

## **REQUEST FOR STATEMENTS OF INTEREST AND QUALIFICATIONS TO PROVIDE PROFESSIONAL SERVICES FOR THE PLATEAU WATER PLANNING GROUP – REGION J**

The Upper Guadalupe River Authority (UGRA), on behalf of the Plateau Water Planning Group (PWPG), is requesting Statements of Interest and Qualifications from engineering/planning firms qualified to provide professional services related to regional water management planning for the PWPG. UGRA is the political subdivision for the PWPG, and as such will be the contracting party on behalf of PWPG.

### **Background**

Senate Bill 1 (SB 1), 75<sup>th</sup> Texas Legislature, made significant changes in the manner in which state water planning is conducted. Notably, SB 1 shifted the emphasis of state water planning from a centralized approach to a regional planning approach. As part of that process, the Texas Water Development Board (TWDB) designated 16 regional planning areas and appointed members to the regional planning groups. Consensus-based regional water management plans are developed every five years, beginning in 2000, and submitted to TWDB. The 16 regional water plans are then assembled into a State Water Plan, which is submitted to the Texas Legislature. The 2021 Plateau Region Water Plan can be viewed at: <http://www.ugra.org/assets/pdfs/2021PlateauRegionWaterPlan.pdf>

The planning region addressed by this Request for Statements of Interest and Qualifications is designated by TWDB as Region J, also known as the Plateau Water Planning Group, which consists of the following counties: Bandera, Edwards, Kerr, Kinney, Real, and Val Verde. Most of the PWPG is dependent on groundwater sources to supply its various needs. Groundwater in the region is principally derived from the Trinity Aquifer in the eastern Hill Country area and the Edwards-Trinity (Plateau) Aquifer throughout most of the rest of the region. Strong attention is made to the relationship between groundwater levels and flows in rivers and streams within the region.

### **Scope of Services**

The SB 1 regional water planning process for the PWPG may require the professional services of qualified engineering/planning firms. This will include but is not necessarily limited to the elements and tasks identified by the TWDB. Additional guidance is available on the TWDB website at:

[http://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfa\\_docs.asp](http://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfa_docs.asp)

This request is for professional services **to complete** the regional water planning scope of work for the 6<sup>th</sup> cycle of planning for Region J. The tasks and budget listed below have been budgeted by TWDB for Region J. The budget values and approximate % of budget remaining is provided for reference:

<b>Task No.</b>	<b>Task Description</b>	<b>Budget (\$)</b> <i>Values are provided for reference only to approximate percent remaining</i>	<b>Approximate % of Budget Remaining</b>
1	Planning area description	8,947	75%
2A	Non-municipal water demand projections	9,674	0%
2B	Population & municipal water demand projections	11,749	0%
3	Water supply analysis	51,494	63%
4A	Water needs analysis	6,787	100%
4B	Identification of Infeasible WMSs in the 2021 RWP	17,119	37%
4C	Technical memorandum	9,591	100%
5A	Identification of Potentially Feasible WMS's	14,267	100%
5B	Evaluation of recommendations of WMS's and projects	145,222	100%
5C	Conservation recommendations	9,451	100%
6	Impacts of plan & consistency with protections of resources	11,502	100%
7	Drought response information, activities and recommendations	17,019	54%
8	Unique Site & Policy recommendations	9,435	100%
9	Implementation and Comparison to the previous regional water plan	11,552	100%
10	Public Participation & Plan Adoption	105,641	55%
11	Comparison to Previous Water Plan	-	NA
12	Prioritization in 2021 Plateau Plan	-	NA
	<b>Total</b>		<b>75%</b>

In addition to the technical role, an engineering/planning consultant may also assist in the design and implementation of public involvement activities, including participating in public meetings, reviewing and responding to public comments, and developing educational materials on regional water planning issues for presentation to both technical and non-technical audiences in the region.

Firms responding to this request for Statements of Interest and Qualifications should be familiar with the rules for state and regional water planning and regional water planning grant assistance as defined by 31 TAC, Chapters 355, 357, and 358. These rules contain: procedures governing applications for financial assistance related to the development or revision of regional water management plans; procedures for the development, adoption, and approval of regional water management plans; and guidelines for the development of the State Water Plan.

### **Request for Qualifications**

Each engineering/planning firm, or team of firms, interested in performing the services described above shall submit a Statement of Interest and Qualifications. The Statement of Interest and Qualifications shall be limited to ten (10) pages, excluding the résumés of project team members, which should not exceed two (2) pages per team member. The PWPG specifically requests succinct submittals tailored to this request. Respondents should include, as a minimum, the following information in their submittals:

### **Project Organization and Approach**

- Description of your firm's or team's approach to completing the project scope of services described in the Scope of Services section herein.
- Description or illustration of the organization of project personnel of the lead firm and sub-consultants, if any.
- A listing of specific individuals (by name) and their hierarchy, of all personnel to be assigned specifically to this project.
- Description of the firm's internal project review process and quality assurance program.

### **Experience and Qualifications**

- Location, size, and description of your firm and services offered.
- Location, size, and description of any sub-consultants, which may be employed as part of the project team.
- Discussion of relevant experience and technical expertise of project members with regard to regional water supply (ground and surface) planning and engineering for both large and small regional areas.
- A list of no more than five (5) projects similar to the scope of services listed herein, with descriptions of the projects, members of the project teams, time schedule, cost information, and contact persons who are able to verify the information presented. All projects must have been completed within the past ten (10) years. Project descriptions must demonstrate the following recent work experience:
  - regional water planning for various size regions in Texas;
  - interactions with diverse interest groups and stakeholders participating in regional water planning;
  - facilitating consensus building and conflict resolution among stakeholders with diverse and potentially conflicting interests;
  - working with the TWDB in reviewing population forecasts and developing and gaining acceptance of alternative forecasts as necessary;
  - familiarity with data and information available from the TWDB and other sources;
  - familiarity with TWDB's planning grant administration and invoicing requirements;
  - knowledge of statutory and regulatory policies affecting water supply, water quality, water conservation, and drought management issues for both surface and groundwater; and
  - experience with environmental issues and analyses related to water supply development.

### **Work Load and Schedule**

- Current work load of your firm and its ability to complete the work within the schedule defined by the TWDB.

### **Acknowledgments**

- Acknowledgment that, if requested, you will prepare and make a presentation if selected to a “short list”.
- Acknowledgment that, if selected, the key individuals of the proposed professional team will not be changed without written concurrence of the PWPG;
- Acknowledgment that, if selected, you will conform to TWDB rules and requirements for grant funding and invoicing; and
- Acknowledgment, or disclosure, of any conflict of interest on the part of any owner or employee of the primary engineering/planning firm, or sub-consultant, with respect to holding elected or appointed office or having employment, or having a direct relationship to any individual holding such office or having employment, with any political subdivision represented on, or working for, the PWPG, or any similar situation that would constitute grounds for disclosure of a real, potential, or perceived conflict of interest in this regard.

### **Selection**

Selection of a firm, or firms, to provide engineering/planning services related to regional water management planning of the PWPG shall be quality based. The Statements of Interest and Qualifications submitted in response to this request should contain no information on the cost of providing these professional services, nor should they contain any data that could be used to derive such costs. The Statements of Interest and Qualifications submitted will be shared with the PWPG. The planning group’s consideration of the responses will be objective and impartial. The selection of the successful firm(s) shall be accomplished by a vote of the PWPG.

**Please submit three (3) copies of the Statement of Interest and Qualifications no later than February 13, 2024 to:**

Ms. Tara Bushnoe  
General Manager  
Upper Guadalupe River Authority  
125 Lehmann Drive, Suite 100  
Kerrville, Texas 78028

Please note any questions, clarifications, or requests for general information are to be in writing via email to Tara Bushnoe (tbushnoe@uga.org).