Regional Flood Planning Contract Payment Request Webinar

> January 9, 2025 10:00 a.m.



This Webinar Will be Recorded and Made Available on our Website

www.twdb.texas.gov/flood/planning/planningdocu/2028/index.asp



RFP Payment Request Webinar

Agenda Overview:

- 1. Introductions & Opening Comments
- 2. Eligible and Ineligible Expenses
- 3. Payment Request Submissions
- 4. Invoices
- 5. Reminders
- 6. Meet your Contract Managers
- 7. Questions

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



TWDB Flood Planning Staff



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TWDB Contracts Staff



Stephen Ross Contract Specialist stephen.ross@twdb.texas.gov



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Opening Remarks by Chairwoman Stepney

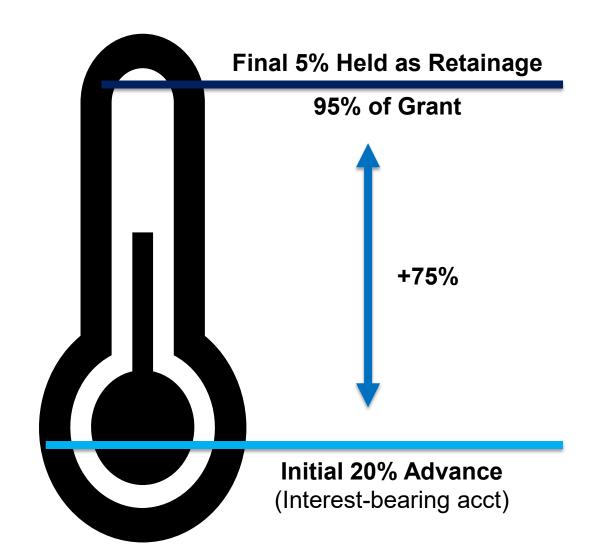




Advances & Payments

Reference Section II, ARTICLE VI, (G) - (J) of the Contract.

- 20% of funds are released as an advance once the contract is executed
- 21% 95% of funds are released as sponsor submits progress reports and payment requests a minimum of quarterly
- When 95% of funds have been reimbursed, the final 5% of will be retained until project completion.

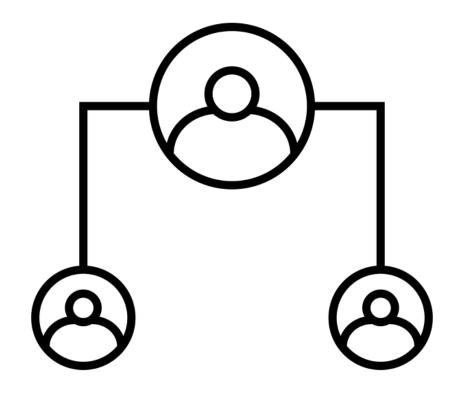




Eligible Expenses

Eligible expenses incurred by CONTRACTOR from the FIRST REIMBURSEABLE EXPENSE DATE through FINAL REIMBURSEABLE EXPENSE DATE will be eligible for 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



Changes to Eligible Expenses

Now eligible for reimbursement:

- 1. Reasonable costs associated with purchase or rental of audio-visual equipment need to hold RFPG meetings
- 2. Reasonable costs associated with space rental to hold RFPG meetings

Note: Conservation of State Funds

A <u>state agency</u> must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances, per <u>Texas Government Code, Section 660.007</u>.



Ineligible Expenses

- Except as provided by 31 TAC § 361.72(b)(1) for certain travel expenses
 - The exception: Travel expenses as authorized by the General Appropriations Act are available only for attendance at a posted meeting of the RFPG, unless the travel is specifically authorized by the RFPG and EA
- Except as provided by 31 TAC § 361.72(b)(6) for certain audio-visual equipment
 - The exception: Costs associated with providing translators and accommodations for persons with disabilities for public meetings when required by law or deemed necessary by the RFPGs and certified by the chairperson



Payment Request Submission



Schedule: A minimum of quarterly.



Submit all payment requests to <u>invoice@twdb.texas.gov</u> and cc: your Contract Manager.



4 required components:

Payment Request Checklist

Detailed Spreadsheets (including Expense and Task ledger) Invoices (with appropriate support documentation) Written Progress Report (Separate PDF for payment period)



Payment Request Process

Submit payment requests to invoice@twdb.texas.gov at least quarterly; Cc TWDB Planner/Contract Manager

Four required components:

- 1. Written progress report
- 2. Payment Request Checklist
- Detailed spreadsheets (incl. expense & task ledger)
- 4. Invoices and Supporting Documentation

Region Z				Payment R	lequest No.	0
Contract No:	1548309999			Billing Per	iod of This Payme	nt Request
Contract Type:	Regional Water Planning (SB1)		From:	07/28/15	To:	07/08/16
Contract Amount:	\$ 100,000.00			Re	equested Amount:	\$ 20,000.00
			Is this t	he final Request?	1196	1-1 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	\$-	s -	\$ 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	s -	s -	\$ 20,000.00	
Contractor Address:	Region Z 9999 RWP Region Z Av City of RWP, TX 99999					
Contractor Address: City, State, ZIP: Contact: Contact Title: Contact Phone:	9999 RWP Region Z Av					
Contractor Address: City, State, ZIP: Contact: Contact Title: Contact Phone: Contact Fax:	9999 RWP Region Z Av					
Contractor: Contractor Address: City, State, ZIP: Contact: Contact Title: Contact Title: Contact Phone: Contact Fax: Contact Email: Payment Contact: Payment Contact Title: Payment Contact Phone:	9999 RWP Region Z Av					
Contractor Address: City, State, ZIP: Contact: Contact Title: Contact Phone: Contact Fax: Contact Fax: Contact Email: Payment Contact: Payment Contact Title:	9999 RWP Region Z Av					
Contractor Address: City, State, ZIP: Contact Contact Title: Contact Title: Contact Phone: Contact Fax: Contact Email: Payment Contact Payment Contact Title: Payment Contact Title: Payment Contact Fax: Payment Contact Email:	9999 RWP Region Z Av			ed contribution and will work per	formed is in assoridance with	
Contractor Address: City, State, ZIP: Contact: Contact Title: Contact Title: Contact Fax: Contact Fax: Contact Email: Payment Contact: Payment Contact Title: Payment Contact Title: Payment Contact Fax: Payment Contact Fax:	9999 RWP Region Z Av City of RWP, TX 99999		nce with the above mentions		formed is in accordance with	sast contractju).



1. Progress Report

- Submit **ONE** progress report as a separate PDF for entire billing period along with payment request.
- Must contain:
 - Statement of overall progress made since last progress report for each task item.
 - Any problems encountered and description of any actions taken to correct problems.
- TWDB will check for consistency between % task billed and % tasks completed in progress report

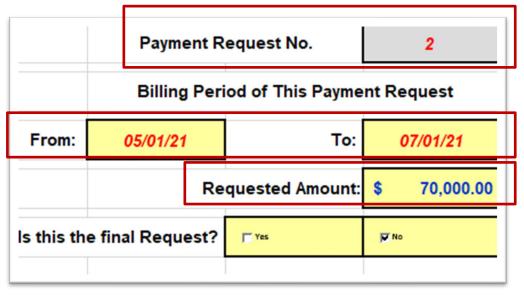


2. Payment Request Checklist

- **Payment Request:** The first reimbursement payment request you submit will be <u>Payment Request No. 2.</u> The first payment was the advance.
- **Billing Period:** The actual date range the work was performed referencing the contract and subcontract.
- Requested Amount: Should list full amount of eligible expenses incurred. *Note: Do not subtract retainage. Retainage is withheld at the end of contract cycle*

*Remember to sign before submitting

Template (titled Current Reimbursement) can be downloaded at:2028 Regional Flood Plan Working Documents (2024-2028) | Texas Water Development Board under contract documents



anature and Title of	Authorized Represe	entative	
	d Title of Represent	ative Ciseins	



3. Detailed Spreadsheets

- Contractors must provide the breakdown amounts of their expenses by Expense & Task Budget categories (Exhibit B).
- **Task** = WHAT is being done (i.e., Existing Flood Risk Analyses)
- **Expense** = HOW it's done (i.e., Salaries/Wages, Other, Travel)
- The **TOTAL AMOUNT** requested must be consistent in each document (payment request checklist, invoice ledger, expense ledger, invoices)



Invoice Ledger

Planning Group Sponsor Name

Contract # 21017924XX

Payment						_	Requested	Approved	
Request No T	Date	-	Vendor	Ŧ	Invoice No	Invoice Amount 🔻	Amount	Amount 🔻	Budget Sub-Category
2	07/01/21		Planning Group Sponsor Name		123456	2,000.00	2,000.00		Other Expenses
2	07/01/21		Planning Group Sponsor Name		123456	500.00	500.00		Voting Member Travel
2	07/01/21		Subcontractor (Consultant) Name		78910	20,000.00	20,000.00		Salaries & Wages Sub #1
2	07/01/21		Subcontractor (Consultant) Name		78910	10,000.00	10,000.00		Fringe Sub #1
2	07/01/21		Subcontractor (Consultant) Name		78910	10,000.00	10,000.00		Overhead Sub #1
2	07/01/21		Subcontractor (Consultant) Name		78910	10,000.00	10,000.00		Profit Sub #1
2	07/01/21		Subcontractor (Consultant) Name		78910	4,500.00	4,500.00		Other Expenses Sub #1
2	07/01/21		Subcontractor (Consultant) Name		78910	1,000.00	1,000.00		Travel Sub #1
2	07/01/21		Subcontractor (Consultant) Name		78910	12,000.00	12,000.00		Sub-subcontractor



Invoice No.

Subcontractors must provide the breakdown amounts of their Expense Budget line items by each invoice.

Budget Sub-Category:

Categories <u>must</u> align with the expense budget categories in the contract with TWDB and in the subcontract between Sponsor and consultant. The planning group sponsor can only bill expenses under "Other expenses" per Exhibit B.



Task Ledger

Planning Group Sponsor Name Contract No 21017924XX

Payment		
Request No	TWDB Task No 💌	Task Amount 🛛 🚽 Approved Amount 🖳 🚽
2	1	20,000.00
2	2A	15,000.00
2	2B	5,000.00
2	3A	5,000.00
2	3B	5,000.00
2	4A	5,000.00
2	4B	5,000.00
2	10	10,000.00

TWDB Task No: Expenses for each task should be on separate rows. Must align with Task Nos. in TWDB Contract.



4. Invoices

- **Invoices:** Must provide invoices from Subcontractor (Consultant) to Contractor for work being requested for reimbursement.
 - DO send summary information of hours/staff worked
 - DO NOT send detailed timesheets
- Summary Table: Percent and cost of each task completed.



Summary Table

Professional Services

Services from 06/30/2021 thru 07/31/2021

Task	Professional Services	Fee	Percent Complete	Fe	ee Earmed To Date		vious Fee voiced	С	Current Fee Invoiced		e Remaining
1	Planning Area Description	47,310.00	1.50%	\$	710.50	\$	-	\$	710.50	\$	46,599.50
2A	Existing Condition Flood Risk Analyses	nalyses 127,737.00 0.00% \$ - \$		-	\$	-	\$	127,737.00			
2B	Future Condition Flood Risk Analyses	61,503.00	0.00%	\$	-	\$	-	\$-		\$	61,503.00
3A	Evaluation & Recommendations on	18,924.00	0.00%	\$	-	\$	-	\$-		\$	18,924.00
3B	Flood Mitigation & Floodplain Management	9,462.00	0.00%	\$	-	\$	-	s -		\$	9,462.00
4A	Flood Mitigation Needs Analysis	28,386.00	0.00%	\$	-	\$	-	\$ -		\$	28,386.00
4B	Identification & Evaluation of Potential	141,930.00	0.00%	\$	-	\$	-	s -		\$	141,930.00
4C	Prepare and Submit Technical Memorandum	18,924.00	0.00%	\$	-	\$	-	- \$ -		\$	18,924.00
5	Recommendation of Flood Management	189,240.00	0.00%	\$	-	\$	-	- \$ -		\$	189,240.00
6A	Impacts of Regional Flood Plan	37,848.00	0.00%	\$	-	\$	-	\$	-	\$	37,848.00
6 B			0.00%	\$	-	\$	-	\$	-	\$	9,462.00
7	Flood Response Information and Activities	9,462.00	0.00%	\$		\$	-	\$	-	\$	9,462.00
8	Administrative, Regulatory & Legislative Rec	9,462.00	0.00%	\$	-	\$	-	\$	-	\$	9,462.00
9	Flood Infrastructure Financing Analysis	18,924.00	0.00%	\$	-	\$	-	\$	-	\$	18,924.00
10	Adoption of Plan and Public Participation	128,164.00	12.10%	\$	15,509.86	\$	-	\$	15,509.86	\$	112,654.15
Contrac	ct Fee	\$856,738.00	1.89%	\$	16,220.36	\$	-	\$	16,220.36	\$	840,517.65
						Gross	Amount T	his lı	nvoice:	\$	16,220.36
						Less	Retainage	this I	nvoice (5%)	\$	(811.02)
						Net Ar	nount Du	ue T	his Invoice:	\$	15,409.34



4a. Support Documentation for Invoiced Expenses

- Appropriate backup documents must be provided for 'Other' & 'Travel' expense categories
- Transparency of State Travel Expenses the more details you provide us, the better! Gov't Code Sec. 660.007
 "Conservation of Funds" — this is the basis for all State travel expense reimbursement
- TWDB requests **itemized** meal receipts and mileage documentation (Google Maps or odometer readings)
- Progress Reports should detail why travel was appropriate

Section II, Article IV Compensation & Reimbursement, Item M



Support Documentation, Cont.

Public Notices (Task 10)

- Invoices
- Affidavits
- Or "Tear Sheets"

Waco Trib	une-Herald	Lee BHM Corp. Fed ID #84-4721627 Email: <u>advertiserbiling@l</u> Telephone: 1-833-847-63 Acceset Number: 902172 Amount Dec 51,485.68	bhmgins.com	AFFP UPPER BRAZOS F	REGIONAL FLOOD
TRANSACTION DATE NUMBER	DESCRIPTION	PRODUCT	SAU BIL SIZE UN	~	
02/13-02/14 0000000011-0213	Salance Forward	1	0 x 19Lines	Affidavit of	Publication
	Previces Amount Dword: 1,228.68 New Douges The Portod: 175.08 Cash Tiles period: 6.00 Debit Adjustments The Period: 6.00 Endit Adjustments The Period: 6.00			STATE OF TEXAS } COUNTY OF LUBBOO	SS K)
				Vickie Cypert, being du	ily sworn, says:
				Avalanche-Journal, a d circulation, printed and County, Texas; that the	ordinator of the Lubbock laily newspaper of general published in Lubbock, Lubbock publication, a copy of which is ublished in the said newspaper or
				January 10, 2021	
	4110-5515-330	68.4			
the 15th of the month. Le not accepted in email or v (18% APR) will be charge	E 30 DAYS 63 DAYS DVE	d, and ECP/ACH for stateme essed for customer refunds. Il bank returned checks will ices must be reported in wri	ent payment. F . A finance cha Il result in a no iting to publish MTS ARE INCLUDE AMOUNT	hose dates. SIGNED: Vickie (Finance Coordinator	as regularly issued and circulated ypend m to me this 10th day of January
	LING PERIOD BILLED ACCOUNT # 2021 - 02/20/2021 1025172	ADVERTISER QUENT # 1005172	ADVERT: BRAZOS I	C. d. N.C.	2.1.0
PLEASE DETA	CH AND RETURN THIS PORTION WITH YOUR REMIT		No. of Concession, Name	Cindy McGana, Notary	Public, Lubbock County, Texas
Waco Tribu		and the second	ADVERTISE BRAZOS R 38 DA18 60 81,228,60 3 TOTAL	My commission expire	Cindy McGaha Mr COMMISSION EXPOSE
Billing Account Name and	Address	Check here for change of	\$	00000155 16093542	01/07/2023 NOTARY ID. 10703 IB-1
BRAZOS RIVER AUTHORITI ATTN: AP 837207 4600 COB8S DR WAGO TX 76710-3008	Ŷ	Remittance A www.common.com policy.27162 rschword, va.2 rglijji.ji.gliptidag	Address HERALD 23261-7162	SOUTH PLAINS ASSN PO BOX 3730 BBOCK, TX 79452	OF GOVERNMEN
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UPPER BRAZOS REGIONAL FLOOD PLANNING GROUP (REGION 7) REQUEST FOR QUALIFICATIONS – FIRST CYCLE REGIONAL FLOOD PLAN The Upper Brazos Regional Flood Planning Group (UBRFPG), a regional planning group formed pursuant to Senake Bill 8 (2019) and acting through the South Plains Association of Governments (SPAG) is seeing proposals to provide protestional

services to assist in the development of the regional flood plan for Region 7 - Upper

preferred. It is the intent of Upper Brazos Flood Planning Group to select a firm or

combination of firms capable of developing the First Cycle of the Upper Brazos

Flood Plan and serving as the 'prime' consultant(s) for developing the Regional

The Upper Brazos Regional Flood Planning Group, through the South Plains Association of Governments (SPAG), is seeking to contract with a competent firm(s) or individual(s), with the necessary createntials and qualifications. that has specific

experience and/or knowledge hazard mitigation planning and other regional and local flood hazard mitigation planning and specific demonstrated experience in the area of flood resilience modeling. Please request a copy of the requirements for Requests for Qualifications (RFQa) from SPAG (contact information provided

below). Please provide with your statement of qualifications a list of past and current clients; resumes of all staff who will or may be assigned to this project should you receive the contract award; and provide a list of proposed sub-consultants or team

1.Consultant will provide all required planning services in accordance with the

developed Scope of Work for the Region 7 Upper Brazos Flood Plan except those

2.Consultant will provide the required coordination necessary in the development of

3.Consultant will integrate and coordinate any work performed by local entities into

4.Consultant will integrate into the Regional Flood Plan work being performed under separate contracts and will ensure that any work being performed under separate

5.Consultant will provide, at a minimum, monthly reporting to the UBRFPG on the

6.Consultant will develop a draft Regional Flood Plan and present the same to the

9.Consultant will attend advisory meetings as necessary regarding tasks being

1.Deadline for submission - February 11, 2021 at 5p. Please submit one (1)

One (1) electronic copy of the proposals must be received. Please limit all proposals

7.Consultant will assist with the adoption of the Upper Brazos Flood Plan. 8.Consultant will ensure the Regional Flood Plan meets the requirements of the

members who are or may be involved in your proposal.

services that have been specifically exempted.

progress of the regional flood planning effort.

Senate Bill 8 (2019) Title 31 Chapters 361 & 362.

performed separate from the Consultant's contract.

electronic proposal and statement of qualifications to: Electronic copies may be emailed to Kelly Davila - kdavila@spag.org Proposals received after the stated deadline will not be considered.

contracts will satisfy the needs of the Regional Flood Plan.

Flood Plan.

II. Scope of Services: Regional Flood Plan Development

the Regional Flood Plan.

the Regional Flood Plan

Regional 7 UBRFPG.

III. Submission

IV. Proposal Format:

Biazos Regional Flood Planning Area. The successful firm(s) will demonstrate knowledge of large-scale flood planning in general, the specific requirements of flood planning under the direction of Senate Bill 8 (2019) including rules contained in the Texas Administrative Code (TAC) 31, Chapters 361 and 382. Firm(s) with involvement in flood planning and flood projects within the state of Texas are



Voting Member Travel

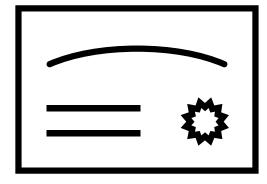
² <u>Voting Planning Member Travel Expenses</u> is defined as eligible mileage expenses incurred by regional flood planning members that cannot be reimbursed by any other entity, planning group sponsor, etc. as certified by the voting member. Travel expenses are available only for attendance at a posted meeting of the RFPG unless the travel is specifically authorized by the RFPG and EA. The reimbursed amount is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2019, Article IX, Part 5, as amended or superseded.

Regional Flood Planning Grant Contract, Exhibit B



Reminder: Certification of Administrative Expenses

- Title 31 TAC §361.72(b) requires that the **RFPG or its Chairperson certifies, during a public meeting**, that certain **administrative costs** are eligible for reimbursement and are correct and necessary
 - Includes travel expenses for RFPG members or Sponsor staff, a Sponsor's direct costs such as website or postage fees, and Sponsor's personnel costs.
 - DOES NOT include the technical consultant's expenses under Task 10.
- Obtain certification prior to submitting the reimbursement payment request to TWDB.
- Provide certification date under Task 10 in the progress report.





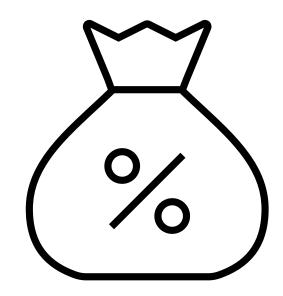
Reminder: 2023 RFP Amendments Eligibility

- Up to TWO 2023 Regional Flood Plan Amendments may billed under Task 10 Public Participation and Plan Adoption.
- The TWDB sets deadlines for Amendments to be submitted to align with future FIF cycles
- Discretion of the RFPGs to decide how and when to amend their plans
- Amending more than twice falls outside the SOW/eligible expenses for cycle 2 funding



Reminder: Budget Modifications

- Work with your TWDB Planner (Contract Manager) to request a **budget memorandum** for any modifications to the task or expense budget.
- If modification is expected to exceed 35% of any task or expense category, formal RFPG approval is required.





Refer to your contract

ARTICLE VI. COMPENSATION AND REIMBURSEMENT

A. PAYMENT REQUEST SUBMISSION. CONTRACTOR must provide written progress reports according to the PAYMENT REQUEST SUBMISSION SCHEDULE with each payment reimbursement request or release of advance funds. The progress reports must include:

 brief statement of the overall progress made since the last progress report for each task budget item;

(2) a brief description of any problems that have been encountered during the previous reporting period that may affect the study, delay the timely completion of any portion of this CONTRACT, or inhibit the completion of or cause a change in any of the study's products or objects; and

(3) a description of any action CONTRACTOR plans to take to correct any problems that have been encountered or identified.

- B. TWDB agrees to compensate and reimburse CONTRACTOR a total amount not to exceed the COMMITTED FUNDS for costs incurred and paid by CONTRACTOR pursuant to performance of this CONTRACT, as specified in Article I.
- C. Eligible expenses incurred by CONTRACTOR from the FIRST REIMBURSEABLE EXPENSE DATE through FINAL REIMBURSEABLE EXPENSE DATE will be eligible for reimbursement by TWDB. CONTRACTOR will be eligible for reimbursement only for the categories set forth in the budget for this CONTRACT. All requests for



Your Contract Managers



Tressa Olsen, Assistant Director Regions 8, 12, 13



Katie Koslan Regions 3, 4, 5



Cynthia Nolasco Regions 1, 2, 11



Sarah Magana Regions 7, 9, 10



Nick Collins Regions 6, 14, 15



Questions & Comments?



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

