amended Procurement Policy.

Item No.	Agenda Item	Date
6b	Consider authorizing the Acting General Manager to execute a construction contract for Lake Conroe Dam Service Outlet Electrical Upgrades for the Lake Conroe Division.	10/26/2023
BACKGROUND INFORMATION		
<p>Firm Name: Wingo Service Company, Inc.</p> <p>Project: Lake Conroe Dam Service Outlet Electrical Upgrades</p> <p>Type of Services: Construction Services</p> <p>Type of Agreement: Minor Construction Services Agreement (Contract No. 23-0067-A)</p> <p>Project Description:</p> <p>The Service Outlet structure at the Lake Conroe Dam was constructed as part of the dam in 1973 and serves as a secondary method of releasing water from Lake Conroe. The Service Outlet includes hydraulically-operated sluice gates and lighting which rely on power to function. Many of the electrical components at the service outlet have undergone minimal improvements over the years and are in need of upgrading to ensure reliability for current and future needs. This project includes removal of existing electrical equipment and installation of new wiring, conduits, and ground boxes in the dam embankment and under the dam crest road, as well as new racks, panels, electric meter, generator connection, conduit, wiring, and lighting on the structure extending over the lake. Any shutdown of power at the Lake Conroe Dam will be coordinated and planned with the Lake Conroe Division staff to ensure continued operation of the dam. These efforts are required to ensure the continued safety of SJRA staff and reliability of the electrical infrastructure at the Service Outlet.</p> <p>No. Proposals Received/Proposal Receipt Date: 3 / September 21, 2023</p> <p>Highest Ranked Offeror / Proposed Cost: Wingo Service Company, Inc. / \$424,970.00 Second Ranked Offeror / Proposed Cost: Texan Municipal & Industrial / \$383,000.00 Third Ranked Offeror / Proposed Cost: Boyer, Inc. / \$540,203.00</p> <p>Engineer: Freese and Nichols, Inc.</p> <p>Proposal Amount: \$424,970.00</p> <p>Engineer's Estimate: \$310,600.00</p> <p>Contract Days: 420 Days</p>		
STRATEGIC GOAL: Goal 2: Operational Excellence		
FUNDING SOURCE: R&R Funds		
ATTACHMENTS: Map, Summary, Proposal Form, Agreement		
RECOMMENDED ACTION		
<p>Authorize the Acting General Manager to execute a construction contract in an amount not to exceed \$424,970.00 with Wingo Service Company, Inc., for Lake Conroe Dam Service Outlet Electrical Upgrades for the Lake Conroe Division, and contract modifications up to the amount approved per the Purchasing Policy.</p>		