

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JUNE 20, 2016 AT 7:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.

A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor Ray at 7:03 p.m. with the following present:

Mayor, Justin Ray	City Manager, Mike Castro, PhD
Council Member, Andrew Mitcham	City Secretary, Lorri Coody
Council Member, Greg Holden	City Attorney, Leah Hayes
Council Member, C. J. Harper	
Council Member, Sheri Sheppard	
Council Member, Tom Eustace	

Staff in attendance: Mark Bitz, Fire Chief; Eric Foerster, Chief of Police; Isabel Kato, Finance Director; Kevin T. Hagerich, Public Works Director; and Kimberly Terrell, Director of Parks and Recreation.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Prayer and Pledge by: Joyce Berube, Former City Council Member

C. CITIZENS COMMENTS

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens are limited to five (5) minutes for their presentation to the City Council.

Fred Ziehe, 8409 Hawaii Lane, Jersey Village, Texas (713) 870-4162 – Mr. Ziehe spoke to flooding in Jersey Village. He presented a meeting handout of his comments to City Council.

Mark Maloy, 7803 Hamilton Circle, Jersey Village, Texas (713) 553-8625 – Mr. Maloy spoke to flooding issues in Jersey Village. He presented a meeting handout of his comments to City Council.

Carl Jacksits, 1209 Wall Street, Jersey Village, Texas (713) 937-0090- Mr. Jacksits spoke to City Council about flood mitigation.

Charles Daniels, 16101 Crawford, Jersey Village, Texas (713) 937-6822 – Mr. Daniels spoke to City Council about flooding and the detention pond at the Golf Course.

Andrea Macejah, 16101 Wall Street, Jersey Village, Texas (281) 704-0663 – Ms. Macejah spoke to City Council about the recent flood and the need for a Town Hall meeting for resident involvement.

Dorothy Starkey, 16202 Saint Helier, Jersey Village, Texas (713) 896-7911 – Ms. Starkey spoke to City Council about the recent flood.

Simon Hughes, 15409 Lakeview, Jersey Village, Texas (281) 380-9001 – Mr. Hughes spoke to City Council about flood control.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – June 20, 2016

Laurel Calkins, 16001 Wall Street, Jersey Village, Texas (713) 466-1122 – Ms. Calkins spoke to City Council about the importance of flood mitigation for the entire City.

Becky Kelley, 15726 Jersey Drive, Jersey Village, Texas (713) 515-9049 – Ms. Kelley spoke to City Council about the legacy of Jersey Village and those residing on Jersey Drive.

D. CITY MANAGER’S REPORT

City Manager, Mike Castro, gave his monthly report as follows:

1. **Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – April 2016, and Budget Projections as of May 2016.**
2. **Open Records Requests – Non-Police**
3. **Fire Departmental Report and Communication Division’s Monthly Report**
4. **Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, Stop Sign and Speed Report, and Police Open Records Requests**
5. **Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report**
6. **Public Works Departmental Report and Street Construction Update**
7. **Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Social Media Summary Report and the Parks and Recreation Departmental Report**
8. **Report from Code Enforcement**

E. CONSENT AGENDA

The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

1. **Consider approval of the Minutes for the Regular Session Meeting held on May 16, 2016 and the Work Session Meeting held on May 17, 2016 and the Special Session Meeting held on May 18, 2016.**
2. **Consider Resolution No. 2016-18, declaring surplus equipment and authorizing disposition by the City Manager in accordance with the City’s Administrative Procedures.**

RESOLUTION NO. 2016-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, DECLARING SURPLUS EQUIPMENT AND AUTHORIZING DISPOSITION BY THE CITY MANAGER IN ACCORDANCE WITH THE CITY’S ADMINISTRATIVE PROCEDURES.

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – June 20, 2016

3. **Consider Ordinance No. 2016-18, amending the General Fund Budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016 by decreasing line item 01-39-4007 (pool maintenance) in the amount of \$4,010.00 and increasing line item 39-6516 (parks & landscaping projects) in the amount of \$4,010.00.**

ORDINANCE NO. 2016-18

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016 BY DECREASING LINE ITEM 01-39-4007 (POOL MAINTENANCE) IN THE AMOUNT OF \$4,010.00 AND INCREASING LINE ITEM 39-6516 (PARKS & LANDSCAPING PROJECTS) IN THE AMOUNT OF \$4,010.00.

Council Member Mitcham moved to approve items 1 through 3 on the consent agenda. Council Member Eustace seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Eustace

Nays: None

The motion carried.

F. REGULAR AGENDA

1. **Receive the Golf Course Advisory Committee Report.**

Kimberly Terrell, Director of Parks and Recreation, introduced Vance Burnham, Chairman of the Golf Course Advisory Committee. Chairman Burnham reported that the Golf Course recently had a management change in that they got a new Golf Pro. He stated that it has been a positive change with new ideas and good results. The Committee has on-going discussions about the status of the 2015-2016 Supplementals, including the canopy and flooring. Additionally he stated that the Golf Course is looking forward to getting past the flooding and beginning work on repairs to the bunkers.

1. **Consider Ordinance No. 2016-19, approving the request of the Board of Directors of the Crime Control And Prevention District to amend the 2015-2016 Crime Control and Prevention District's Budget in the amount of \$8,000; authorizing the payment of the Motorola Solutions Service Agreement for the service and repair of the radios used by the Jersey Village Police Department from the Crime Control and Prevention District Fund; amending the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2015, and ending September 30, 2016 to reflect these changes.**

Mark Bitz, Fire Chief, introduced the item. Background information is as follows:

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – June 20, 2016

On July 1, 2016, the current Motorola radio agreement will expire. This budget amendment is to cover the cost associated with the Motorola Service Agreement for service and repair of the City's Police Department radio systems. The six-year service agreement is for \$119,093.76 to be paid annually at a cost of \$19,848.96. The cost will be shared between the Crime Control District and the Fire Department. The Crime Control District cost will be \$8,000 and the Fire Department cost will be \$11,848.96 annually.

This item is to approve the request of the Board of Directors of the Crime Control and Prevention District to amend their budget in the amount of \$8,000 to cover these costs.

With no discussion on the matter, Council Member Holden moved to approve Ordinance No. 2016-19, approving the request of the Board of Directors of the Crime Control and Prevention District to amend the 2015-2016 Crime Control and Prevention District's Budget in the amount of \$8,000; authorizing the payment of the Motorola Solutions Service Agreement for the service and repair of the radios used by the Jersey Village Police Department from the Crime Control and Prevention District Fund; amending the annual budget of the City of Jersey Village, Texas for the fiscal year beginning October 1, 2015, and ending September 30, 2016 to reflect these changes. Council Member Harper seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Eustace

Nays: None

The motion carried.

ORDINANCE NO. 2016-19

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, APPROVING THE REQUEST OF THE BOARD OF DIRECTORS OF THE CRIME CONTROL AND PREVENTION DISTRICT TO AMEND THE 2015-2016 CRIME CONTROL AND PREVENTION DISTRICT'S BUDGET IN THE AMOUNT OF \$8,000; AUTHORIZING THE PAYMENT OF THE MOTOROLA SOLUTIONS SERVICE AGREEMENT FOR THE SERVICE AND REPAIR OF THE RADIOS USED BY THE JERSEY VILLAGE POLICE DEPARTMENT FROM THE CRIME CONTROL AND PREVENTION DISTRICT FUND; AMENDING THE ANNUAL BUDGET OF THE CITY OF JERSEY VILLAGE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016 TO REFLECT THESE CHANGES; AND PROVIDING FOR SEVERABILITY.

- 2. Consider Ordinance No. 2016-20, amending the General Fund Budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016 in the amount not to exceed \$11,848.96 to increase line item 01-25-4503 for \$11,848.96 from the General Fund balance in order to cover for the expenditures related to the Motorola Solutions Service Agreement.**

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – June 20, 2016

Mark Bitz, Fire Chief, introduced the item. Background information is as follows:

On July 1, 2016 the current Motorola radio agreement will expire. This budget amendment is to cover the cost associated with the Motorola Service Agreement for service and repair of the City's Police Department radio systems. The six-year service agreement is for \$119,093.76 to be paid annually at a cost of \$19,848.96. The cost will be shared between the Crime Control District and the Fire Department. The Crime Control District cost will be \$8,000 and the Fire Department cost will be \$11,848.96 annually.

This item is to approve an amendment to the City's General Fund Budget in the amount of \$11,848.96 to cover these costs.

With no discussion on the matter, Council Member Mitcham moved to approve Ordinance No. 2016-20, amending the General Fund Budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016 in the amount not to exceed \$11,848.96 to increase line item 01-25-4503 for \$11,848.96 from the General Fund balance in order to cover for the expenditures related to the Motorola Solutions Service Agreement. Council Member Holden seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Eustace

Nays: None

The motion carried.

ORDINANCE NO. 2016-20

AN ORDINANCE OF THE CITY OF JERSEY VILLAGE, TEXAS, AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016 IN THE AMOUNT NOT TO EXCEED \$11,848.96 TO INCREASE LINE ITEM 01-25-4503 FOR \$11,848.96 FROM THE GENERAL FUND BALANCE IN ORDER TO COVER FOR THE EXPENDITURES RELATED TO THE MOTOROLA SOLUTIONS SERVICE AGREEMENT.

3. Consider Resolution No. 2016-19, authorizing the City Manager to enter into a contract with Motorola Solutions for service and repair of city radios.

Mark Bitz, Fire Chief, introduced the item. He explained that this item is to approve the Contract with Motorola Solutions for the service and repair of city radios. The funding for this service was approved in the prior two (2) agenda items.

With no discussion on the matter, Council Member Sheppard moved to approve Resolution No. 2016-19, authorizing the City Manager to enter into a contract with Motorola Solutions for service and repair of city radios. Council Member Eustace seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Eustace

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – June 20, 2016

Nays: None

The motion carried.

RESOLUTION NO. 2016-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MOTOROLA SOLUTIONS FOR SERVICE AND REPAIR OF CITY RADIOS.

4. Discuss and take appropriate action concerning a report on Municipal Social Media policies in the Houston region.

Mike Castro, City Manager, introduced the item. He explained that during the February 15, 2016, Regular Meeting, City Council received a brief from the City Attorney regarding Social Media. The specific focus of the discussion was Council Member usage of social media. During the briefing, it was suggested that Staff conduct a survey of communities within the Houston region to determine the existence and usage of policies specifically written for elected officials. Over the course of several weeks, peer cities were contacted and information solicited regarding social media policies.

City Manager Castro gave a report on the highlights of the survey, including the following:

- a. None of the Cities surveyed have a policy for elected officials, but most have a policy for City Staff;
- b. About ½ of the Cities attempt to correct misrepresentations in the facts that appear on social media and about ½ of the cities correct misrepresentations by referring social media participants to the City website;
- c. Most of the Cities surveyed do not post notice of official meetings on social media; however, some do refer participants to the city website;
- d. On the National level, most cities in the northwest portion of the United States have experienced “high-powered” lawsuits, which has resulted in those cities passing/adopting social media policies for elected officials; and
- e. The common denominator among the cities surveyed concerning social media was to direct social media participants back to city websites for information.

In completing his report, there was a brief discussion about the cities surveyed and how social media policies address the Texas Open Meetings Act. In connection with same, City Attorney Hayes advised the Council that most policies are directed toward Staff and not the elected official; and she was not aware of any upcoming legislative actions concerning social media.

Council briefly discussed how social media policies may extend beyond the elected official and into the elected official’s personal life. City Attorney Hayes addressed this

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – June 20, 2016

issue, stating that it is very possible for social media policies to “bleed into” personal space.

5. Consider Resolution No. 2016-20, authorizing administration to proceed with a Request for Qualifications, seeking consulting services for the development of a Long-Term Flood Recovery Plan.

Kevin T. Hagerich, Director of Public Works, introduced the item. Background information is as follows:

Jersey Village is impacted by chronic flooding along White Oak Bayou, with major flooding occurring in 1998, 2001, 2002, and 2016. Despite multiple stormwater drainage improvement efforts by Harris County Flood Control District (HCFCD), and significant street and drainage reconstruction projects completed by the City, approximately 200 homes within Jersey Village were impacted by flooding during the April 18, 2016 rain event.

Moving forward, the City desires to investigate options and develop a strategic plan to decrease the impact of flooding in Jersey Village. As a result, Staff has drafted a Request for Qualifications (RFQ) to seek consulting services for the development of a Long-Term Flood Recovery Plan. Contained in the draft document is an explanation of the purpose of the project, as well as details of the services required of the Consultant.

Staff is requesting that Council review the Draft RFQ, provide feedback on any additional information needed, or modifications to be made, and approve an RFQ to be used by Staff for seeking these consulting services.

After the introduction, Mayor Ray called upon Council Members for any questions they had concerning the draft RFQ. The questions follow:

1. **Question:** What is the meaning of completing sub-surface retention on Wall Street and Jersey Drive?

Answer: This would involve the installation of culverts to be used in connection with the SCADA system to control water flow.

2. **Question:** During public comments for this meeting an additional study was mentioned that was not included in the RFQ, please explain this study.

Answer: The 1996 HCRCD Federal Plan must be updated every five (5) years to address updates/changes to economic numbers based upon benefit /cost ratio. The additional study referred to during public comments was the 2013 update to the 1996 HCRCD Federal Plan. The City was not involved in this update.

3. **Question:** When will City Council learn the cost of the proposed study?

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – June 20, 2016

Answer: If the aggressive timeline proposed by Staff is met, City Council will be presented with a contract for approval at its September 19, 2016 City Council Meeting.

4. **Question:** Is the cost of the study included in the RFQ?

Answer: No.

5. **Question:** How were the dates for meetings, which are set-out in the RFQ determined?

Answer: The meeting dates were driven by tasks coupled with the various dates scheduled for City Council Meetings.

In completing the question and answer session, City Council reviewed the draft RFQ section by section in order to determine the need for changes. In accordance with these discussions, it was the consensus of City Council that changes be made to the RFQ as outlined in Exhibit A attached hereto and made a part of these minutes.

With no further discussions on the matter, Council Member Mitcham moved to approve Resolution No. 2016-20, authorizing administration to proceed with a Request for Qualifications (with amendments discussed herein), seeking consulting services for the development of a Long-Term Flood Recovery Plan. Council Member Sheppard seconded the motion. The vote follows:

Ayes: Council Members Mitcham, Holden, Harper, Sheppard and Eustace

Nays: None

The motion carried.

RESOLUTION NO. 2016-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING ADMINISTRATION TO PROCEED WITH A REQUEST FOR QUALIFICATIONS, SEEKING CONSULTING SERVICES FOR THE DEVELOPMENT OF A LONG-TERM FLOOD RECOVERY PLAN.

G. MAYOR AND COUNCIL COMMENTS

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make a reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or

REGULAR MEETING OF THE CITY COUNCIL
CITY OF JERSEY VILLAGE, TEXAS – June 20, 2016

public employment is not an honorary or salutory recognition for purposes of this subdivision;

- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

Council Member Harper: Council Member Harper thanked those attending the meeting and those members of the Community who joined together to review and present comments to the Request for Information for a Long-Term Flood Recovery Consultant. He also expressed his concern for those residents who were flooded during the April 18, 2016 flood event.

Council Member Holden: Council Member Holden had no comments.

Council Member Mitcham: Council Member Mitcham had no comments.

Council Member Sheppard: Council Member Sheppard had no comments.

Council Member Eustace: Council Member Eustace thanked those for attending the meeting and for their comments.

Mayor Ray: Mayor Ray thanked the residents for attending the meeting and Staff for their hard work.

H. ADJOURN

There being no further business on the Agenda the meeting was adjourned at 9:35 p.m.

Lorri Coody, City Secretary

 **City of Jersey Village** 

**Long-Term Flood Recovery Consultant
Request for Qualifications**

A. INTRODUCTION

The City of Jersey Village is seeking consultant services for the development of a Long-Term Flood Recovery Plan. The project consists of the development of a conceptual plan for projects and programs aimed to reduce the effect of chronic flooding within the city. Integral to this project will be an assessment of the current situation along with an assessment of future conditions based on potential strategies examined within the plan. The strategies will be determined and analyzed through the use of hydrologic and hydraulic models. Benefit-cost analysis will be performed on the selected strategies, with the preferred strategy selection being made by the City Council. This project will ultimately determine a realistic road map for the city to follow in order to significantly reduce losses due to repetitive flooding. The consultant will provide a detailed evaluation of the functionality and efficiency of the White Oak Bayou (WOB) and tributaries within the Jersey Village portion of the Bayou System. The final report will contain the capacity of the system flowing through the City and the system's ability to deliver that water downstream without causing flooding in the City limits.

B. BACKGROUND

The City of Jersey Village is impacted by chronic flooding along White Oak Bayou. Major flooding within the city has occurred in 1998, 2001, 2002 and 2016. The most recent flooding occurred after extensive efforts by the City and Harris County Flood Control District (HCFCD) to improve the stormwater drainage infrastructure in and around the community. In the 18 years that span the first and last occurrences of flooding within the city, the HCFCD has spent approximately \$95 million within the White Oak Bayou watershed. Most notably, in 2010 the HCFCD completed the Jersey Village Channel, a diversion channel located north of the City proper. Within the past decade, the HCFCD has completed multiple detention basins within and upstream of Jersey Village. During the same period, the City completed three significant street / drainage reconstruction efforts with a value of approximately \$25 million, with the primary goal of reducing neighborhood flooding. Despite these efforts, approximately 200 homes within Jersey Village experienced some level of flooding on April 18, 2016.

Improvements initiated by the HCFCFCD form the basis of the White Oak Bayou Federal Flood Damage Reduction Project (the Plan). The Plan was approved under the auspices of the Water Resources Development Act of 1996. Although the Plan has Congressional approval, it has not received federal appropriation. HCFCFCD has completed a majority of work within the watershed in anticipation of federal reimbursement. One of the more significant components of the plan that remains incomplete is channel modifications to that portion of White Oak Bayou running through Jersey Village. It is a belief of many residents that the inability of HCFCFCD to complete the channel improvements within the City, coupled with development pressures upstream of Jersey Village, have led to the present situation.

It is a top priority within the community to undertake meaningful flood mitigation efforts. Many of the impacted residents desire to remain in the City, but do not see a viable path forward, having now flooded four times in 18 years. It is incumbent upon the City to lay out a strategic plan that is aspirational, yet realistic in its aim.

C. PURPOSE OF THE PROJECT

The purposes of the Jersey Village Long-Term Flood Recovery Plan are as follows:

- 1) Provide an Assessment of the Current Situation. Determine the magnitude of the flooding problem in Jersey Village by evaluating the existing conditions and placing the April 18, 2016 storm into perspective. The assessment should incorporate a recap of past watershed improvements completed by the HCFCFCD and the City. In addition, the assessment should provide details regarding approved HCFCFCD work that has not been funded. If the city takes no action, what will the future hold for the city and its residents?
- 2) Develop an understanding of potential improvements to reduce flooding experienced within the community. The consultant shall review existing plans, to include the 1996 HCFCFCD Federal Plan along with any updates. In addition, the consultant will provide preliminary analysis of potential projects to be provided by the city. Selected options will not be limited to city-sponsored activities.
- 3) Provide a long-term Drainage Improvement Plan. Prepare conceptual drawings, rough cost estimates, benefit-cost analysis, and a description of the advantages and disadvantages of each selected option.

D. SERVICES TO BE PROVIDED

The work will be accomplished in six stages:

- 1) Evaluation of Existing Conditions and Data Collection
- 2) Solicitation of Citizen Comments and Experiences
- 3) Problem Identification
- 4) Development of Alternative Solutions
- 5) Identification of Preferred Alternatives
- 6) Environmental Considerations

**Significant to the effort will be the interaction with, and inclusion of, citizen participation. The selected consultant will be expected to develop a process for soliciting and incorporating citizen comments / experiences as an integral element to the Plan.

1) Evaluation of Existing Conditions and Data Collection:

- a. The consultant will perform a one-day field visit and walk through of the drainage system to gain on the ground information of the existing conditions of the system.
- b. The consultant will perform a one-day workshop with the City officials and stakeholders to gain a better understanding of the conditions, processes, and programs. Stakeholders may include City Officials, Council members, local engineers, developers, insurance providers, large landowners, HCFCD, residents and FEMA. Stakeholder input is a vital part to establishing an acceptable plan.
- c. The consultant will provide a recap of HCFCD and City efforts to mitigate flooding. The consultant will list those elements of the Federal Project that are complete and those elements that remain unfunded. Cost and performance metrics shall be sufficient to provide the city talking points for future advocacy efforts.
- d. The consultant will provide hydrologic and hydraulic analysis of the existing conditions. The model will be calibrated for the April 18, 2016 storm event, which will be utilized to determine the context of the event (25, 50, or 100-year event).
- e. Through information collected regarding the flooded properties and rainfall, a comparison of the April 18, 2016 event to previous flood events should be correlated.
- f. The consultant will provide analysis of the number of homes in the 100-year floodplain and correlate this to the April 18, 2016 event.
- g. The hydrologic models will be run for the smaller 2, 5, and 10-year storm events.
- h. The consultant will provide analysis of White Oak Bayou channel ownership through Jersey Village. What rights / obligations / abilities does the city possess with regard to current ownership status along White Oak Bayou?
- i. Deliverables:
 - i. Meeting minutes summarizing the stakeholder workshop.

- ii. Timeline of HCFCD projects, funding, and remaining portions of projects.
- iii. Hydrologic and Hydraulic Model files
- iv. Maps showing the 2, 5, 10, 100, and April 2016 flood extents.
- v. Memorandum detailing the modeling assumptions and the conclusions to the questions addressed above.

2) Solicitation of Citizen Comments and Experiences:

- a. The consultant will meet with citizens of the City of Jersey Village in order to gather their experiences and comments; which if applicable, can be used to develop solutions.
- b. The Consultant will make time available to hold an evening town hall / information gathering meeting, to solicit input from the residents.
- c. The Consultant will allow citizens to forward comments and experiences to be used in their analysis of potential solutions (two-week window after initial town hall meeting).
- d. The consultant will meet with the citizens of the City of Jersey Village to present a draft presentation of their recommended solutions and be prepared to hold a question and answer session.
- e. Deliverables:
 - i. The consultant will provide a summary of citizen comments.

3) Problem Identification:

- a. The consultant will identify repetitive loss/flooding locations for both major (25, 50 and 100 year) and minor (2, 5, and 10 year) events
- b. The consultant will utilize the hydrologic model in order to identify pinch points, undersized structures, and areas in need of channel stabilization or regrading, including the Elwood Weir.
- c. The consultant will examine the build-out scenario for the city's proposed Transit Oriented Development district in the context of existing drainage facilities to determine the impact, if any, on flooding.
- d. The consultant shall evaluate the Bypass Channel and provide data and the percent of relief provided (i.e. 27% of main channel volume at peak designed flow).
- e. Deliverables:
 - i. A memorandum detailing the findings listed above
 - ii. The consultant will present its findings to City Council. Presentations should utilize graphics that make the findings easily understandable to a lay audience.

4) Development of Alternative Solutions

- a. The consultant will provide preliminary analysis of various options to mitigate flooding within the City. Preliminary analysis shall include cost projections, reduction in flooded area, reduction in flood elevations, and identification of any issues (row acquisition, state, or federal).
- b. Alternatives will be determined based on the problems and targeted areas of improvement that are identified in Section 3 above. City Council shall ratify the Alternative selection. Alternatives will be limited to five (5), with additional alternatives to be completed upon the request of the City Council as additional services. Some alternatives may include:
 - i. Construction of a berm in and around the eastern portion of the city's Golf Course; designed to detain sheet flow from impacting nearby neighborhoods.
 - ii. Utilization of the golf course; in total, as a detention basin.
 - iii. Completion of street / drainage improvements in the Wall Street – Crawford neighborhood, similar in scope and design to the three major street projects completed in the city in the preceding 15 years.
 - iv. Completion of sub-surface retention on Wall Street and Jersey Drive.
 - v. Reconstruction of the Northern Confluence of White Oak Bayou and the Jersey Village Channel (aka, the Bypass Channel).
 - vi. Construction of new main channel alignment in the vicinity of North Tahoe and Tahoe Dr. to eliminate the 90-degree bend in White Oak Bayou at this location.
 - ~~vi.~~vii. The widening and deepening of the White Oak Bayou and tributaries within Jersey Village.
- c. The hydrologic models will also be utilized to look at the following:
 - i. The reduction in bayou water levels anticipated from the completion of the Federal Project.
 - ii. The reduction in bayou water levels associated with completion of proposed channel modifications through Jersey Village. In addition to examining the HCFCDD / GRR recommended option, the analysis shall take into consideration the seven channel improvement options investigated as a part of the Federal Study.
 - iii. The number of homes currently within the 100-year floodplain. The number of homes within the floodplain under the proposed LOMR (pending with HCFCDD).
- d. Deliverables:
 - i. A memorandum detailing the alternatives analyzed and the results. This must include a General Environmental Assessment of each alternative.
 - ii. The consultant will make a presentation to City Council at a town hall meeting regarding the range of available options examined. The

presentation shall incorporate a discussion of the relative effectiveness as well as the disadvantages of each measure.

5) Identification of Preferred Alternatives

- a. The consultant will facilitate a town hall meeting to present study findings and recommendations; and receive input from citizens.
- b. Based on input from city staff, city council, and the public, the consultant will develop a long-term drainage improvement plan that includes a description of the project, cost, potential funding sources, and timeline for planning, design, and construction.
- c. The plan shall also contain a review of potential city participation in the following FEMA programs:
 - i. Flood Mitigation Assistance (FMA) Grant
 - 1. Home Elevation Program
 - 2. Demo-Rebuild option included in Bunning-Bereuter-Blumenauer Insurance Reform Act of 2004
 - ii. Home Buy-Out Program
 - iii. Home Flood-Proofing Program
 - iv. Severe Repetitive Loss Grant Program

6) Environmental Considerations of Preferred Alternatives

- a. Review the long-term environmental impact resulting from the preferred alternatives chosen by completing a Phase I Study.

E. RFQ INSTRUCTIONS/REQUIREMENTS

- 1) Sealed qualification packets shall be clearly marked “**Long-Term Flood Recovery Consultant**”, and shall be delivered to the office of Lorri Coody, City Secretary by 2:00 p.m., July 18, 2016:

By Mail:	City of Jersey Village	In person:	City of Jersey Village
	16327 Lakeview Dr.		16327 Lakeview Dr.
	Jersey Village, Texas 77040		Jersey Village, Texas 77040

NO REQUEST FOR QUALIFICATIONS SHALL BE ACCEPTED AFTER 2:00 P.M. AND SHALL BE RETURNED UNOPENED IF RECEIVED AFTER 2:00 P.M.

- 2) The submittal package will include an unbound original, an electronic copy, and five hard copies of the statement of qualifications. Pricing information to accomplish the work shall not be included in the response.

- 3) The City of Jersey Village reserves the right without prejudice to reject any or all statement of qualifications, and at its sole discretion, to accept the state of qualification it considers most favorable to the City's interest. The City further reserves the right to reject all statement of qualifications and seek new statements of qualifications when such procedure is reasonable and in the best interest of the City.
- 4) There is no expressed or implied obligation for the City of Jersey Village to reimburse responding firms for any expenses incurred in preparing statement of qualifications in response to this request.
- 5) The Proposer will acknowledge that it is an engineering firm duly registered under the laws of the State of Texas.
- 6) The City of Jersey Village reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Jersey Village and the firm selected.
- 7) The proposer shall include a schedule of the work to be performed, including meetings with City staff, meetings with the community / stakeholders, presentations to commissions and City Council.
- 8) Proposals submitted will be evaluated by a Selection Team comprised of appropriate City staff.
- 9) Proposers should highlight relevant experience working with the Harris County Flood Control District on projects of similar scope and complexity.
- 10) During the evaluation process, the City of Jersey Village reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
- 11) Selection of an engineering firm to perform the work contemplated in this Request for Qualifications will be a two-stage process. City staff will select a firm to recommend to the City Council based on qualifications. The selection of the engineering firm shall be ratified by the Jersey Village City Council. The City Council will then authorize the City Manager to negotiate a contract with the selected firm. The selected firm will be required to enter into a contract that incorporates the intended goals of this RFQ.
- 12) It is anticipated that the Jersey Village City Council will award the contract for the Long Term Flood Recovery Consultant on September 19, 2016 or as soon thereafter as possible.

- 13) The engineer's principal contact with the City of Jersey Village will be Kevin Hagerich, Director of Public Works, or a designated representative, who will coordinate the work on behalf of the City of Jersey Village.
- 14) The contract is to be governed by the laws of the State of Texas. Venue shall be exclusively in Harris County.

F. PROPOSAL REQUIREMENTS

1) General Requirements

a. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Kevin Hagerich, Director of Public Works
khagerich@ci.jersey-village.tx.us
(713) 466-2107

Mailing Address:
16327 Lakeview Dr.
Jersey Village, TX 77040

CONTACT WITH PERSONNEL OF THE CITY OF JERSEY VILLAGE OTHER THAN THE ABOVE NAMED OFFICIALS REGARDING THIS REQUEST FOR QUALIFICATIONS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2) Submission of Proposals

The following material is required to be included in the proposal for a proposing firm to be considered:

- a. An original unbound master copy (so marked) of a Technical Proposal, an electronic copy and five (5) hard copies to include the following:

- i. Title Page

Title page showing the proposal subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

- ii. Table of Contents

Include a clear identification of the material by section and by page number.

iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, and a statement why the firm believes itself to be the best qualified to perform the engagement. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section II B of this request for proposals.

3) Technical Proposal

a. General Requirements – 5 points

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake engineering study for the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this project. It should also specify an engineering approach that will meet the request for proposal's requirements.

The Technical Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 5, must be included. They represent the criteria against which the proposal will be evaluated.

b. License to Practice in TEXAS – 5 points

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in TEXAS. Licensed personnel shall be identified as such.

c. Firm Qualifications and Experience – 25 points

The proposer should state the size of the firm, the size of the firm's staff to be assigned to this project, and the location of the office from which the work on this engagement is to be performed. Also, state the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

d. Staff Qualifications and Experience – 25 points

The firm should identify the principal supervisory and management staff who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a professional engineer in Texas. The firm also should provide information on the relevant experience of each person on projects similar to the work contemplated in this Request for Qualifications.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement would be assured.

Project staff mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of Jersey Village, which retains the right to approve or reject replacements.

e. Specific Approach to the Work – 40 points

The proposal should set forth a detailed work plan, including an explanation of the methodology to be followed, to perform the services required in this request for proposal. Town Hall meetings, presentations to City Council, and other public outreach should be identified in the work plan.

G. EVALUATION PROCEDURES

1) Selection Team

Proposals submitted will be evaluated by a Selection Team comprised of appropriate City staff.

2) Review of Proposals

The Selection Team will meet to review the proposals. The proposals will be ranked and one or more firms may be asked to make an oral presentation.

3) Question and Answer Session

The Selection Team will hold a question and answer session for those interested in participating. The session will take place at the Jersey Village City Hall on July 6, 2016 starting at 10:00a.m. The intent of the session is to allow consultants the opportunity to review the Request for Qualifications (RFQ) and bring to the meeting any questions or concerns they may have in order to allow all potential consultants the opportunity to have the same understanding of this RFQ.

4) Oral Presentations

During the evaluation process, the City may, at its discretion, request any one or all proposing firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

5) Final Selection

The City Manager and staff will select a firm and recommend ratification by the City Council. The City Council will authorize the staff to negotiate a contract with the successful proposer.

It is anticipated that a firm will be selected by August 15, 2016. Following notification of the firm selected, it is expected a contract will be executed between both parties by September 19, ~~2015~~2016.