

Trinity River Authority of Texas



General Office

June 22, 2026

Re: Region C Water Planning Group
Region C RWPG Technical Services
Request for Proposals

Dear Sir or Madam:

The Trinity River Authority of Texas (Authority) is the designated Political Subdivision (*i.e.*, administrator) for planning activities associated with seventh-round regional water planning under Senate Bill 1 for the Region C Regional Water Planning Group. In that capacity, it invites qualified firms to respond to a Request for Qualifications (RFQ) to provide technical consulting services associated with the above-referenced Project. Upon selection of firms deemed qualified, the Authority will solicit specific proposals for the services required.

The associated RFQ includes a general description of the services required, basic requirements for submittal of qualifications, an outline of the requirements for the content of the qualifications to be submitted and ranking criteria. If your firm is interested in submitting its qualifications, please submit three hard copies to my attention by the time and date shown below.

To be considered, qualifications must be received by 5 pm on July 20, 2026.

Sincerely,

ALEXIS S. LONG
General Counsel
Trinity River Authority of Texas
By and on behalf of the Region C Water Planning Group

P.O. Box 60
Arlington, Texas 76004-0060
(817) 467-4343



Trinity River Authority of Texas

Request for Qualifications

Professional Services

2031 Regional Water Plan
Region C Water Planning Group

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SECTION 1: INTRODUCTION

The Trinity River Authority of Texas (Authority) is a reclamation and conservation district of the State of Texas, created by TEX. REV. CIV. ANN. art. 8280-188, and operating pursuant to special and general law. Having been designated by the Region C Water Planning Group (RCWPG) as that group's administrator for seventh-round regional water planning, the Authority invites the submission of a Statement of Qualifications (SOQ) from interested prime consulting firms (Firms or Firm) for the execution of the associated scope ([Attachment A](#)). Firms are the main focus of this SOQ process; do not provide a SOQ with multiple Firms (*i.e.*, teams). The qualification will be for the full time required to create the 2031 Region C Regional Water Plan. Firms are encouraged to submit qualifications and contact information in response to this Request for Qualifications (RFQ) to assist the Authority in creating a list of Firms that may be qualified to perform the scope required. Please note, this qualification process is only for professional services in compliance with 30 Tex. Admin. Code § 292.13(4). Once a Firm has been deemed qualified, it will be invited to respond to provide a specific proposal. This two-step process is unique to river authorities and required by the rules of the Texas Commission on Environmental Quality.

Please follow the instructions provided in this document and return a SOQ no later than July 20, 2026 by 5:00 pm. Please mail or deliver three hard-copy SOQs to:

Alexis S. Long
General Counsel
Trinity River Authority of Texas

Mailing Address: P.O. Box 60
Arlington, Texas 76004-0060

Physical Address: 5300 South Collins
Arlington, Texas 76018-1710

SECTION 2: SCHEDULE

The following anticipated schedule is subject to change. SOQ submittals received after the due date, specified below or by addenda, shall be rejected and listed as non-responsive.

Issue Request for Qualifications (RFQ)	Monday, June 22, 2026
Deadline for Additional Questions	Monday, June 29, 2026 by Noon
SOQ Submission Due	Monday, July 20, 2026 by 5:00 pm
Notification of Qualified Firms	Monday, July 27, 2026 by Noon

SECTION 3: PROFESSIONAL SERVICES REQUIRED

The Authority seeks firms qualified to execute the Scope of Work for seventh-round regional water planning as set forth in [Attachment A](#), hereto.

SECTION 4: QUALIFICATION EVALUATION AND SELECTION PROCESS

A. Two-Phased Selection Process

Selection of consulting Firms for Authority professional services will be conducted in a **two-phased** process pursuant to 30 TEX. ADMIN. CODE § 292.13(4). In the event only one firm submits qualifications, the Authority may forego a request for proposals. A Firm must first be qualified for service in order to receive a request for proposals (RFP).

(1) Phase One – RFQ/Qualification Phase

- (a) Submission of Statement of Qualifications (SOQ) – Interested Firms must submit a completed SOQ in response to this RFQ that includes the following: front cover identifying submitting Firm; completed *SOQ Form A* signed by an authorized representative; completed *SOQ Forms B and C*; Quality Management program; and all required supporting documentation referenced therein. SOQs must be submitted in full by the *Submission Due* deadline set forth in *Section 2: Schedule*.
- (b) Qualification Team Evaluation – Authority's appointed qualification team will review, evaluate and rank SOQs and supporting documentation submitted by each interested Firm in accordance with the numerical evaluation criteria set forth in *Section 4.C. Evaluation Criteria*.
- (c) Notice to Qualified Firms – Authority anticipates concluding the RFQ evaluation and review process within the time set forth in *Section 2: Schedule*. Upon completion of the review and evaluation process described herein, the Authority shall provide written notice to all submitting Firms as to whether they are determined qualified or not. Qualified Firms will be invited to participate in *Phase Two – RFP Selection Phase*, the RFP Phase of the selection process for the contemplated scope of work.

(2) Phase Two – RFP Selection Phase

Firms determined in *Phase One* by the Authority to be qualified will be invited by RFP to propose on the scope of work.

B. Evaluation for Qualification Selection

The qualification team shall evaluate interested Firms based on the evaluation criteria and assign scoring points for each criterion listed in *Section 4.C. Evaluation Criteria*. Only a maximum of three Firms that achieve the highest number of points overall will be considered for invitation to submit a proposal in response to an RFP consistent with the selection process.

- (1) Responding Firms may submit a single SOQ in the form described herein.

- (2) Qualification will be based on the submitted information.
- (3) Each SOQ is for one responding Firm only. If two Firms have recently merged and are operating as one consulting Firm, then only one SOQ can be submitted. The listed experience of both Firms within the last five years may be included in the SOQ.
- (4) Responding Firms must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection.
- (5) A submitting Firm's score shall be made available to that Firm upon request.
- (6) All SOQs are subject to Texas Public Information Act requests in their entirety.
- (7) The decision of the Authority shall be final and shall not be subject to appeal.

C. Evaluation Criteria

Firms submitting a SOQ that does not comply with the instructions in this RFQ shall be disqualified from consideration. The evaluation criteria are defined herein and the scoring points of each criterion are provided in parentheses that total 200 points as follows:

- (1) Firm's Professional Qualifications (80 points) – Firms applying for qualification are required to demonstrate technical qualifications to perform professional services contemplated. Additionally, please provide a minimum one-page summary of the Firm's general qualifications and technical capabilities. The Firm must have at least one fully functioning office within Texas that operates and maintains qualified and licensed staff with the Texas Board of Professional Engineers for the services to be performed.
- (2) Firm's Experience (80 points) – Firms applying for qualification are required to demonstrate experience to perform professional services as required.
- (3) Firm's Approach to Quality Management (40 points) – Each Firm is expected to provide services to the Authority with a commitment to quality. Provide a description of the Firm's approach to quality, including but not limited to the Firm's company-wide written Quality Management Plan, the Firm's company-wide Quality Officer, and integration of the Firm's Quality Management guidelines and procedures into all phases of a project. Evidence of a formalized, documented and previously used Quality Management program is required for this SOQ.

SECTION 5: SUBMITTAL INSTRUCTIONS

A. Format Requirements

The SOQ shall follow the outline given in *Section 5.C. Submittal Checklist* with the following requirements:

- (1) *Acknowledgement and Information Form - SOQ Form A* shall be signed (electronic signature is acceptable) by the Firm's authorized representative. Include *SOQ Form A* in the SOQ **immediately** following the front cover that identifies the submitting Firm's name.
- (2) Experience Information:
 - (a) Complete a separate *Firm Experience Form - SOQ Form B*. List a minimum of three projects in which your Firm has contracted with a municipality, the Authority, or other governmental agency as a Prime Consultant to perform professional services that have been completed within the last five years or are currently in progress. Provide client contact references, and a brief description of the overall project. Include the Firm's prime role, list key project team members and their roles, and specify which aspects of the project were their direct responsibility.
 - (b) *SOQ Forms A, B and C do count as part of the 15-page limit. The Personnel/Organization Chart do not count toward the 15-page limit.*
- (3) Additional requirements:
 - (a) Minimum Arial font size shall be 11 pt.
 - (b) No margin shall be less than ½ inch.
 - (c) The entire SOQ submittal shall not exceed 15 pages, excluding front and back cover, tabs, or divider pages (section identifier text only). However, divider pages will count towards the 15 pages if they contain graphics, text, or images.
 - (d) Any supplemental information, in addition to the information requested in the three required SOQ Forms, should follow format requirements and will be counted toward the 15-page limit.
 - (e) *Submit three hard copies of the SOQ. Please make sure all pages include the firm name and page number on every single page.*

B. Communications

Carefully examine the RFQ documents and report any errors, omissions, discrepancies or clauses requiring clarification. Do not rely on oral responses to requests for clarification.

- (1) Requests for Clarification: All requests for clarification should be clearly communicated and submitted in writing.

- (2) Addenda: The Authority reserves the right to amend this RFQ at any time up until the due date. Any amendments to or interpretations of the RFQ shall be described in written addenda. All addenda shall become part of the RFQ and will be deemed acknowledged by Successful Proposer. If the Authority determines that the addenda may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that the Authority determines will allow sufficient time to revise proposals. Any new due date shall be included in the addenda.
- (3) Deadline for Questions: All questions must be in writing and submitted by Monday, June 29, 2026 at 12:00 pm (noon).
- (4) RFQ/SOQ Communications:
 - (a) Communication in connection with the RFQ and selection process clarification is permitted only for the purpose of obtaining a copy of this RFQ and related forms or to submit a written question or request for clarification as set forth in *Section 5.B*.
 - (b) During the selection process, submitting Firms or their representatives are prohibited from communicating with any Authority officials, Board Members or employees except as identified above regarding the RFQ, from the time the RFQ is released until the notification of qualified Firms is posted.
 - (c) This prohibition on communication includes “thank you” letters, phone calls, emails (unless as described through *Section 5.B.1*) and any contact that results in the direct or indirect discussion of the RFQ or SOQ submittal by Firms.
 - (d) Be aware that a violation of this provision by the submitting Firm or their representative could lead to disqualification of the submitting firm’s SOQ.
- (5) SOQ Submittal: Deadline for SOQ submittal is Monday, July 20, 2026 at 5:00 p.m.

C. Submittal Checklist

SOQs should be organized in the following format to facilitate evaluation and to ensure full consideration.

- ☐ SOQ Front Cover – The front cover of the SOQ must identify the submitting professional Firm’s name.
- ☐ Submitting Firm Acknowledgement and Information – Provide a completed *SOQ Form A* - signed by an authorized representative of the submitting Firm.
- ☐ Table of Contents – The inclusion of a table of contents is optional and will count towards the 15-page limit.
- ☐ Firm’s Qualifications – Provide a minimum one-page summary of the Firm’s general qualifications and technical capabilities. Confirm at least one fully functioning office within

Texas with qualified and licensed staff with the Texas Board of Professional Engineers.

- Firm's Experience – Provide a completed *SOQ Form B*. If the projects listed in *SOQ Form B* did not result in a project, submit a *SOQ Form C (Alternate)*.
- Quality Management - Provide a narrative that describes the Firm's company-wide approach to quality, including but not limited to philosophy, personnel, guidelines, procedures and documentation.

Attachment A Scope of Work

Task 2A - Non-Municipal Water Demand Projections

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to be combined with Task 2B and included in the 2031 RWP that describes the projected population and water demands in the RWPA.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.31.

TWDB staff will develop draft non-municipal water demand projections for 2030-2080 for all water demand categories unrelated to population (mining, manufacturing, irrigation, steam-electric power, and livestock) based on the 2027 State Water Plan projection growth rates updated in some cases based on revised methodologies or the most recent TWDB historical water use estimates. This includes the addition of data center water use in the manufacturing category.

TWDB staff will provide draft water demand projections with supporting data for all associated non-municipal water user groups (WUGs) to the RWPGs for their review and input. Each RWPG will review the draft projections and may provide input to the TWDB or request specific changes to the draft projections from TWDB along with justifications and supporting data as specified in the guidance document General Guidelines for Development of the 2031 Regional Water Plans. The emphasis of this effort will be on identifying appropriate revisions based on relevant changed conditions that have occurred since the development of the projections used in the 2027 State Water Plan.

If adequate justification is provided by the RWPG to the TWDB, draft water demand projections may be adjusted by the TWDB in consultation with the Texas Department of Agriculture, Texas Commission on Environmental Quality, and Texas Parks and Wildlife Department. Once RWPG input and requested changes are considered, final water demand projections will be adopted by the TWDB's governing Board (Board). The adopted projections will then be provided to each RWPG. Planning groups must use the Board-adopted projections when preparing their RWPs. TWDB will directly populate the state water planning database (RWP32) with all WUG-level projections and make related changes to RWP32 based on Board-adopted projections.

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

1. Receive and make publicly available the draft non-municipal water demand projections provided by the TWDB.
2. Evaluate draft non-municipal water demand projections provided by the TWDB.
3. Review comments received from local entities and the public for compliance with TWDB requirements.
4. Prepare detailed feedback on draft non-municipal water demand projections, as necessary, including justification and documentation supporting requested changes from the RWPG and/or local entities with a focus on relevant changed conditions that have occurred since the development of the projections used in the 2027 State Water Plan.

5. Submit numerical requests for revisions of draft non-municipal water demand projections by the requested deadline in an electronic tabular template provided by the TWDB along with required documentation and justification of requested revisions from the RWPG, , in accordance with the contract guidance document General Guidelines for Development of the 2031 Regional Water Plans.
6. Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
7. Assist the TWDB, as necessary, in resolving final allocations of water demands to WUGs to conform with any control totals defined by the TWDB, for example, by county and/or region.
8. Update WWP contractual obligations to supply water to other entities and report this information along with projected demands, including within RWP32 and within any planning memorandums or reports, as appropriate.
9. Review the TWDB WUG Demand report(s) from RWP32 and incorporate these agency planning database report(s) (including as populated by the RWPG consultant), unmodified, into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB RWP32 reports, by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application, as specified in the contract guidance document General Guidelines for Development of the 2031 Regional Water Plans.
10. Prepare non-municipal water demand projection summaries for each WUG and for each planning decade, using final, Board-adopted projections and incorporate into the IPP and final RWP. This may be in the form of a RWPG-created data table or by including a PDF copy of the relevant RWP32 report — referenced in item 9 above— within the IPP and final RWP. Any RWPG-created data tables should match the appropriate final data as reported by RWP32.
11. Modify any associated non-municipal water demand projections for MWPs, as necessary based on final, Board-adopted WUG water demand projections.
12. Review aggregated water demand projections for MWPs provided by the TWDB. This will include retail demand data if the MWP is a WUG, and contract demand data based on data entered by the planning group into RWP32 if the MWP is a WWP.
13. Summarize and present projected water demands for MWPs by category of use for each planning decade and incorporate this table into the IPP and final RWP.
14. Disseminate the chapter document and related information to RWPG members for review.
15. Modify the chapter document based on RWPG, public, and/or agency comments.
16. Submit the chapter document to the TWDB for review and approval; and
17. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

Deliverables: A completed Chapter 2 (including work from both Tasks 2A and 2B) presenting the projected population and water demands must be included in the IPP and final 2031 RWP.

Task 2B - Population and Municipal Water Demand Projections

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to be combined with Task 2A and included in the 2031 RWP that describes the projected population and water demands in

the RWPA.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must include all work necessary to meet all the requirements of 31 TAC §357.31.

TWDB staff will prepare a new municipal WUG entity list including collective reporting units for each RWPG based on the WUG criteria under 31 TAC §357.10(43) with associated historical population, water use estimates including reuse, and Gallons Per Capita Daily (GPCD) and provide them to RWPGs for their review and input. Historical net use and GPCD estimates will be calculated with a revised method that includes reuse intake and sales. Reported reuse for agriculture and industrial categories will be excluded from calculations to avoid potentially double counting. Baseline GPCDs will be updated to reflect the inclusion of reuse. This ensures a more accurate reflection of actual water demands and comparability to reported existing supplies.

RWPGs will then review the draft municipal WUG list and associated data and provide input to the TWDB or request specific changes to the WUG list including water systems included in collective reporting unit list and changes/corrections to historical population, water use estimates including reuse, GPCDs, or WUG names.

Once the municipal WUG list is finalized TWDB staff will develop draft population and associated municipal water demand projections for 2030-2080 for all municipal WUGs using updated county-level population projections from the Texas Demographic Center and region-county-WUG proportions based on the 2027 State Water Plan projections.

TWDB staff will provide draft population projections and associated water demand projections for all municipal WUGs based on utility service boundaries to RWPGs for their review and input. If adequate justification is provided by the RWPGs to the TWDB, draft population and/or municipal water demand projections may be adjusted by the TWDB in consultation with Texas Department of Agriculture, Texas Commission on Environmental Quality, and Texas Parks and Wildlife Department. Once planning group input and requested changes are considered, final population and associated municipal water demand projections will be adopted by the Board. The adopted projections, based on utility service areas, will be provided to RWPGs. RWPGs must use the Board-adopted projections when preparing their RWPs.

TWDB will directly populate RWP32 with all WUG-level projections and make related changes to RWP32 if revisions are made.

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

1. Receive and review a draft municipal WUG entity list and detailed public water system list within each collective reporting unit provided by the TWDB and submit identified corrections to WUG-water systems relations or WUG names to the TWDB by the requested deadline. Once finalized, the municipal WUG entity list will be populated into RWP32.
2. Receive and review historical population, water use estimates including reuse, and GPCDs provided by the TWDB and submit identified corrections to the TWDB.
3. Receive and make publicly available the draft population and associated municipal water demand projections provided by the TWDB that are based on utility service areas.
4. Evaluate draft population, baseline GPCDs that include reuse, Plumbing Code Savings (PC Savings) and associated municipal water demand projections provided by the TWDB.

5. Review and summarize comments received from local entities and the public for compliance with TWDB requirements.
6. Provide detailed revision requests to the TWDB for population, GPCDs, PC Savings and associated municipal water demand projections, as necessary, including justification and documentation, if needed, supporting suggested changes with a focus on relevant changed conditions that have occurred since the development of the projections used in the 2027 State Water Plan.
7. Submit numerical requests for revisions of draft population, GPCDs, PC Savings and municipal water demand projections by the requested deadline in an electronic tabular template provided by the TWDB along with required documentation and justification of requested revisions from the RWPG in accordance with the contract guidance document General Guidelines for Development of the 2031 Regional Water Plans.
8. Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
9. Assist the TWDB, as necessary, in resolving final allocations of population and municipal water demands to WUGs to conform with any control totals defined by the TWDB, for example, by county and/or region.
10. Update WWP contractual obligations to supply water to other entities and report this information along with projected demands including within RWP32 and within any planning memorandums or reports, as appropriate.
11. Review the TWDB WUG Population and WUG Demand reports from RWP32 and incorporate these agency planning database report(s) (including as populated by the RWPG consultant), unmodified, into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB RWP32 reports, by reference, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application, as specified in the contract guidance document General Guidelines for Development of the 2031 Regional Water Plans.
12. Prepare population and municipal water demand projection summaries for each WUG and for each planning decade, using final, Board-adopted projections, and incorporate into the IPP and final RWP. This may be in the form of a RWPG-created data table or by including a PDF copy of the relevant RWP32 report — referenced in item 11 above— within the IPP and final RWP. Any RWPG-created data tables must match the appropriate final data as reported by RWP32.
13. Modify any associated population and municipal water demand projections for MWP, as necessary based on final, Board-adopted WUG population and water demand projections.
14. Review aggregated water demand projections for MWP provided by the TWDB. This will include retail demand data if the MWP is a WUG, and contract demand data based on data entered by the RWPG, into RWP32 if the MWP is a WWP.
15. Summarize and present projected water demands for MWP by category of use for each planning decade and incorporate this table into the IPP and final RWP.
16. Disseminate the chapter document and related information to RWPG members for review.
17. Modify the chapter document based on RWPG, public, and/or agency comments.
18. Submit the chapter document to the TWDB for review and approval.

19. Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

Deliverables: A completed Chapter 2 (including work from both Tasks 2A and 2B) presenting the projected population and water demands must be included in the IPP and final 2031 RWP.

Task 10 - Public Participation and Plan Adoption

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to address public participation, public meetings, eligible administrative and technical support activities, and other requirements and activities eligible for reimbursement, complete and submit a Technical Memorandum, IPP, and final RWP, and obtain TWDB approval of the RWP.

In addition to generally meeting all applicable statute requirements governing regional and state water planning this portion of work must, in particular, include all technical and administrative support activities necessary to meet all the requirements of 31 TAC Chapters 355, 357, and 358 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 a Technical Memorandum, IPP, and final RWP to TWDB and obtain approval of the final RWP by the TWDB.

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

A. Plan Development Activities

1. Organize, support, facilitate, and document all meetings and hearings associated with activities necessary and eligible to complete and submit a Technical Memorandum, IPP, and final RWP to the TWDB, including but not limited to: regular RWPG meetings, committee meetings, or subcommittee meetings; pre-planning meeting; meetings associated with revision of draft projections; public meeting for the consideration of the process for identifying potentially feasible water management strategies and the presentation of the analysis of infeasible water management strategies; consideration of a substitution of alternative water management strategies; public hearing on the IPP; adoption of the final RWP, and consideration of RWP amendments, alternative WMS substitutions, or TWDB Board-directed revisions.
2. Include a deliberate discussion on how the planning group will conduct interregional coordination and collaboration regarding water management strategies during the preplanning meeting required under 31 TAC §357.12(a)(1).
3. Collect and evaluate information, including any information gathering surveys from water suppliers or WUGs, (e.g., on existing infrastructure; existing water supplies; potentially feasible water management strategies) and/or maintenance of contact lists for regional planning information in the region.
4. Conduct and/or enhance existing outreach specifically to rural entities in the planning area to collect and evaluate information to support plan development, including keeping track of which rural entities were contacted by the RWPG/Consultant and which entities were not responsive to RWPG contact efforts. Chapter 10 of the IPP and final RWP must include a summary of the region's rural outreach efforts and a list of non-responsive rural entities. The TWDB will provide a list including entities that meet the rural political subdivision definition per Texas Water Code Sec. 15.001(14) and public water systems that fall within each municipal county-other WUG. Particular emphasis should be placed on outreach to those rural-serving public water systems that 1) have self-reported water use restrictions to TCEQ due to water supply issues during the current planning cycle; 2) have self-reported to TCEQ having less than 180 days of water supply remaining during the current planning cycle; 3) have not previously engaged in the regional planning process; and 4) have already been identified as facing

significant near-term shortages under drought conditions in previous regional water plans. TWDB may provide outreach tools that are optional for use in plan development.

5. Conduct intraregional and interregional coordination and communication, and or facilitation required within the RWPA and with other RWPGs to develop a RWP including with water suppliers or other relevant entities such as groundwater conservation districts, WUGs, and or WWPs. This includes gathering and documenting information on potential interregional opportunities or issues.
6. Incorporate all required RWP32 reports (including as populated by the RWPG consultant) into the Technical Memorandum. The IPP and final RWP must incorporate these standard TWDB RWP32 reports, by reference in the Executive Summary, as part of the regional water plan by including links to TWDB Database Reports application and inform the reader that the report may be accessed via that application. Additional specifications are provided in the General Guidelines for Development of the 2031 Regional Water Plans.
7. Develop and include an Executive Summary in both the IPP and final RWP, not to exceed 30 pages.
8. Make modifications to the RWP documents based on RWPG, public, and/or agency comments.
9. Prepare a RWP chapter summarizing Task 10 activities including review by the RWPG and modification of document as necessary.
10. Prepare and transmit correspondence, for example, directly related to public comments on RWP documents.
11. Develop draft and final responses for RWPG approval to public questions or comments as well as approval of the final responses to comments on RWP documents.
12. Produce, distribute, and submit all draft and final RWP-related planning documents for the RWPG, public and agency review, including in hard-copy format when required.
13. Provide a copy of proposed final responses to TWDB's comments on the IPP, and the resulting revisions to the plan necessary to address TWDB comments, to the TWDB for review and concurrence, prior to final plan adoption by the RWPG.
14. Assemble, compile, and produce the completed IPP and final RWP documents that meet all requirements of statute, 31 TAC Chapters 355, 357 and 358, regional water planning contract and associated contract guidance documents.
15. Submit the RWP documents in required formats to the TWDB for review and approval, by the deadlines listed in Section I Article I of the contract and make all efforts required to obtain final approval of the RWP by the TWDB.

B. Technical Support and Administrative Activities

1. 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 RWPG meetings.
2. Consider recommendations in the Administrative Guidance for RWPG Sponsors (Designated Political Subdivisions), as prepared and updated by the TWDB.
3. Technical consultants must attend and participate in TWDB-provided RWP32 trainings, including individualized trainings and review of technical and data-related contract guidance documents in the

TWDB regional water planning contract.

4. Develop agendas, presentations, and handout materials for the public meetings and hearings to provide to RWPG members and the public.
5. Technical consultants must attend and participate in RWPG, committee, subcommittee, and other meetings and hearings necessary for RWP development including preparation and follow-up activities.
6. Develop technical and other presentations and handout materials for RWPG meetings and hearings to provide technical and explanatory data to the RWPG and its subcommittees, including follow-up activities.
7. Perform administrative and technical support, including coordination of and participation in RWPG activities, and documentation of any RWPG meetings, hearings, workshops, workgroups, subgroup and/or subcommittee activities.
8. Provide status reports to the TWDB for work performed under this Contract.
9. Meet all public notice requirements in accordance with the Texas Open Meetings Act, statute, 31 TAC §357.21, and any other applicable public notice requirements.

C. Other Activities

1. Develop and maintain a RWPG website or RWPG-dedicated webpage on the RWPG administrator's website for posting planning group meeting notices, agendas, materials, and plan information.
2. Perform maintenance of the RWPG website; reimbursement is limited to non-labor, direct costs.
3. Document meetings and hearings to include recorded minutes and or audio recordings as required by the RWPG bylaws and archiving and providing minutes to public.
4. Promote consensus decisions through conflict resolution efforts including monitoring and facilitation required to resolve issues between and among RWPG members and stakeholders in the event that issues arise during the process of developing the RWP, including mediation between RWPG members, if necessary.
5. Perform RWPG membership solicitation activities.
6. Solicit, review, and disseminate public input, as necessary.
7. Perform any additional efforts required, but not otherwise addressed in other scope of work tasks that may be required to complete a RWP in accordance with all statute and rule requirements.

Deliverables:

- A draft Chapter 10 summarizing public participation activities to date included in the IPP.
- A completed Chapter 10 summarizing public participation activities and appendices with public and agency comments and RWPG responses to comments in the final 2031 RWP.
- A complete IPP and final 2031 RWP.



SOQ FORM – A

ACKNOWLEDGEMENT & INFORMATION FORM

SUBMIT ONE ORIGINAL AND TWO COPIES OF SOQ

Re: RFQ for 2031 Regional Water Plan Date Submitted: _____

Information:

Submitting Firm Name: _____

Local Address: _____

City/State/Zip Code: _____

Telephone No: _____

Contact Representative Name: _____

Contact Representative Title: _____

Contact Email Address: _____

Local Office(s): Number of Local Employees _____ ☐ Texas Licensed PEs _____

Type of Firm:

☐ Corporation ☐ Partnership ☐ Individual ☐ Other: _____

Federal Employer Identification Number: _____

Texas Board of Professional Engineers Firm Registration:

Number: _____ Expiration Date: _____

Blanket Professional Liability Insurance: No ☐ Yes ☐ Amount \$ _____

Additional:

☐ Yes ☐ No Check if a Certified Historically Underutilized Business firm.

Certified by: _____

List of Branch Offices in Texas (Address, City and Zip): _____

The information provided above is true and accurate to the best of my knowledge and this firm is duly authorized to conduct business in the State of Texas. Furthermore, we understand that failure to complete the Statement of Qualification forms and required documents may subject this firm to elimination from the selection process.

Authorized Representative Signature: _____ Date: _____

Authorized Representative Title: _____

Representatives Printed Name: _____

Texas Professional Engineer's License No.: _____ Expiration Date: _____

SOQ FORM B - FIRM EXPERIENCE FORM

Firm Name: _____

Describe Firm experience in water resources planning. Utilize additional pages for additional project experience. Submit separate forms for each Category.				
Reference Contact Information	Project Name, Location, Key Staff, and Description	Role: Prime / Sub	Completion	
			%	Year

Project Reference

Evaluation Criteria Form: Similar Projects and Past Performance

If the projects listed in SOQ Form B did not result in a project, then please provide the Authority with the following information:

[illegible]