

**REQUEST FOR QUALIFICATIONS  
FOR PREPARATION OF A REGIONAL FLOOD PLAN FOR REGION 11 FLOOD  
PLANNING AREA  
(GBRA Bid # 2021-015)**

**RETURN PROPOSAL ELECTRONICALLY:**

Via BidNetDirect at <https://www.bidnetdirect.com/texas/guadalupeblancoriverau>. Any bids received outside of the bidnetdirect website will not be opened and the submitter will be disqualified.

The Region 11 Guadalupe Regional Flood Planning Group (RFPG) acting through the Guadalupe-Blanco River Authority (GBRA) is soliciting a Request for Qualifications for technical services from qualified engineering firms (“Technical Consultants”) for assistance in the development of a Regional Flood Plan for the Region 11 Guadalupe RFPG. GBRA’s procurement policy provides for open, fair, and competitive procurement practices with equal opportunity for all Technical Consultants. GBRA particularly encourages qualified Small, Minority, and Women owned businesses to submit proposals in response to the RFQ.

**Proposals shall be received electronically no later than:**

Friday March 5, 2021 at 2:00pm CST

**Proposer shall sign and date the proposal acknowledgement in Attachment A. Proposals which are not signed and dated shall be rejected.**

GBRA appreciates your time and effort in preparing a proposal. Please note that all proposals must be received by the deadline. Proposals received after the deadline will not be considered for the award of the contract, and shall be considered void. Please let us know of any proposal requirements which are causing you difficulty in responding to this proposal. GBRA wants to make the process as easy and fair as possible, so that all potential Technical Consultants can compete.

Questions must be submitted via BidNetDirect at

<https://www.bidnetdirect.com/texas/guadalupeblancoriverau>

by Friday February 19, 2021 at 2:00pm CST. Responses will be issued in the form of a Q&A response. Any questions received after the deadline may or may not be answered.

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IT IS UNDERSTOOD that GBRA and the RFPG reserves the exclusive right to reject any or all proposals for any or all services covered in this RFQ and to waive informalities or defects or to accept an RFQ as it shall deem to be in the best interests of RFPG.

GUADALUPE-BLANCO RIVER AUTHORITY  
REQUEST FOR QUALIFICATIONS  
INSTRUCTIONS/TERMS OF CONTRACT

GBRA will be receiving qualifications for the following:

In 2019, the Texas Legislature and Governor Abbot expanded the authority of the Texas Water Development Board (TWDB) to administer a new State and Regional Flood Planning process. The 15 regions designated in Texas are based on river basins including Region 11, also known as the Guadalupe RFPG. At the first meeting of the Region 11 Guadalupe RFPG on November 4, 2020, the group designated GBRA to be the political subdivision coordinating the activities of Region 11. This will include applying for a grant to the TWDB, entering into a contract with the TWDB for the Administration of the First Flood Planning Cycle, coordinating the procurement of a Technical Consultant, maintaining compliance with the TAC, being the administrative and fiscal agent for Region 11, and ensuring the delivery of a Region 11 Guadalupe Regional Flood Plan to the TWDB no later than January 10, 2023.

The Guadalupe RFPG consists of portions of Bandera, Bastrop, Blanco, Caldwell, Calhoun, Comal, DeWitt, Fayette, Gillespie, Goliad, Gonzales, Guadalupe, Hays, Karnes, Kendall, Kerr, Lavaca, Real, Refugio, Travis, Victoria and Wilson counties lying within the Guadalupe River Basin.

Under the direction of the Region 11 Guadalupe RFPG, the Technical Consultants shall prepare the regional flood plan. The Technical Consultants shall also assist the Guadalupe RFPG in preparing the appropriate scope of work that adequately addresses all tasks required in 31 TAC 361 and contains the elements of the scope of work as defined in 31 TAC 362, i.e. the description of tasks, responsible parties, schedule, and description of deliverables. The TWDB has provided a Draft Regional Flood Planning (RFP) Scope of Work (Attachment B).

In addition to the technical role, the Technical Consultants shall assist the Guadalupe RFPG's regional sponsor (GBRA) in the design and implementation of public involvement activities (including conducting public meetings, reviewing and responding to public comments, and developing educational materials related to regional flood planning issues) for presentation to both technical and non-technical audiences in the region.

Technical Consultants submitting qualifications should be familiar with the rules and guidance for state and regional flood planning and regional flood planning grant assistance adopted by the TWDB (31 TAC Chapter 361, Subchapter C, Regional Flood Plan Requirements, 31 TAC Chapter F, Regional Flood Planning Grants and 31 TAC Chapter 362 State Flood Planning Guideline Rules, Subchapter A, State Flood Plan Development). These rules contain procedures governing applications for financial assistance related to the development or revision of regional flood management plans, and guidelines for the development of the state flood plan. Particularly, the

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rules contain specific time frames, deadlines, and requirements for making applications for state financial assistance for the scope of work and budget for the development of the regional flood plan. The schedule for completion and delivery of work products for the Guadalupe RFPG shall reflect these publication dates.

### **ADDITIONAL INFORMATION**

The purpose of this request for statements of qualifications is to permit the evaluation of the relative professional and technical qualifications of Technical Consultants.

The statement of qualifications should be no more than 15 pages in length (size 12 font) including any appendices or other materials and a cover letter. Resumes do not account toward the statement of qualifications page length and may be unlimited in number, but limited to two pages in length each. Responses should address the criteria in Attachment A.

### **ANTICIPATED SCHEDULE**

RFQ Release Date	Thursday February 4, 2021
Question Submission date	Friday February 19, 2021 at 2:00pm CST
Proposal Deadline	Friday March 5, 2021 at 2:00pm CST

### **BASIS OF SELECTION**

The response should not exceed 15 pages in length (size 12 font) including any appendices or other materials, including cover letter or it may be disqualified. Resumes do not account toward the statement of qualifications page length and may be unlimited in number, but limited to two pages in length each. All responses shall be submitted electronically via BidNet.

The highest ranked firm(s) may be interviewed by the Executive Committee of the Region 11 Guadalupe RFPG. The Executive Committee will make a recommendation to the RFPG and selection will be based on a majority vote of the Voting Membership. GBRA will then work with the selected firm to reach agreement on this proposal. If a preliminary contract cannot be obtained with the initial selected firm, GBRA may begin negotiations with the next highest ranked firm. Negotiations will continue in this manner until an agreement has been reached with a firm. When negotiations with a firm have been successfully completed, the firm will be recommended for award of a contract. In the event that all of the qualified firms have been unsuccessful in reaching an agreement with GBRA, GBRA retains the right to reject all submittals and re-post a new solicitation for the same project.

The Region 11 RFPG will utilize the following criteria to assist with the scoring of the responses to this RFQ:

1. Overall compliance with the RFQ Attachments A and B (Weighted 10%).
  2. Overall description of work plan and organizational structure to accomplish assignment (Weighted 25%).
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3. Experience and expertise of key personnel proposed to work on this project (Weighted 25%).
4. Evaluation of and possible discussion with references (Weighted 15%).
5. Previous relevant project experience and ability to complete project on time and within budget (Weighted 25%).

**LATE PROPOSALS:** Proposals received by GBRA after the submission deadline will be considered void and unacceptable.

**ALTERING PROPOSALS:** Proposals cannot be altered or amended after submission deadline. Any interlineation, alteration, or erasure made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

**WITHDRAWAL OF PROPOSAL:** A proposal may not be withdrawn or canceled by the proposer without the permission of GBRA for a period of ninety (90) days following the date designated for the receipt of proposals, and proposer so agrees upon submittal of their proposal

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders or modifications to the contract will be made in writing by GBRA and endorsed by the Proposer, Region 11 RFPG, TWDB, and GBRA.

**CONFLICT OF INTEREST:** No public official shall have an interest in this contract, except in accordance with the Texas Local Government Code, Chapter 171 and the Texas Government Code, Chapter 572. Additionally, pursuant to Texas Local Government Code, Chapter 176 *et seq.*, a person or business, (including their agents, as applicable), who seek to contract or enter into an agreement with GBRA, may be required to file a conflict of interest questionnaire (FORM CIQ) with the Texas Ethics Commission. Such form can be found at [https://ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://ethics.state.tx.us/filinginfo/conflict_forms.htm). The specific section regarding "vendor" requirements, as that term is defined by the statute, are set forth in Section 176.006. A list of GBRA officers, required by Section 176.0065, can be found at <https://www.gbra.org/documents/public/GovtCode176List.pdf>

**ETHICS:** The proposer shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official, representative or agent of GBRA.

**ADDENDA:** Any interpretations, corrections or changes to this RFQ, specifications, or instructions/terms of contract will be made by addenda. Sole issuing authority of addenda shall be vested in GBRA. Addenda will be delivered by mail, fax, or electronically to all who are known to have received a copy of this RFQ. Proposers shall acknowledge receipt of all addenda.

**PROPOSAL MUST COMPLY** with all federal, state, county and local laws concerning these types of goods or service.

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**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE PROPOSERS:**

A prospective proposer must affirmatively demonstrate proposer's responsibility and prospective proposer must meet the following requirements:

1. Be able to comply with the required or proposed delivery schedule;
2. Have a satisfactory record of performance;
3. Have a satisfactory record of integrity and ethics;
4. Be otherwise qualified and eligible to receive an award.

GBRA may request representation and other information sufficient to determine proposer's ability to meet these minimum standards listed above.

**PROPOSER SHALL PROVIDE** with this proposal response, all documentation required by this RFQ. Failure to provide this information may result in rejection of proposal.

**HISTORICALLY UNDERUTILIZED BUSINESS:** In order to maximize the utilization of certified HUBs, GBRA is requesting all eligible HUB vendors please submit their HUB certification documentation as part of their proposal submission.

**SUCCESSFUL PROPOSER SHALL** defend, indemnify and save harmless GBRA, TWDB and all of their officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award.

Successful proposer indemnifies and will indemnify and save harmless GBRA and TWDB from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer shall pay any judgment with costs which may be obtained against GBRA growing out of such injury or damages.

**WAGES:** Successful proposer shall pay or cause to be paid, without cost or expense to GBRA, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State Law.

**NOTICE:** Any notice provided by this proposal (or required by law) to be given by GBRA to the successful proposer shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful proposer at the address so

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provided; provided this shall not prevent the giving of actual notice in any other manner.

**PATENTS/COPYRIGHTS:** The successful proposer agrees to protect GBRA from claims involving infringements of patents and/or copyrights which may result from this award.

**REMEDIES:** The successful proposer and GBRA agree that both parties have all rights, duties, and remedies available.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas without regards to its conflicts of law provisions. This agreement is executed in Guadalupe County, Texas.

**ASSIGNMENT:** The successful proposer shall not sell, assign, transfer or convey the resulting contract, in whole or in part, without the prior written consent of GBRA and TWDB.

**INSURANCE POLICIES:** The type and coverage amount of any insurance policy required by successful proposer shall be delineated in the accompanying specifications or contract and shall include worker's compensation insurance at levels required under the laws of the State of Texas. Each insurance policy to be furnished by successful proposer shall include by endorsement to the policy, a statement that a notice shall be given to GBRA by certified mail thirty (30) days prior to cancellation or upon any material change in coverage. Furthermore, any General Liability and any Automobile Liability insurance policy required by this proposal will list GBRA as an "Additional Insured."

**FORM 1295:** Proposer acknowledges that for contracts meeting specific criteria, GBRA may not accept or enter into a contract until they have received a completed and signed Texas Ethics Commission ("TEC") Form 1295 from the Proposer, pursuant to Texas Government Code § 2252.908. Proposer understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the remainder of the parties hereto from entering into this Agreement. Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and provided to GBRA.

**HB89 FORM:** Per 85(R) HB89 a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

**SB252 ACKNOWLEDGEMENT:** Proposer acknowledges they are not listed by the Comptroller of the State of Texas, per 85(R) SB252 concerning the listing of companies that have ties to the Government of Sudan, the Government of Iraq, ties with foreign terrorist organizations, or a foreign terrorist organization.

**ANTI-BOYCOTT ISRAEL VERIFICATION**

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In accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The signatory executing this document on behalf of Proposer verifies that the Proposer does not boycott Israel and will not boycott Israel during the term of the contract.

**Sec. 2155.0061. PROHIBITION ON CERTAIN BIDS AND CONTRACTS RELATED TO PERSONS INVOLVED IN HUMAN TRAFFICKING.**

(a) A state agency may not award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been convicted of any offense related to the direct support or promotion of human trafficking.

(b) An award subject to the requirements of this section must include the following statement: "Under Section 2155.0061, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

(c) If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract awarded under this section, the state agency may immediately terminate the contract without further obligation to the vendor.

(d) This section does not create a cause of action to contest an award of a state contract.

**RELEASE OF INFORMATION:** GBRA does not release any information including, but not limited to the number of responses, content of other proposers submissions and identities of proposers, until a contract has been awarded and executed unless said information has already been release to the public.

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**ATTACHMENT A**  
**STATEMENT OF QUALIFICATIONS**

**Please develop your Statement of Qualifications (SOQ) based on the criteria below. Please ensure your SOQ is organized accordingly.**

1. Capacity to Perform:
    - a) Describe your firm's resources and capabilities including: location, size staffing, and length of local office's presence in Texas along with a plan identifying how the firm will be available to the RFPG. Include similar information for additional team members.
    - b) The capability of your firm to commit necessary resources to the project in order to meet the project schedule.
    - c) Describe your firm's ability to complete similar projects without significant cost escalations or overrun.
  2. Team Organization:
    - a) Provide an organizational chart that identifies roles and responsibilities of individual team members.
    - b) Identify the team's proposed management structure. Include the person that will serve as the point of contact for the scope of services development and negotiations. Provide qualifications of the proposed project manager, assistant project manager, and technical leads, including a description of their role.
    - c) Identify all staff and team members that will work on this project, including their professional licenses and certifications. Provide their resumes detailing their qualifications and related experience.
  3. Firm's Experience – State and Regional Water Planning in Texas:
    - a) Describe your firm's experience and involvement in flood planning within the State of Texas and nationally.
    - b) Describe your firm's experience and involvement in State and Regional Water Planning in Texas.
    - c) Describe your firm's experience with flood resilience modeling particularly identifying existing and future flood risk analyses, flood mitigation strategies, and projects within the Region 11 Guadalupe Regional Planning Group's boundaries.
    - d) Describe your firm's experience with the State of Texas hazard mitigation plan, other regional and local flood hazard mitigation plans and regional and local flood planning studies.
    - e) Provide a list of no more than seven (7) prior projects for the team similar to the scope of work discussed herein, with descriptions of the projects, members of the project teams, time schedule, and references who are able to verify the information presented. All projects must have been completed within the last ten (10) years. Demonstrate as many of the following types of
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recent work experience as possible:

- i. Flood planning and flood risk analyses efforts of various sizes and locations;
- ii. Regional and state water planning for various size regions and states;
- iii. Productive projects involving the Texas Water Development Board;
- iv. Interactions with diverse interest groups and stakeholders participating in regional flood planning;
- v. Facilitating consensus-building and conflict resolution among stakeholders with diverse and potentially conflicting interests;
- vi. Reviewing population forecasts and developing and gaining acceptance of alternative forecasts as necessary;
- vii. Ability to collect and manage data and information available from relevant sources;
- viii. Familiarity and experience with flood planning grant administration and timely and comprehensive invoicing requirements;
- ix. Knowledge of statutory and regulatory policies to facilitate floodplain management and flood mitigation planning and implementation;
- x. Familiarity and experience with flood infrastructure financing analysis
- xi. Understanding and experience in Texas Water Law related issues;
- xii. Competent management and reporting of project subcontractors;
- xiii. Demonstrate the ability to provide Geographic Information System (GIS) database and mapping deliverables;
- xiv. Development of flood mitigation strategies to address future needs.

Qualifications Acknowledgement:

Dated as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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Attachment B  
Draft RFP Scope of Work

Draft Regional Flood Planning (RFP) Scope of Work

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## **Task 1 – Planning Area Description**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 Texas Administrative Code (TAC) Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.30, 361.31, and 361.32.

The objective of this task is to prepare a standalone chapter to be included in the 2023 Regional Flood Plan (RFP) that describes the Flood Planning Region (FPR).

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to prepare a chapter that includes:**

1. A brief, general descriptions of the following:
  - a. social and economic character of the region such as information on development, population, economic activity, and economic sectors most at risk of flood impacts;
  - b. the areas in the FPR that are flood-prone and the types of major flood risks to life and property in the region;
  - c. key historical flood events within the region including associated fatalities and loss of property;
  - d. political subdivisions with flood-related authority and whether they are currently actively engaged in flood planning, floodplain management, and flood mitigation activities;
  - e. the general extent of local regulation and development codes relevant to existing and future flood risk;
  - f. agricultural and natural resources most impacted by flooding; and
  - g. existing local and regional flood plans within the FPR.
2. A general description of the location, condition, and functionality of existing natural flood mitigation features and constructed major flood infrastructure within the FPR.
3. Include a tabulated list and GIS map of existing infrastructure.
4. Include an assessment of existing infrastructure.
5. Explain, in general, the reasons for non-functional or deficient natural flood mitigation features or major flood infrastructure being non-functional or deficient, provide a description of the condition and functionality of the feature or infrastructure and whether and when the natural flood feature or major flood infrastructure may become fully functional, and provide the name of the owner and operator of the major flood infrastructure.
6. A general description of the location, source of funding, and anticipated benefits of proposed or ongoing major infrastructure and flood mitigation projects in the FPR.
7. A review and summary of relevant existing planning documents in the region. Documents to be summarized include those referenced under 31 TAC §361.22.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:** A completed Chapter 1 describing the FPR, existing natural flood mitigation features, constructed major flood infrastructure, and major infrastructure and flood mitigation projects currently under development. A tabulated list and GIS map of existing infrastructure and their conditions. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

### **Task 2A – Existing Condition Flood Risk Analyses**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.33.

The objective of this task is to prepare a chapter to be combined with Task 2B and included in the 2023 Regional Flood Plan (RFP) that describes the existing and future condition flood risk in the FPR.

The RFPGs shall perform existing condition flood risk analyses for the region comprising: (1) flood hazard analyses that determine the location, magnitude, and frequency of flooding; (2) flood exposure analyses to identify who and what might be harmed within the region; and (3) vulnerability analyses to identify vulnerabilities of communities and critical facilities.

The information developed shall be used to assist the RFPG to establish priorities in subsequent planning tasks, to identify areas that need Flood Management Evaluations (FMEs), and to efficiently deploy its resources.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Perform existing condition flood hazard analyses to determine the location and magnitude of both 1.0% annual chance and 0.2% annual chance flood events as follows:
  - a. collect data and conduct analyses sufficient to characterize the existing conditions for the planning area;
  - b. identify areas within each FPR where hydrologic and hydraulic model results are already available and summarize the information;
  - c. utilize best available data, including hydrologic and hydraulic models for each area; prepare a map showing areas identified by the RFPG as having an annual likelihood of inundation of more than 1.0% and 0.2%, the areal extent of this inundation, and the sources of flooding for each area; and

- d. prepare a map showing gaps in inundation boundary mapping and identify known flood-prone areas based on location of hydrologic features, historic flooding and/or local knowledge.
  2. Develop high-level, region-wide, and largely GIS-based existing condition flood exposure analyses using the information identified in the flood hazard analysis to identify who and what might be harmed within the region for, at a minimum, both 1.0% annual chance and 0.2% annual chance flood events as follows:
    - a. analyses of existing development within the existing condition floodplain and the associated flood hazard exposure;
    - b. for the floodplain as defined by FEMA or as defined by an alternative analysis if the FEMA-defined floodplain is not considered best available;
    - c. may include only those flood mitigation projects with dedicated construction funding and scheduled for completion prior to adoption of the next state flood plan.
    - d. shall consider the population and property located in areas where existing levees or dams do not meet FEMA accreditation as inundated by flooding without those structures in place. Provisionally accredited structures may be allowed to provide flood protection, unless best available information demonstrates otherwise.
    - e. shall consider available datasets to estimate the potential flood hazard exposure including, but not limited to:
      - i. number of residential properties and associated population;
      - ii. number of non-residential properties;
      - iii. other public infrastructure;
      - iv. major industrial and power generation facilities;
      - v. number and types of critical facilities;
      - vi. number of roadway crossings;
      - vii. length of roadway segments; and
      - viii. agricultural area and value of crops exposed.
    - f. shall include a qualitative description of expected loss of function, which is the effect that a flood event could have on the function of inundated structures (residential, commercial, industrial, public, or others) and infrastructure, such as transportation, health and human services, water supply, wastewater treatment, utilities, energy generation, and emergency services.
  3. Perform existing condition vulnerability analyses as follows:
    - a. identify resilience of communities located in flood-prone areas identified as part of the existing condition flood exposure analyses, utilizing relevant data and tools.
    - b. identify vulnerabilities of critical facilities to flooding by looking at factors such as proximity to a floodplain or other bodies of water, past flooding

issues, emergency management plans, and location of critical systems like primary and back-up power.

4. All data produced as part of the existing condition flood exposure analysis and the existing condition vulnerability analysis shall include:
  - a. underlying flood event return frequency;
  - b. type of flood risk;
  - c. county;
  - d. HUC8;
  - e. existing flood authority boundaries;
  - f. Social Vulnerability Indices for counties and census tracts; and
  - g. other categories as determined by RFPGs or in TWDB Flood Planning guidance documents.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:**

- Prepare a stand-alone chapter (including work from both Tasks 2A & 2B) to be included in the 2023 RFP.
- Prepare maps according to 1(d) and 1(e).
- A tabulated list and GIS map of all pertinent information. All maps should be submitted with underlying GIS data utilized to prepare them.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

**Task 2B – Future Condition Flood Risk Analyses**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.34.

The objective of this task is to prepare a chapter to be combined with Task 2A and included in the 2023 Regional Flood Plan (RFP) that describes the existing and future condition flood risk in the FPR.

RFPGs shall perform future condition flood risk analyses for the region comprising: (1) flood hazard analyses that determine the location, magnitude and frequency of flooding;

(2) flood exposure analyses to identify who and what might be harmed within the region; and (3) vulnerability analyses to identify vulnerabilities of communities and critical facilities.

The information developed shall be used to assist the RFPG to establish priorities in subsequent planning tasks, to identify areas that need FMEs, and to efficiently deploy its resources.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Perform future condition flood hazard analyses to determine the location and magnitude of both 1.0% annual chance and 0.2% annual chance flood events as follows:
  - a. collect data and conduct analyses sufficient to characterize the future conditions for the planning area based on a "no-action" scenario of approximately 30 years of continued development and population growth under current development trends and patterns, and existing flood regulations and policies based on:
    - i. current land use and development trends and practices and associated projected population based on the most recently adopted state water plan decade and population nearest the next RFP adoption date plus approximately 30 years or as provided for in TWDB Flood Planning guidance documents;
    - ii. reasonable assumptions regarding locations of residential development and associated population growth;
    - iii. anticipated relative sea level change and subsidence based on existing information;
    - iv. anticipated changes to the functionality of the existing floodplain;
    - v. anticipated sedimentation in flood control structures and major geomorphic changes in riverine, playa, or coastal systems based on existing information;
    - vi. assumed completion of flood mitigation projects currently under construction or that already have dedicated construction funding; and
    - vii. other factors deemed relevant by the RFPG.
  - b. identify areas within each FPR where future condition hydrologic and hydraulic model results are already available and summarize the information;
  - c. utilize best available data, including hydrologic and hydraulic models for each area;
  - d. where future condition results are not available, but existing condition hydrologic and hydraulic model results are already available, the RFPGs shall

modify hydraulic models to identify future conditions flood risk for 1.0% and 0.2% annual chance storms based on simplified assumptions utilizing the information identified in this task.

- e. prepare a map showing areas of 1.0% and 0.2% annual chance of inundation for future conditions, the areal extent of this inundation, and the sources of flooding for each area.
  - f. prepare a map showing gaps in inundation boundary mapping and identify known flood-prone areas based on location of hydrologic features, historic flooding, and/ or local knowledge.
2. Perform future condition flood exposure analyses using the information identified in the flood hazard analysis to identify who and what might be harmed within the region for, at a minimum, both 1.0% annual chance and 0.2% annual chance flood events as follows:
- a. analyses of existing development within the existing condition floodplain and the associated flood hazard exposure;
  - b. analyses of existing and future developments within the future condition floodplain and the associated flood hazard exposure; and
  - c. to include only those flood mitigation projects with dedicated construction funding scheduled for completion prior to the next RFP adoption date plus 30 years or as provided for in TWDB Flood Planning guidance documents.
  - d. Identification of flood prone areas associated with the hazard exposure analyses shall be based on analyses that rely primarily on the use and incorporation of existing and available:
    - i. FIRMs or other flood inundation maps and GIS related data and analyses;
    - ii. available hydraulic flood modeling results;
    - iii. model-based or other types of geographic screening tools for identifying flood prone areas; and
    - iv. other best available data or relevant technical analyses that the RFPG determines to be the most updated or reliable.
3. Perform future condition vulnerability analyses as follows:
- a. identify resilience of communities located in flood-prone areas identified as part of the future condition flood exposure analyses, utilizing relevant data and tools.
  - b. identify vulnerabilities of critical facilities to flooding by looking at factors such as proximity to a floodplain or other bodies of water, past flooding issues, emergency management plans, and location of critical systems like primary and back-up power.
4. All data produced as part of the future condition flood exposure analysis and the future condition vulnerability analysis shall include:



- a. underlying flood event return frequency;
- b. type of flood risk;
- c. county;
- d. HUC8;
- e. existing flood authority boundaries;
- f. Social Vulnerability Indices for counties and census tracts; and
- g. other categories as determined in TWDB Flood Planning guidance documents.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:**

- Prepare a stand-alone chapter (including work from both Tasks 2A & 2B) to be included in the 2023 RFP.
- Prepare maps according to 1(e) and 1(f). A tabulated list and GIS map of all pertinent information. All maps should be submitted with underlying GIS data utilized to prepare them.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

**Task 3A - Evaluation and Recommendations on Floodplain Management Practices**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.35.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Consider the extent to which a lack of, insufficient, or ineffective current floodplain management and land use practices, regulations, policies, and trends related to land use, economic development, and population growth, allow, cause, or otherwise encourage increases to flood risks to both:
  - a. existing population and property, and
  - b. future population and property.
2. Take into consideration the future flood hazard exposure analyses performed under Task 2B, consider the extent to which the 1.0% annual chance floodplain,

along with associated flood risks, may change over time in response to anticipated development and associated population growth and other relevant man-made causes, and assess how to best address these potential changes.

3. Based on the analyses in (1) and (2), make recommendations regarding forward-looking floodplain management and land use recommendations, and economic development practices and strategies, that should be implemented by entities within the FPR. These region-specific recommendations may include minimum floodplain management and land use standards and should focus on how to best address the changes in (2) for entities within the region. These recommendations shall inform recommended strategies for inclusion in the RFP.
4. RFPGs may also choose to adopt region-specific, minimum floodplain management or land use or other standards that impact flood-risk, that may vary geographically across the region, that each entity in the FPR must adopt prior to the RFPG including in the RFP any Flood Management Evaluations, Flood Management Strategies, or Flood Mitigation Projects that are sponsored by or that will otherwise be implemented by that entity.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:**

- Prepare a stand-alone chapter (including work from both Tasks 3A & 3B) to be included in the 2023 RFP.
- List region-specific recommendations regarding forward-looking floodplain management and land use, which may include minimum floodplain management and land use standards.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

**Task 3B – Flood Mitigation and Floodplain Management Goals**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.36.

Consider the Guidance Principles under 31 TAC §362.3, Tasks 1-3A, input from the public, and other relevant information and considerations.

**This Task includes, but is not limited to, performing all work in accordance with TWDB**

**rules and guidance required to:**

1. Identify specific and achievable flood mitigation and floodplain management goals along with target years by which to meet those goals for the FPR to include, at a minimum, goals specifically addressing risks to life and property.
2. Consider minimum recommended flood protection goal provided by TWDB.
3. Recognize and clearly state the levels of residual risk that will remain in the FPR even after the stated flood mitigation goals are fully met.
4. Structure and present the goals and the residual risks in an easily understandable format for the public including in conformance with TWDB Flood Planning guidance documents.
5. When appropriate, choose goals that apply to full single HUC8 watershed boundaries or coterminous groups of HUC8 boundaries within the FPR.
6. Identify both short-term goals (10 years) and long-term goals (30 years).

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:**

- Prepare a stand-alone chapter (including work from both Tasks 3A & 3B) to be included in the 2023 RFP.
- Identify flood mitigation and floodplain management goals considering minimum recommended flood protection goal provided by TWDB.
- Identify specific and achievable flood mitigation and floodplain management goals (10 year and 30 year) in an easily understandable format for the public.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

**Task 4A – Flood Mitigation Needs Analysis**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.37.

The RFPG shall conduct the analysis in a manner that will ensure the most effective and efficient use of the resources available to the RFPG.

**This Task includes, but is not limited to, performing all work in accordance with TWDB**

## **rules and guidance required to:**

1. Based on the analyses and goals developed by the RFPG under Tasks 2A through 3B and any additional analyses or information developed using available screening-level models or methods, the RFPG shall identify locations within the FPR that the RFPG considers to have the greatest flood mitigation and flood risk study needs by considering:
  - a. the areas in the FPR that the RFPG identified as the most prone to flooding that threatens life and property;
  - b. the relative locations, extent, and performance of current floodplain management and land use policies and infrastructure located within the FPR;
  - c. areas identified by the RFPG as prone to flooding that don't have adequate inundation maps;
  - d. areas identified by the RFPG as prone to flooding that don't have hydrologic and hydraulic models;
  - e. areas with an emergency need;
  - f. existing modeling analyses and flood risk mitigation plans within the FPR;
  - g. flood mitigation projects already identified and evaluated by other flood mitigation plans and studies;
  - h. documentation of historic flooding events;
  - i. flood mitigation projects already being implemented; and
  - j. any other factors that the RFPG deems relevant to identifying the geographic locations where potential FMEs and potentially feasible FMSs and FMPs shall be identified and evaluated under §361.38.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

## **Deliverables:**

- Prepare a stand-alone chapter (including work from both Tasks 4A & 4B) to be included in the 2023 RFP.
- A map identifying the geographic locations within the FPR considered to have the greatest flood mitigation and flood risk study needs where potential FMEs and potentially feasible FMSs and FMPs shall be evaluated
- A tabulated list and GIS map of all pertinent information. All maps should be submitted with underlying GIS data utilized to prepare them.
- Any additional deliverables identified in the TWDB Flood Planning guidance

documents.

**Task 4B – Identification and Evaluation of Potential Flood Management Evaluations and Potentially Feasible Flood Management Strategies and Flood Mitigation Projects** In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.38.

Based on analyses and decisions under Tasks 2A through 4A the RFPG shall identify and evaluate potential FMEs and potentially feasible FMSs and FMPs, including nature-based solutions, some of which may have already been identified by previous evaluations and analyses by others.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Receive public comment on a proposed process to be used by the RFPG to identify and select FMEs, FMSs, and FMPs for the 2023 RFP. Revise and update documentation of the process by which FMS that were identified as potentially feasible and selected for evaluation in the 2023 RFP. Include a description of the process selected by the RFPG in the Technical Memorandum and the draft Regional Flood Plan and adopted RFPs.
2. Plans to be considered in developing this chapter include relevant plans referenced under 31 TAC §361.22.
3. When evaluating FMSs and FMPs the RFPG will, at a minimum, identify one solution that provides flood mitigation associated a with 1.0% annual chance flood event. In instances where mitigating for 1.0% annual chance events is not feasible, the RFPG shall document the reasons for its infeasibility, and at the discretion of the RFPG, other FMSs and FMPs to mitigate more frequent events may also be identified and evaluated based on TWDB Flood Planning guidance documents.
4. A summary of the RFPG process for identifying potential FMEs and potentially feasible FMSs and FMPs shall be established and included in the draft and final adopted RFP.
5. The RFPG shall then identify potentially feasible FMSs and FMPs in accordance with the RFPG established process.
6. For areas within the FPR that the RFPG does not yet have sufficient information or resources to identify potentially feasible FMSs and FMPs, the RFPG shall identify areas for potential FMEs that may eventually result in FMSs and/or FMPs.
7. The RFPG shall evaluate potentially feasible FMSs and FMPs understanding that, upon evaluation and further inspection, some FMSs or FMPs initially identified as potentially feasible may, after further inspection, be reclassified as infeasible.
8. Evaluations of potentially feasible FMSs and FMPs will require associated, detailed hydrologic and hydraulic modeling results that quantify the reduced impacts from flood events and the associated benefits and costs. Information may be based on

previously performed evaluations of projects and related information. Evaluations of potentially feasible FMS and FMPs shall include the following information and be based on the following analyses:

- a. A reference to the specific flood mitigation or floodplain management goal addressed by the feasible FMS or FMP;
- b. A determination of whether FMS or FMP meets an emergency need;
- c. An indication regarding the potential use of federal funds, or other sources of funding, as a component of the total funding mechanism;
- d. An equitable comparison between and consistent assessment of all FMSs and FMPs that the RFPG determines to be potentially feasible;
- e. A demonstration that the FMS or FMP will not negatively affect a neighboring area;
- f. A quantitative reporting of the estimated benefits of the FMS or FMP, including reductions of flood impacts of the 1.0% annual chance flood event and other storm events identified and evaluated if the project mitigates to a more frequent event, to include, but not limited to:
  - (1) Associated flood events that must, at a minimum, include the 1.0% annual chance flood event and other storm events identified and evaluated;
  - (2) Reduction in habitable, equivalent living units flood risk;
  - (3) Reduction in residential population flood risk;
  - (4) Reduction in critical facilities flood risk;
  - (5) Reduction in road closure occurrences;
  - (6) Reduction in acres of active farmland and rangeland flood risk;
  - (7) Estimated reduction in fatalities, when available;
  - (8) Estimated reduction in injuries, when available;
  - (9) Reduction in expected annual damages from residential, commercial, and public property; and
  - (10) Other benefits as deemed relevant by the RFPG including environmental benefits and other public benefits.
- g. A quantitative reporting of the estimated capital cost of FMPs in accordance with TWDB Flood Planning guidance documents;
- h. Calculated benefit-cost ratio for FMPs in accordance with Exhibit C: General Guidelines and based on current, observed conditions;
- i. For projects that will contribute to water supply, all relevant evaluations required under §357.34(e) (relating to Identification and Evaluation of Potentially Feasible Water Management Strategies and Water Management Strategy Projects), as determined by the EA based on the type of contribution, and a description of its consistency with the currently adopted State Water Plan;
- j. A description of potential impacts and benefits from the FMS or FMP to the environment, agriculture, recreational resources, navigation, water quality,

- erosion, sedimentation, and impacts to any other resources deemed relevant by the RFPG;
- k. A description of residual, post-project, and future risks associated with FMPs including the risk of potential catastrophic failure and the potential for future increases to these risks due to lack of maintenance;
  - l. Implementation issues including those related to rights-of-way, permitting, acquisitions, relocations, utilities and transportation; and
  - m. Funding sources and options that exist or will be developed to pay for development, operation, and maintenance of the FMS or FMP.
9. Evaluations of potential FMEs will be at a reconnaissance or screening-level, unsupported by associated detailed hydrologic and hydraulic analyses. These will be identified for areas that the RFPG considers a priority for flood risk evaluation but that do not yet have the required detailed hydrologic and hydraulic modeling or associated project evaluations available to evaluate specific FMSs or FMPs for recommendation in the RFP. These FMEs shall be based on recognition of the need to develop detailed hydrologic models or to perform associated hydraulic analyses and associated project evaluations in certain areas identified by the RFPG. Evaluations of potential FMEs shall include the following analyses:
- a. A reference to the specific flood mitigation or floodplain management goal to be addressed by the potential FME.
  - b. A determination of whether FME may meet an emergency need.
  - c. An indication regarding the potential use of federal funds, or other sources of funding as a component of the total funding mechanism.
  - d. An equitable comparison between and consistent assessment of all FMEs.
  - e. An indication of whether hydrologic and or hydraulic models are already being developed or are anticipated in the near future and that could be used in the FME.
  - f. A quantitative reporting of the estimated benefits, including reductions of flood risks, to include:
    - (1) Estimated habitable, living unit equivalent and associated population in FME area;
    - (2) Estimated critical facilities in FME area;
    - (3) Estimated number of roads closures occurrences in FME area;
    - (4) Estimated acres of active farmland and rangeland in FME area; and
  - g. A quantitative reporting of the estimated study cost of the FME and whether the cost includes use of existing or development of new hydrologic or hydraulic models. For FMEs, RFPGs do not need to demonstrate that an FME will not negatively affect a neighboring area.
10. RFPGs shall evaluate and present potential FMEs and potentially feasible FMSs and FMPs with sufficient specificity to allow state agencies to make financial or regulatory decisions to determine consistency of the proposed action before the state agency

with an approved RFP.

11. Analyses shall be performed in accordance with TWDB Flood Planning guidance documents.
12. All data produced as part of the analyses under this task shall be organized and summarized in the RFP in accordance with TWDB Flood Planning guidance documents.
13. Analyses shall clearly designate a representative location of the FME and beneficiaries including a map and designation of HUC8 and county location.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:**

- Prepare a stand-alone chapter (including work from both Tasks 4B & 5) to be included in the 2023 RFP.
- A list of the potentially feasible FMSs and associated FMPs that were identified by the RFPG. The TWDB Flood Planning guidance documents will include minimum data submittal requirements and deliverable format.
- A map identifying the geographic locations within the FPR considered to have the greatest flood mitigation and flood risk study needs where potential FMEs and potentially feasible FMSs and FMPs shall be evaluated. TWDB Flood Planning guidance documents will include minimum data submittal requirements and deliverable format.
- Data shall be organized and summarized in the RFP in accordance with TWDB Flood Planning guidance documents.
- A tabulated list and GIS map of all pertinent information. All maps should be submitted with underlying GIS data utilized to prepare them.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

**Task 4C – Prepare and Submit Technical Memorandum**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.13(e).

**This Task includes, but is not limited to, performing all work in accordance with TWDB**



## rules and guidance required to:

1. Prepare a concise Technical Memorandum to include:
  - a. A list of existing political subdivisions within the FPR that have flood-related authorities or responsibilities;
  - b. A list of previous flood studies considered by the RFPG to be relevant to development of the RFP;
  - c. A geodatabase and associated maps in accordance with TWDB Flood Planning guidance documents that the RFPG considers to be best representation of the region-wide 1.0% annual chance flood event and 0.2% annual chance flood event inundation boundaries, and the source of flooding for each area, for use in its risk analysis, including indications of locations where such boundaries remain undefined;
  - d. A geodatabase and associated maps in accordance with TWDB Flood Planning guidance documents that identifies additional flood-prone areas not described in (c) based on location of hydrologic features, historic flooding, and/or local knowledge;
  - e. A geodatabase and associated maps in accordance with TWDB Flood Planning guidance documents that identifies areas where existing hydrologic and hydraulic models needed to evaluate FMSs and FMPs are available;
  - f. A list of available flood-related models that the RFPG considers of most value in developing its plan;
  - g. The flood mitigation and floodplain management goals adopted by the RFPG per §361.36;
  - h. The documented process used by the RFPG to identify potentially feasible FMSs and FMPs;
  - i. A list of potential FMEs and potentially feasible FMSs and FMPs identified by the RFPG, if any; and
  - j. A list of FMSs and FMPs that were identified but determined by the RFPG to be infeasible, including the primary reason for it being infeasible.
2. Approve submittal of the Technical Memorandum to TWDB at a RFPG meeting subject notice requirements in accordance with 31 TAC §361.21(h). The Technical Memorandum must be submitted to TWDB in accordance with Section I Article I of the contract.

### **Task 5 – Recommendation of Flood Management Evaluations and Flood Management Strategies and Associated Flood Mitigation Projects**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.39.

The objective of this task is to evaluate and recommend Flood Management Evaluations

(FMEs), Flood Management Strategies (FMSs) and their associated Flood Mitigation Projects (FMPs) to be included in the 2023 RFP that describes the work completed, presents the potential FMEs, potentially feasible FMSs and FMPs, recommended and alternative FMSs and FMPs, including all the technical evaluations, and presents which entities will benefit from the recommended FMSs and FMPs.

**Work associated with any Task 5 subtasks shall be contingent upon a written notice- to-proceed. This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Recommend FMSs and FMPs to reduce the potential impacts of flood based on the evaluations under §361.38 and RFPG goals and that must, at a minimum, mitigate for flood events associated with at 1.0 percent annual chance (100-yr flood) where feasible. In instances where mitigating for 100-year events is not feasible, FMS and FMPs to mitigate more frequent events may be recommended based on TWDB Flood Planning guidance documents. Recommendations shall be based upon the identification, analysis, and comparison of alternatives that the RFPG determines will provide measurable reductions in flood impacts in support of the RFPG's specific flood mitigation and/or floodplain management goals.
2. Provide additional information in conformance with TWDB Flood Planning guidance documents which will be used to rank recommended FMPs in the state flood plan.
3. Recommend FMEs that the RFPG determines are most likely to result in identification of potentially feasible FMSs and FMPs that would, at a minimum, identify and investigate one solution to mitigate for flood events associated with a 1.0% annual chance flood event and that support specific RFPG flood mitigation and/or floodplain management goals.
4. Recommended FMSs or FMPs may not negatively affect a neighboring area or an entity's water supply.
5. Recommended FMSs or FMPs that will contribute to water supply may not result in an overall allocation of a water source based on the water availability allocations in the most recently adopted State Water Plan.
6. Specific types of FMEs, FMSs, or FMPs that should be included and that should not be included in RFPs must be in accordance with TWDB Flood Planning guidance documents.
7. FMS and FMP documentation shall include a strategy or project description, discussion of associated facilities, project map, and technical evaluations addressing all considerations and factors required under 31 TAC §361.38(h).
8. Coordinate and communicate with FME, FMS, and FMP sponsors, individual local governments, regional authorities, and other political subdivisions.
9. Process documentation of selecting all recommended FMSs and associated FMPs including development of FMS evaluations matrices and other tools required to assist the RFPG in comparing and selecting recommended FMSs and FMPs.
10. Document the evaluation and selection of all recommended FMS and FMPs,

including an explanation for why certain types of strategies may not have been recommended.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:**

- Prepare a stand-alone chapter (including work from both Tasks 4B & 5) to be included in the 2023 RFP to include technical analyses of all evaluated FMSs and FMPs.
- A list of the recommended FMEs, FMSs, and associated FMPs that were identified by the RFPG. TWDB Flood Planning guidance documents will include minimum data submittal requirements and deliverable format.
- Data shall be organized and summarized in the RFP in accordance with TWDB Flood Planning guidance documents.
- A tabulated list and GIS map of all pertinent information. All maps should be submitted with underlying GIS data utilized to prepare them.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.

**Task 6A – Impacts of Regional Flood Plan**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.40.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to include:**

1. a region-wide summary of the relative reduction in flood risk that implementation of the RFP would achieve within the region including with regard to life, injuries, and property.
2. a statement that the FMPs in the plan, when implemented, will not negatively affect neighboring areas located within or outside of the FPR.
3. a general description of the types of potential positive and negative socioeconomic or recreational impacts of the recommended FMSs and FMPs within the FPR.
4. a general description of the overall impacts of the recommended FMPs and FMSs in the RFP on the environment, agriculture, recreational resources, water quality,

erosion, sedimentation, and navigation.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:** Prepare a stand-alone chapter (including work from both Tasks 6A & 6B) to be included in the 2023 RFP. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

### **Task 6B – Contributions to and Impacts on Water Supply Development and the State Water Plan**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.41.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Include a region-wide summary and description of the contribution that the regional flood plan would have to water supply development including a list of the specific FMSs and FMPs that would contribute to water supply.
2. Include a description of any anticipated impacts, including to water supply or water availability or projects in the State Water Plan, that the regional flood plan FMSs and FMPs may have.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:** Prepare a stand-alone chapter (including work from both Tasks 6A & 6B) to be included in the 2023 RFP. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

### **Task 7 – Flood Response Information and Activities**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.42.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Summarize the nature and types of flood response preparations within the FPR including providing where more detailed information is available regarding recovery.
2. Coordinate and communicate, as necessary, with entities in the region to gather information.
3. RFPGs shall not perform analyses or other activities related to planning for disaster response or recovery activities.
4. Plans to be considered in developing this chapter include relevant plans referenced under 31 TAC §361.22.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:** Prepare a stand-alone chapter to be included in the 2023 RFP. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

### **Task 8 – Administrative, Regulatory, and Legislative Recommendations**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.43.

The objective of this task is to prepare a separate chapter to be included in the 2023 RFP that presents the RFPG's administrative, legislative, and regulatory recommendations.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to develop:**

1. Legislative recommendations that they consider necessary to facilitate floodplain management and flood mitigation planning and implementation.
2. Other regulatory or administrative recommendations that they consider necessary to

- facilitate floodplain management and flood mitigation planning and implementation.
3. Any other recommendations that the RFPG believes are needed and desirable to achieve its regional flood mitigation and floodplain management goals.
  4. Recommendations regarding potential, new revenue-raising opportunities, including potential new municipal drainage utilities or regional flood authorities, that could fund the development, operation, and maintenance of floodplain management or flood mitigation activities in the region.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:** Prepare a stand-alone chapter to be included in the 2023 RFP. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

#### **Task 9 – Flood Infrastructure Financing Analysis**

In addition to generally meeting all applicable rules and statute requirements governing regional and state flood planning under 31 TAC Chapters 361 and 362, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §361.44.

The objective of this task is to report on how sponsors of recommended FMPs propose to finance projects.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. Coordinate and communicate with individual local governments, regional authorities, and other political subdivisions.
2. Perform a survey, including the following work:
  - a. Contacting FME and FMP sponsors.
  - b. Collection and collation of data.
  - c. Documentation of the effectiveness of survey methodology, providing percent survey completions, and whether an acceptable minimum percent survey completion was achieved.
  - d. Submission of data.
3. Coordinate with FME and FMP sponsors as necessary to ensure detailed needs and costs associated with their anticipated evaluations and projects are sufficiently represented in the RFP for future funding determinations.
4. Assist the RFPG with the development of recommendations regarding the proposed

role of the State in financing flood infrastructure projects identified in the RFP.

5. Summarize the survey results.

The information gathered and developed in preparation of this chapter shall be subject to the following review process prior to submission of any deliverables:

1. Review of the chapter documents and related information by RFPG members.
2. Modifications to the chapter document based on RFPG, public, and/or agency comments.
3. Submittal of chapter document to TWDB for review and approval.
4. All effort required to obtain final approval of the RFP chapter by TWDB.

**Deliverables:** A completed Chapter 9 shall be delivered in the 2023 RFP to include summary of reported financing approaches for all recommended FMPs. Data shall be submitted in accordance with TWDB guidance documents. Any additional deliverables identified in the TWDB Flood Planning guidance documents.

### **Task 10 – Public Participation and Plan Adoption**

The objective of this task is to address public participation, public meetings, eligible administrative and technical support activities, and other requirements and activities eligible for reimbursement. Objectives also include activities necessary to complete and submit a draft RFP and final RFP, and obtain TWDB approval of the RFP.

**This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:**

1. In addition to generally meeting all applicable statute requirements governing regional and state flood planning this portion of work shall, in particular, include all technical and administrative support activities necessary to meet all the requirements of 31 TAC Chapters 361 and 362 that are not already addressed under the scope of work associated with other contract Tasks but that are necessary and or required to complete and deliver an draft Regional Flood Plan and final, adopted RFP to TWDB and obtain approval of the adopted RFP by TWDB.
2. Organization, support, facilitation, and documentation of all meetings/hearings associated with: preplanning meeting; consideration of a substitution of alternative flood management strategies; public hearing after adoption of the draft Regional Flood Plan and prior to adoption of the final RFP; and consideration of RFP amendments, alternative FMS substitutions, or Board-directed revisions.

### **Technical Support and Administrative Activities**

1. RFPGs shall support and accommodate periodic presentations by the TWDB for the purpose of orientation, training, and retraining as determined and provided by the TWDB during regular RFPGRWPG meetings.
2. Attendance and participation of technical consultants at RFPG, subgroup,

- subcommittees, special and or other meetings and hearings including preparation and follow-up activities.
3. Developing technical and other presentations and handout materials for regular and special meetings to provide technical and explanatory data to the RFPG and its subcommittees, including follow-up activities.
  4. Administrative and technical support and participation in RFPG activities, and documentation of any RFPG workshops, work groups, subgroup and/or subcommittee activities.
  5. Technical support and administrative activities associated with periodic and special meetings of the RFPG including developing agendas and coordinating activities for the RFPG.
  6. Provision of status reports to TWDB for work performed under this Contract.
  7. Development of draft and final responses for RFPG approval to public questions or comments as well as approval of the final responses to comments on RFP documents.
  8. Intraregional and interregional coordination and communication, and or facilitation required within the FPR and with other RFPGs to develop a RFP.
  9. Incorporation of all required data and reports into RFP document.
  10. Modifications to the RFP documents based on RFPG, public, and or agency comments.
  11. Preparation of a RFP chapter summarizing Task 10 activities including review by RFPG and modification of document as necessary.
  12. Development and inclusion of Executive Summaries in both draft Regional Flood Plan and final RFP.
  13. Production, distribution, and submittal of all draft and final RFP-related planning documents for RFPG, public and agency review, including in hard-copy format when required.
  14. Assembling, compiling, and production of the completed draft Regional Flood Plan and Final Regional Flood Plan document(s) that meet all requirements of statute, 31 TAC Chapters 361 and 362, Contract and associated guidance documents.
  15. Submittal of the RFP documents in both hard copy and electronic formats to TWDB for review and approval; and all effort required to obtain final approval of the RFP by TWDB.

#### **Other Activities**

1. Review of all RFP-related documents by RFPG members.
2. Development and maintenance of a RFPG website or RFPG-dedicated webpage on the RFPG administrator's website for posting planning group meeting notices, agendas, materials, and plan information.
3. Limited non-labor, direct costs associated with maintenance of the RFPG website.
4. Development of agendas, presentations, and handout materials for the public meetings and hearings to provide to the general public.
5. Documentation of meetings and hearings to include recorded minutes and/or audio



recordings as required by the RFPG bylaws and archiving and provision of minutes to public.

6. Preparation and transmission of correspondence, for example, directly related to public comments on RFP documents.
7. Promoting consensus decisions through conflict resolution efforts including monitoring and facilitation required to resolve issues between and among RFPG members and stakeholders in the event that issues arise during the process of developing the RFP, including mediation between RFPG members, if necessary.
8. RFPG membership solicitation activities.
9. Meeting all posting, meeting, hearing and other public notice requirements in accordance with the open meetings act, statute, and 31 TAC §361.21 and any other applicable public notice requirements.
10. Solicitation, review, and dissemination of public input, as necessary.
11. Any efforts required, but not otherwise addressed in other SOW tasks that may be required to complete an RFP in accordance with all statute and rule requirements.

**Deliverables:**

- A completed Chapter 10 summarizing public participation activities and appendices with public comments and RFPG responses to comments.
- Complete draft Regional Flood Plan and final, adopted RFP documents.
- Any additional deliverables identified in the TWDB Flood Planning guidance documents.