

#

UPPER BRAZOS REGION 7 REGIONAL FLOOD PLANNING GROUP

Memorandum

To: Firms/Individuals Interested in Regional Water Planning
From: Piata Bryant or Kelly Davila, South Plains Association of Governments (administrative agent for Upper Brazos Flood Planning Group)
Date: January 4, 2021
Re: Consultant Selection Methodology

TIMELINE -

RFQ's issued/published: January 4, 2021

RFQ's due: February 5, 2021 by 5:00 pm

Consultant Subcommittee Review: Date TBD – tentatively February 22-26, 2021

Presentations and interview by UBRFPG: March/April 2021 UBRFPG (regularly scheduled meeting)

The Upper Brazos Regional Flood Planning Group (UBRFPG) is utilizing a subcommittee to perform the initial screening in the consultant selection process. This subcommittee is responsible for issuing RFQ's, reviewing written proposals, and recommending to the UPRFPG a short list of finalists for presentations and/or interviews with the entire group during the next regular UBRFPG meeting on April 2021. The final consultant selection will be made by the UBRFPG after presentations are completed.

Evaluation of Statements of Qualifications – Four general categories will be evaluated when reviewing Statements of Qualifications and proposals:

- 1) Team Organization
- 2) Firm's Experience
- 3) Project Approach
- 4) Capacity to Perform Services

UPPER BRAZOS REGIONAL FLOOD PLANNING GROUP (UBRFPG), REGION 7
REQUEST FOR STATEMENT OF QUALIFICATIONS
TO PREPARE REGIONAL FLOOD PLAN FOR REGION 7 FLOOD PLANNING AREA
AS DEFINED BY 31 TAC CHAPTERS 361 & 362

The Region 7 Upper Brazos Regional Flood Planning Group (UBRFPG) acting through the South Plains Association of Governments (SPAG) invites all qualified parties to submit a statement of qualifications for preparing a Regional Flood Plan for the Upper Brazos Regional Flood Planning Group (Region 7 as defined by 31 TAC Chapters 361 & 362).

In 2019, the Texas Legislature and Governor Abbott expanded the authority of the Texas Water Development Board to administer a new State and Regional Flood Planning process. The 15 regions designated in Texas are based on river basins and Region 7, also known as the Upper Brazos Flood Planning Region. At the first meeting of the Region 7 Upper Brazos Flood Planning Group on October 29, 2020, the group designated SPAG to be the Political Subdivision coordinating the activities of Region 7. This will include activities for SPAG similar in nature to our role as the Political Subdivision for Region O Regional Water Planning. This includes applying for a grant to TWDB, entering into a contract with 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 7 and delivering a Region 7 Upper Brazos Flood Plan to the Texas Water Development Board no later than January 10, 2023.

Region 7, Upper Brazos includes the following counties:

Archer, Bailey, Baylor, Borden, Callahan, Castro, Cochran, Crosby, Dawson, Dickens, Eastland, Fisher, Floyd, Garza, Hale, Haskell, Hockley, Jones, Kent, King, Knox, Lamb, Lubbock, Lynn, Mitchell, Nolan, Parmer, Scurry, Shackelford, Stephens, Stonewall, Swisher, Taylor, Terry, Throckmorton and Young.

Under the direction of the Region 7 Upper Brazos Regional Flood Planning Group, the consultant shall prepare a regional flood plan. The consultant shall also assist the UBRFPG in preparing the appropriate scope of work that adequately addresses all tasks in 31 TAC 361 and contains the elements for a scope of work as defined in 31 TAC 362, i.e., the description of tasks, responsible parties, schedule and description of deliverables.

In addition to the technical role, the consultant shall assist the UBRFPG's political subdivision (SPAG) in the preparation of applications for financial assistance, 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.

Consultants submitting qualifications should be familiar with the rules 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 rules contain specific time frames, deadlines and requirements for making applications for state financial assistance for the development of 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 UBRFPG 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 respondents.

The statement of qualifications should be no more than 30 pages in length, including cover letter and resumes of team members. Responses should address the following items and must be organized accordingly:

1. Team Organization:
 - a) Provide an organizational chart that identifies roles and responsibilities of individual team members. Include the location, size and description of your firm and services offered and the location, size and description of any sub-consultants that may be employed as part of the project team.
 - 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 and assistant project manager and describe his or her role.
 - c) Identify all staff and team members that will work on this project. Include their professional licenses, certifications, qualifications, and related experience including their respective roles, and resumes.

2. Firm's Experience – State and Regional Water Planning in Texas:
 - a) Describe your firm's experience and involvement in flood planning and projects conducted within the State of Texas.
 - b) Describe your firm's experience and involvement in the State and Regional Water Planning process in Texas.
 - c) Describe your firm's experience with flood resilience modeling in the State of Texas particularly identifying existing and future flood risk analyses, flood mitigation strategies and projects within the 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 at least five (5) projects similar to the size and scope discussed herein (<http://www.twdb.texas.gov/flood/planning/index.asp>), 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 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 planning;
- v. Familiarity and experience with flood planning grant administration and timely and comprehensive invoicing requirements;
- vi. Knowledge of statutory and regulatory policies, Texas Water Law and related issues to facilitate floodplain management and flood mitigation planning and implementation;
- vii. Familiarity and experience with flood infrastructure financing analysis
- viii. Demonstrate the ability to provide Geographic Information System (GIS) database and mapping deliverables;
- ix. Development of flood mitigation strategies to address future needs.

3. Project Approach:

The regional flood plan shall consist of the same guiding principles as the state's flood plan as outlined in the Texas Administrative Code, Title 31, Part 10, Chapter 362, Subchapter A, Rule §362.3

([https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=31&pt=10&h=362](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=31&pt=10&h=362)). There are thirty-nine (39) guiding principles to be addressed/satisfied by the plan and the plan cannot negatively affect a neighboring area.

- a) Describe your firm's approach to executing the work associated with this project.

4. 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 region.
- b) The capability of your firm to commit necessary resources, including percentage of project team's time, to the project in order to meet the statutory project schedule (<http://www.twdb.texas.gov/flood/planning/index.asp>).
- c) Describe your firm's ability to complete projects without significant cost escalations or overrun.

Any additional information you would like the UBRFPG to be aware of or which you feel might have a direct bearing on your firm's qualification to perform the project.

SELECTION

The selection of the successful firm(s) shall be accomplished by a vote of the UBRFPG. The UBRFPG sub-committee will review written proposals and recommend a short list of firms to make formal presentations to the UBRFPG at the February 2021 regular meeting.

SELECTION CRITERIA

Category	Maximum Points
1. Team Organization	25
2. Firm's Experience	25
3. Project Approach	35
4. Capacity to Perform	15
Total	100

SCHEDULE

The tentative timeline for the RFQ process is listed below:

January 4, 2021 - Approve, Advertise and mail notices for Request for Statement of Qualifications (RFQ)

February 5, 2021 - Statement of Qualifications due to SPAG by 5:00 pm

February 22-26, 2021 – Consultant Subcommittee Meeting to review RFQs and prepare tentative recommendation in March 2021 to the UBRFPG of short-listed firms for presentations and/or interviews

March -April 2021 – Presentations and interview will be conducted by the UBRFPG. Firms will be notified 1-2 weeks prior to the UBRFPG meeting date to ensure travel arrangements/arrangements may be made.

ACKNOWLEDGEMENTS

The submittal either as part of the Statement of Qualifications or the cover letter shall provide the following acknowledgements:

- Acknowledgements that, if selected, you will prepare and make a presentation to the UBRFPG;
- Acknowledgements that, if selected, the key individuals of the proposed team will not be changed without the written approval of the UBRFPG;
- Acknowledgements that, if selected, you will conform to the TWDB rules and requirements for grant funding and timely and comprehensive invoicing to include any and all sub-consultants if utilized.

SUBMISSION

Submission requirements are as follows:

- One (1) electronic copy in PDF format shall be delivered to: SPAG, Administrative Agent of the UBRFPG:

**Piata Bryant/Kelly Davila
South Plains Association of Governments
PO Box 3730
Lubbock, Texas 79452
OR
1323 58th Street
Lubbock, Texas 79412**

**pbryant@spag.org kdavila@spag.org
806.762.8721**

- The deadline for responses to this request is **5:00 pm, Friday, February 5, 2021**
- The statement of qualifications should be no more than 30 pages in length, including cover letter and resumes of project team members.
- Any questions or requests for additional information should be directed to:

**Piata Bryant or Kelly Davila
South Plains Association of Governments
pbryant@spag.org or kdavila@spag.org
806.762.8721**