



Upper Guadalupe River Authority

Request For Proposal

Date released: January 27, 2025

The Upper Guadalupe River Authority (UGRA) extends this Request for Proposal (RFP) to develop a flood warning system for Kerr County, Texas.

Background

The Legislature created UGRA in 1939 as a conservation and reclamation district responsible for the control, storage, preservation, and distribution of the waters of the upper Guadalupe River and its tributaries within Kerr County. Among other actions, UGRA's enabling legislation authorizes UGRA "to prevent or aid in the prevention of damage to person or property from the waters of the Guadalupe River and its tributaries." Throughout its history, UGRA has engaged in flood warning and prevention of damage from flooding through the development and support of a county wide rain gage network, support of river flow and rainfall sensing equipment, flood warning education, and the development of a preliminary engineering study for a county wide flood warning system. Additionally, the UGRA Strategic Plan was amended in January 2023 to include the goal, "evaluate and implement resources for flooding warning in the Guadalupe River watershed."

Project Scope

The scope of services will include the evaluation of existing flood warning resources in Kerr County and the development of a flood monitoring web portal that will aggregate existing relevant data sources. UGRA's goal for this project is to develop a Kerr County specific data resource that can be accessed by defined users (i.e. UGRA staff, local emergency management personnel, flood risk property owners) to improve flood warning to the public.

Task 1: Inventory and evaluate existing data sources relevant to flood warning (i.e. rainfall, flow, radar, flood inundation mapping, predictions).

Task 2: Recommend software solution to aggregate existing data sources and maximize public benefit. Include summary of ongoing tasks, expertise, equipment, and estimated cost to maintain platform. Incorporate feedback from UGRA and partners on recommendations.

Task 3: Implement software solution that combines all data sources into a single platform that can be accessed by multiple users through a web portal. Develop user manual for UGRA staff and partners to utilize system.

Task 4: Evaluate existing equipment to monitor rainfall, flow, water level, and other data sources and recommend needed repairs or updates. Evaluate spatial representation of relevant data sources and recommend type and location of additional sensors to improve flood warning data in Kerr

County. Include cost of equipment, installation, and maintenance of recommended improvements. Incorporate feedback from UGRA and partners on recommendations. Summarize recommendations in report format.

Minimum Submission Requirements

Interested firms are invited to submit materials that demonstrate their approach to complete the project described in this proposal. Documentation should be limited to fifteen pages in length (size 12 font) including cover letter, any appendices, or other materials. Resumes do not count toward the page length. The proposal should include the following:

- Identification of the firm responding to the RFP. The location of the office headquarters of the firm should be indicated, as well as the location of each firm team member's office where work on this project will be performed.
- A brief description of services offered by the firm.
- A summary demonstrating the firm's qualifications to satisfy all the technical areas identified above.
- A representative list of completed projects of a scale and complexity similar to the project that is being considered by UGRA, including a representative list of clients with contact names.
- List of key firm personnel proposed to work on the project with a brief summary of their experience.
- Describe the firm's approach to accomplish the project described in this RFP to include at minimum:
 - Schedule of completion from start date
 - Description of deliverables
 - Proposed fees by task and estimate of other expenses that would be incurred

Selection Process

UGRA is seeking a response for the project described in this RFP. A committee comprised of UGRA staff and UGRA Board Directors will review the responses to this RFP. At UGRA's discretion, interviews may be conducted with one or more individual firms to discuss the firm's qualifications, resources, availability, and commitment to complete the project described.

The committee will utilize the following criteria to assist with the scoring of the responses to this RFP:

1. Overall compliance with the RFP (Weighted 10%).
2. Overall description of work plan and organizational structure to accomplish project (Weighted 25%).
3. Experience and expertise of key personnel proposed to work on this project (Weighted 25%).
4. Evaluation of and possible discussion with references (Weighted 10%).

5. Previous relevant project experience and ability to complete project on time and within budget (Weighted 20%).
6. Availability of personnel to provide timely support services to Kerr County, Texas (Weighted 10%).

Based upon the RFP responses and/or the interviews, a firm will be selected in accordance with UGRA's Procurement Policy and presented with an Independent Contractor Agreement for Services.

UGRA will not provide compensation or defray any cost incurred by any firm related to the response to this request or the negotiation of the agreement for services. UGRA reserves the right to negotiate with any and all persons or firms. UGRA also reserves the right to reject any or all RFP's, or to accept any RFP, or to waive any irregularities or informalities in the RFP received, and to revise the process schedule as circumstances require.

Point of Contact

All responses to this Request for Proposal, as well as any questions, clarifications, or requests for general information are to be directed to:

Ms. Tara Bushnoe
General Manager, UGRA
125 Lehmann Drive, Suite 100
Kerrville, Texas 78028
Phone: (830) 896-5445
Email: tbushnoe@ugra.org

Please note any questions, clarifications, or requests for general information are to be in writing via email.

Submittals must be received by mail or email no later than 5:00 PM, March 3, 2025.

Release of Information

UGRA does not release any information including, but not limited to the number of responses, content of other submittals and identities of firms, until a contract has been awarded and executed.