

# SEWERAGE & WATER BOARD OF NEW ORLEANS

## STRATEGY COMMITTEE MEETING THURSDAY, FEBRUARY 11, 2021 9:00 AM

[FEBRUARY 2021 STRATEGY COMMITTEE LINK](#)  
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PUBLIC COMMENT WILL BE ACCEPTED VIA EMAIL TO  
[BOARDRELATIONS@SWBNO.ORG](mailto:BOARDRELATIONS@SWBNO.ORG). ALL PUBLIC COMMENTS MUST BE RECEIVED PRIOR TO  
9:30 AM ON February 11, 2021. COMMENTS WILL BE READ VERBATIM INTO THE  
RECORD

Robin Barnes • Lynes Sloss  
Maurice Sholas • Janet Howard • Tamika Duplessis

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### FINAL AGENDA

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1. **ROLL CALL**

2. **PRESENTATION ITEMS**

- a. Strategic Plan Procurement Process Update –  
Tyler Antrup, Erin Weaver (Purchasing Department)

3. **DISCUSSION ITEMS**

- a. Strategic Plan Development Process and Committee Involvement

4. **PUBLIC COMMENT**

Public comments received until 30 minutes after the presentation of the Agenda will be read into the record.

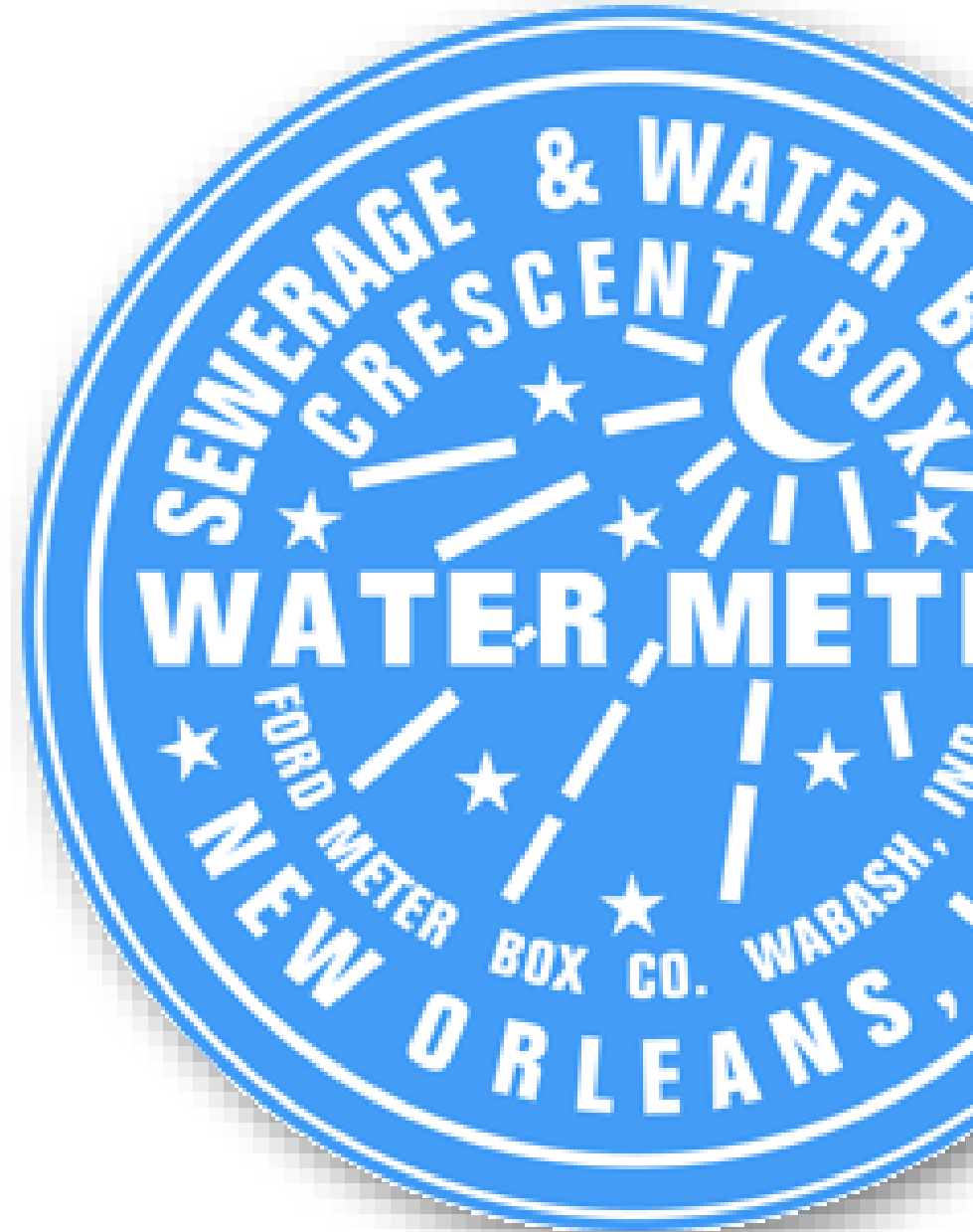
5. **ADJOURNMENT**

*This teleconference meeting is being held pursuant to and in accordance with the provisions of Section 4 of Proclamation Number JBE 2020-30, extended by Proclamation 7 JBE 2021, pursuant to Section 3 of Act 302 of 2020.*

# Strategy Committee Meeting

February 11, 2020

Tyler Antrup, Director of Planning + Strategy



# Strategic Plan



## Utility Strategic Plan (Business)

- Used to set priorities, focus energy and resources, and strengthen actions around strategic goals
- Establishes agreement around intended outcomes/results, and assesses and adjusts the organization's direction in response to a changing environment
- Begin to standardize business processes to be more efficient and better serve our customers
- Updated regularly as utility progresses towards achieving the strategic vision

# Strategic Plan RFP



- Released January 20<sup>th</sup>
  - Distributed via email to known interested firms
  - Posted on SWBNO website
  - Advertised in The Advocate
- Mandatory Pre-Proposal Meeting held February 5<sup>th</sup>
  - 45 attendees
  - 30 firms
  - Questions were mostly about:
    - DBE participation
    - Involvement of engineering consultants in the process
- Proposals Due March 5<sup>th</sup>
- Selection will take place in the weeks after the proposals are received
- Selection committee may ask firms to make a presentation of their proposal
- Board members will receive copies of the proposals at the same time as the selection committee
- Board members may attend the presentations and selection meeting as members of the public
- Board of Directors gets final say on approval of the selection through the normal Board approval process

# Selection Process



- Selection Committee dictated by Policy 95: Professional Services Procurement
  - General Superintendent or designee
  - Deputy Director or designee
  - Department Head requesting the service or designee
  - Employee who will manage and monitor the contract
  - Expert (employee or non-employee) in the field as determined by the Executive Director

## Proposals are scored on the following:

### Qualifications and Experience

(0 - 20 Points) Company experience, background and qualifications comply with minimum qualifications for the firm in providing services similar to those required as detailed in Attachment A;

(0 – 10 Points) Performance history including but without limitation, competency, responsiveness, cost control, work quality and the ability to meet schedules and deadlines;

### Technical Criteria

(0 - 20 Points) Personnel Qualifications and Experience – complies with minimum qualifications and experience of the individuals in providing services similar to those required as detailed in Attachment A;

(0 - 20 Points) Approach/Methodology – Overall organization, completeness, and quality of proposal, including cohesiveness, clarity of response and demonstrated understanding of the scope of services described;

(0 – 20 Points) Innovative Approaches - demonstrates a full understanding of the needed services and clearly outlines an ability to deliver high quality, innovative, and cost-saving solutions that achieve the multiple stated project purposes and outcomes.

### DBE Participation

(5 points) Proposal complies with contract DBE participation goal of 5% or will conduct good faith efforts to do so.

(5 points) Proposal submitted a quality proposal for DBE Participation that includes innovative strategies and approaches to achieve and maintain compliance over the contract term, including firm's past performance on meeting DBE goals, technical assistance and supportive services designed to increase participation and build capacity in the DBE community.

### Price Proposal

(0 – 10 Points) Cost

# Strategic Plan: Top Concerns

- Developed in a vacuum
- Visionary vs. Practical, balance
- Funding, needs to be implementable
- Transparency, clearly communicate process and outcomes
- Driven by agendas of consultants or management



# Strategic Plan: Committee Involvement For Discussion

- Setting high level strategic goals, vision and mission
- Have access to consultants at each committee meeting
- Review drafts, and will receive monthly updates at a minimum
- Dashboard available to track progress including schedule, budget, and tasks
- Other?



# Strategy Committee Format

## For Discussion



- Bimonthly meetings
- Email briefings on months when there is not a meeting
  - May include update memos, drafts for review, etc.
- Proposed meeting format:
  - Guest presenter or Technical Topic
  - Consultant updates (if needed)
  - Updates on other projects, presentation of project dashboards
  - Discussion items as needed
- What else?



# Next Steps

- Select Strategic Planning Consultant in Mid-March
  - Negotiate contract and introduce them to the Committee in April
- Development of updated framework for Master Plan to propose to the committee in April

**For More info:  
Swbno.org/projects/masterplan  
planning@swbno.org**

