



Since 1935

NUECES RIVER AUTHORITY
539 S. Highway 83
Uvalde, Texas 78801
www.nueces-ra.org

**NUECES BASIN
SCALING UP
NATURE BASED
SOLUTIONS (SUNS)
PROJECT**

**SOLICITATION NUMBER
FY26-03**

JULY 1, 2025

**PART I
GENERAL REQUIREMENTS**

1. PURPOSE:

BACKGROUND: The Nueces River Authority, herein after “the Authority” has a Scaling Up Nature Base Solutions (SUNS) Project to be funded by a grant secured from the Texas Water Development Board (TWDB) Flood Infrastructure Fund. This RFQ seeks proposals from firms experienced in providing design services and specifications for municipal flood mitigation using nature-based solutions to serve as the Technical Consultant for Nueces Basin SUNS project. This work will enhance the capacity of Nueces River Basin’s communities and its project partners to plan and implement effective flood and hazard mitigation projects.

2. SOLICITATION PACKET: This solicitation packet is comprised of the following:

Description	Index
Part I – General Requirements	Pages 2-5
Part II – Definitions, Standard Terms and Conditions and Insurance Requirements	Pages 6-8
Part III – Supplemental Terms and Conditions	Pages 9-10
Part IV – Scope of Work	Pages 11-29
Part V – Proposal Preparation Instructions and Evaluation Factors	Pages 30-33
Attachment A – Proposal Submittal Form and Execution	Page 34
Attachment B – Reference Sheet	Page 35
Attachment C – Subcontractor Information Form	Page 36

3. AUTHORIZED CONTACT: The authorized contact for this procurement process is:

John J. Byrum II
Executive Director
Nueces River Authority
539 S. Highway 83
Uvalde, Texas 78801
Email: jbyrum@nueces-ra.org

The individual listed above is the only authorized contact for this solicitation. Any and all questions or request for clarifications related to this procurement process are to be submitted via email to cgonzales@nueces-ra.org. Questions or requests for clarifications submitted will be addressed on the Nueces River Authority website. No authority is intended or implied that specifications may be amended, or alterations accepted, prior to solicitation opening without written approval of the Nueces River Authority through the Executive Director.

4. **SCHEDULE OF EVENTS:** The Authority intends to follow the solicitation timeline below.

EVENT	DATE
Solicitation released	July 1, 2026
Deadline for submission of questions	July 8, 2026 @ 5:00 PM, CST
Authority responses to questions or addenda	July 10, 2026 @ 5:00 PM, CST
Deadline for submission of responses	July 22, 2026 @ 3:00 PM, CST

The Authority reserves the right to modify these dates. Notice of date change will be posted to the Authority’s website at: www.nueces-ra.org. All questions shall be submitted in writing on the cgonzales@nueces-ra.org. All questions regarding the solicitation shall be submitted in writing by 5:00 PM, CST on the due date noted above. A copy of all the questions submitted and the Authority’s response to the questions shall be posted on the Authority’s website at www.nueces-ra.org.

5. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the Authority’s website at www.nueces-ra.org for any updates pertaining to the solicitation described herein. Various updates may include addenda, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The Authority will not be held responsible for any further communication beyond updating the website.
6. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted in PART I, Section 4 – Schedule of Events. Mail or hand deliver sealed responses to:

**Nueces River Authority
Attn: John J. Byrum II, Executive Director
539 S. Highway 83
Uvalde, Texas 78802**

- A. Sealed responses shall be clearly marked on the outside of packaging with the RFQ Solicitation title, number, due date and “DO NOT OPEN.”
- B. Facsimile or electronically transmitted responses are not acceptable.
- C. Responses cannot be altered or amended after opening.
- D. No response can be withdrawn after opening without written approval from the Authority for an acceptable reason.
- E. The Authority will not be bound by any oral statement or offer made contrary to the written proposal.
- F. Samples and/or copies shall be provided at the Respondent’s expense and shall become the property of the Authority.
- G. Receipt of all addenda to this RFQ must be acknowledged, signed, and included with the proposal response.

- H. Late Proposal(s) will not be considered under any circumstances and will be returned unopened if a return address is provided.

7. **RESPONDENT REQUIREMENTS:** The Authority makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

- A. Respondent shall submit one (1) evident signed “Original” and two (2) identical-to-the-original electronic copies of the RFQ response on a flash drive. The submittal is required to include all addenda and requested attachments. The RFQ response along with samples and/or copies shall be provided at the Respondents’ expense and shall become the property of the Authority.
- B. RFQ does not commit the Authority to contract for any supply or service.
- C. Respondents are advised that the Authority will not pay for any administrative costs incurred in response of preparation to this RFQ; all costs associated with responding to this RFQ will be solely at the interested parties’ expense. Not responding to this RFQ does not preclude participation in any future RFP/RFQ/IFB.
- D. **For your RFQ submittal to be considered responsive the attachments identified below shall be submitted with your proposal.**
- o **Addenda:** Addenda may be posted to this solicitation. Respondents are required to submit signed addenda with their sealed response. The Respondent shall be responsible for monitoring the Authority’s website at www.nueces-ra.org for any updates pertaining to the solicitation.
 - o **Attachment A: PROPOSAL SUBMITTAL FORM AND EXECUTION:** Failure to complete, sign, and return the proposal submittal form and execution with your offer by the deadline will result in the disqualification of your proposal.
 - o **Attachment B: REFERENCE SHEET:** Provide the name, address, telephone number, and e-mail of at least three (3) valid Municipal, River Authority, or Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. Nueces River Authority references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.
 - o **Attachment C: SUBCONTRACTOR INFORMATION FORM:** Provide a signed copy of the Subcontractor Information Form with your response.

F. **Required Elements of the SOQ**

1. SOQs shall be clearly marked with one of the contract descriptions below:
- Response to NRA RFQ 26-03 – Nature Base Solutions

Please provide an Organizational Chart and information on the team members including resumes, estimated percentages of work, and estimated subconsultant

percentage of work. A maximum of 25 pages (an additional 5 pages) will be allowed to accommodate an alternate organization chart and resumes.

2. SOQs shall be limited to 20 pages total.
 3. SOQ elements are required to be submitted in the following format listed under Sub- sections A & B.
8. **CONFIDENTIALITY OF CONTENT:** As stated in Part V, Paragraph 2 of this RFQ, all documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
- A. Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold, red letters stating "CONFIDENTIAL" on that section of the document. The Authority will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - B. If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the Authority, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.
9. **SUSPENSION OR DEBARMENT CERTIFICATION:** The provisions of the Code of Federal Regulations 2 CFR part 180 suspension and debarment may apply to this agreement. The Authority is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from doing business with the Federal Government, State of Texas, or the Nueces River Authority.
10. **CERTIFICATE OF INTERESTED PARTIES:** Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed for a contract award requiring Board of Director authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed, and submitted to the Authority by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution. Link to Texas Ethics Commission Webpage:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

PART II
DEFINITIONS, STANDARD TERMS AND CONDITIONS,
AND INSURANCE REQUIREMENTS

1. **DEFINITIONS, STANDARD TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the Authority's Definitions, Standard Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of Respondents to stay apprised of changes. The Authority's Definitions, Standard Terms and Conditions are outlined within this document.
2. **INSURANCE:**
 - A. Consultant must not commence work under this agreement until all required insurance has been obtained and such insurance has been approved by the Authority. Consultant must not allow any subcontractor to commence work until all similar insurance required of any subcontractor has been obtained.
 - B. Consultant must furnish to the Executive Director with the signed agreement a copy of certificates of Insurance (COI) with applicable policy endorsements showing the following minimum coverage by an insurance company(s) acceptable to the Executive Director. The Authority must be listed as an additional insured on the General liability and Auto Liability policies, and a waiver of subrogation is required on all applicable policies. Endorsements must be provided with COI. Project name and or number must be listed in Description Box of COI.
 - C. A 30-written day notice of cancellation is required on all certificates or by applicable policy endorsements.
 - D. Minimum Insurance Coverages are as follows:
 1. Bodily Injury and Property Damage Per occurrence – aggregate.
 2. PROFESSIONAL LIABILITY (Errors and Omissions) \$1,000,000 Per Claim If claim made policy, retro date must be prior to inception of agreement, have three-year reporting period provisions and identify any limitations regarding who is insured.
 3. In the event of accidents of any kind related to this agreement, Consultant must furnish the Authority with copies of all reports of any accidents within 10 days of the accident.
 4. Consultant shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at Consultant's sole expense, insurance coverage written on an occurrence basis, with the exception of professional liability, which may be on a per claims made basis, by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A-
 5. Consultant is required to provide Authority with renewal Certificates.
 6. In the event of a change in insurance coverage, Consultant shall be required to submit a copy of the replacement certificate of insurance to Authority at the address provided below within 10 business days of said

change. Consultant shall pay any costs resulting from said changes. All notices under this Article shall be given to Authority at the following address:

Nueces River Authority
Attention: Executive Director
539 S. Highway 83
Uvalde, Texas 78001

7. Consultant agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following required provisions:
 - a. List the Authority and its officers, officials, employees, and elected representatives as additional insured by endorsement, as respect to operations, completed operation and activities of, or on behalf of, the named insured performed under contract with the Authority with the exception of the professional liability/Errors & Omissions policy.
 - b. Provide for an endorsement that the "other insurance" clause shall not apply to the Nueces River Authority where the Authority is an additional insured shown on the policy.
 - c. If the policy is cancelled, other than for nonpayment of premium, notice of such cancellation will be provided at least 30 days in advance of the cancellation effective date to the certificate holder.
 - d. If the policy is cancelled for nonpayment of premium, notice of such cancellation will be provided within 10 days of the cancellation effective date to the certificate holder.
8. Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Consultant shall notify the Authority of such lapse in coverage and provide a replacement Certificate of Insurance and applicable endorsements to Authority. The Authority shall have the option to suspend Consultant's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this contract.
9. In addition to any other remedies the Authority may have upon Consultant's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the Authority shall have the right to withhold any payment(s) if any, which become due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof.
10. Nothing herein contained shall be construed as limiting in any way the extent to which Consultant may be held responsible for payments of damages to persons or property resulting from Consultant's or its subcontractor's performance of the work covered under this agreement.
11. It is agreed that Consultant's insurance shall be deemed primary and noncontributory with respect to any insurance or self-insurance carried by

the Nueces River Authority for liability arising out of operations under this agreement.

12. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this agreement.

**PART III
SUPPLEMENTAL TERMS AND CONDITIONS**

1. **AGREEMENT TERM**: The terms of the awarded agreement shall include but not be limited to the following:
 - A. The term of the Agreement shall begin from date of award and shall remain in full force until the Construction of the project is complete.
 - B. Upon expiration of the contract term, the Engineer agrees to hold over under the terms and conditions of this agreement for such a period as is reasonably necessary for any warranty issues for the completed project.

2. **RESPONDENT QUALIFICATIONS**: The Authority has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - A. Be firms, corporations, individuals, or partnerships normally engaged in providing Engineering design services as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the Authority.
 - B. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this RFQ process.

3. **SUBCONTRACTORS**: If Subcontractors will be used the Respondent is required to complete and submit with their bid response Attachment C: Subcontractor Information Form. The Respondent shall be fully responsible to the Authority for all acts and omissions of the Subcontractors just as the Respondent is responsible for their own acts and omissions. The Respondent shall:
 - A. Require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications, and terms of the Contract;
 - B. Require that all Subcontractors obtain and maintain, throughout the term of their agreement, primary insurance in the type and amounts specified for the Engineer, with the Authority being named as an additional insured; and
 - C. Require that the Subcontractor indemnify and hold the Authority harmless to the same extent as the Engineer is required to indemnify the Authority.
 - D. Awarded Engineer is required to submit a list of all subcontractors for approval by the Authority prior to use of any subcontractors throughout the term of the contract.

4. **WORKFORCE**: Successful Engineer shall:
 - A. Ensure Engineer's employees perform the services in a timely, professional, and efficient manner;
 - B. Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The Authority reserves the right to verify citizenship or right to work in the United States.

5. **PRICE INCREASE**: Contract prices for this project shall remain firm throughout the term of the contract.
6. **ACCEPTANCE/INSPECTION**: Acceptance inspection should not take more than five (5) working days. The awarded Engineer will be notified within the time frame if the services delivered are not in full compliance with the contract. In the event the services are not performed to the satisfaction of the Authority, the Engineer shall agree to reperform services to Contract at no additional cost to the Authority. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere.
7. **PERFORMANCE REVIEW**: The Authority reserves the right to review the awarded respondents' performance anytime during the contract term.
8. **POINT OF CONTACT / DESIGNATED REPRESENTATIVE**:
 - A. **Contractor's point of contact**: In order to maintain consistent standards of quality work performed across the Authority, the Authority shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The Authority's designated representative shall be notified by the Engineer immediately should the point of contact change.
 - B. The Authority's designated representative is:

John J. Byrum II
Executive Director
Nueces River Authority
Phone: (830) 278-6810
E-mail: jbyrum@nueces-ra.org

9. REPORTS AND INVOICING:

- A. Engineer shall invoice monthly based on progress and development of the plan. No pre-payment shall be allowed.
- B. Engineer shall provide, at a minimum, an itemized invoice for each task and percentage complete.

10. DELIVERY: All invoices and completed work should be shipped to the Authority's contact person.

11. OTHER SERVICES: All details of services not specifically mentioned which are regularly furnished in order to complete this type of work will be furnished at the proposed pricing and shall conform in quality, workmanship, and service level to that provided by the practice as specified in the RFQ. The Proposer's proven track record and approach towards the successful implementation of these services are critical factors in the selection process.

**PART IV
SCOPE OF WORK**

The following Scope of Work (SOW) summarizes tasks anticipated to be completed by the Project Team in support of the Nueces Basin SUNS project. This work will enhance the capacity of Nueces River Basin’s communities and its project partners to plan and implement effective flood and hazard mitigation projects. This SOW describes the tasks, methods, and deliverables that are anticipated to be included in the project.

1.1. Project Management and Meetings

The Project Team, led by NRA, will manage all planning, coordination, and resource allocation activities necessary to ensure the successful execution of the project in compliance with TWDB FIF grant requirements. Additionally, project design will ensure coordination between all active planning efforts within the NRA to ensure strategic alignment, avoid duplication of work, and increase the integration of outcomes.

1.2. Project Initiation and Planning

The Project Team will initiate the project by confirming the project scope, schedule, staffing structure, communication protocols, and anticipated deliverables at each milestone. The team will conduct a two-hour in-person kickoff meeting to align all partners on project goals, roles, and expectations, and to confirm the approach to coordination and reporting.

1.3. Coordination and Reporting

The Project Team will conduct monthly progress meetings with NRA and weekly internal coordination meetings to monitor progress and address emerging issues. The team will submit monthly progress reports, invoices, and outlay requests in accordance with TWDB requirements. Coordination will be maintained with other ongoing NRA planning efforts to ensure consistency and leverage shared data, tools, and community engagement processes. Progress will be reported at key milestones at 10%, 30%, 50%, 75% and 90% completion to track key deliverables and inform adaptive project management.

Public and Project Partner Engagement Plan

A detailed Public and Project Partner Engagement Plan will be developed to guide outreach and participation strategies across the project. Additional information on community engagement activities and expected outcomes is provided in Task 7. Task 1.3 is limited to developing the Engagement Plan for NRA review and approval; all implementation activities will be conducted under Task 7.

The Project Team will plan and facilitate three public meetings in compliance with the Texas Open Meetings Act. These meetings will be scheduled to align with key project milestones and ensure community input is integrated into project development.

The Project Team will establish and convene the Nueces SUNS Working Group, composed of

representatives from local governments, regional planning councils, state and federal agencies, NGOs, landowners, and other local project partners. This group will inform the planning process, help identify project needs, review concepts, and provide feedback on prioritization criteria and final recommendations.

1.4. Grant Management

This task includes efforts incurred by the NRA and its consultants to apply for, obtain and execute the FIF grant and loan agreements, including but not limited to:

- Attendance of Pre-application meeting
- Preparing and submitting FIF financial assistance application
- Responding to Requests for Information (RFIs) by the TWDB during application review process
- Coordination and meetings with local communities within the Nueces River Basin for securing local match
- General grant and loan administration such as management, billing, reporting and compliance
- External Financial Advisor and Legal Counsel services
- Coordination and review of deliverables by the NRA staff

Deliverables

- Kickoff meeting agenda and summary
- Public and Project Partner Engagement Plan
- Monthly progress reports (including schedule and budget tracking)
- Monthly invoices to support outlay requests for reimbursement
- Meeting agendas and minutes (monthly and public meetings)
- Documentation of public meetings (notices, sign-in sheets, summaries)
- Summary of coordination activities with other NRA planning efforts
- Milestone progress reports at 10%, 30%, 50%, 75% and 90% completion

2. Data Collection and Review

The project team will collect, review, and organize the best available data to support the technical, spatial, and planning components of the Nueces Basin SUNS Study. This task will emphasize leveraging existing studies, models, spatial datasets, and field survey reports to avoid duplication of efforts and ensure consistency with prior planning efforts. All data sources will be documented with appropriate metadata where applicable and cited throughout the project deliverables to meet TWDB transparency and verification standards.

2.1. Existing Data Review

This Project Team will compile, review, and synthesize all relevant data, studies, models, and methodologies from the 2023 Region 13 Flood Plan, the TNC SUNS GIS toolkit, and datasets maintained by the NRA, TNC, TWDB, TPWD, GLO, and other organizations. Additional sources will include publicly available reports, methodologies and models from similar studies. The Project Team will also review all

existing FMEs, FMSs, and FMPs and other locally relevant planning documents to identify opportunities for NbS integration and substitution, particularly in areas that are ecologically sensitive, or where gray infrastructure is cost prohibitive. All compiled information will undergo systematic literature review and technical assessment to establish a consistent analytical foundation for geodatabase development, and the needs assessment (Task 5.1). The Project Team will engage the public and the Nueces SUNS Working Group (logistics coordinated through Task 7) to identify supplemental data sources and fill known gaps as applicable.

2.2. Desktop Analysis and Geodatabase Development

The Project Team will conduct a desktop analysis to integrate all spatial datasets into a centralized project geodatabase. The geodatabase will support hydrologic analysis, NbS screening, and prioritization throughout the project. The Project Team will resolve data inconsistencies, document conflicts, and coordinate with NRA on any issues requiring significant reconciliation efforts. Key data categories will include:

- Flood Risk and Infrastructure Data
- Region 13 Flood Plan including potential and recommended Flood Management Evaluations (FMEs), Flood Management Strategies (FMSs), and Flood Mitigation Projects (FMPs)
- Stormwater Asset Infrastructure (natural and constructed) Inventory
- FEMA NFHL and best available floodplain mapping
- Stream and Rain Gauge Data (USGS, NOAA)
- Ecological and Environmental Data
- TNC SUNS GIS layers for NbS prioritization
- Riparian quality, stream stability, and vegetation cover to assess existing conditions on environmental health
- Living Shoreline Suitability Map (Harte Research Institute) to help evaluate opportunities for living shoreline options.
- Wetland and playa lake extents
- TCEQ 303(d)/205(b) impaired stream segments and concerns for water quality
- National Hydrography Dataset (NHD Plus) flowline and catchment features to assess hydrologic connectivity
- Land Use and Physical Characteristics
- Watershed boundaries (HUC-8, HUC-12)
- Digital Elevation Models (LiDAR or USGS 1/3 arc-second) for slope, flow path, and ponding analysis
- Land Use/Land Cover (NLCD or local sources) for assessing development pressures and restoration opportunities
- Soils Data (SSURGO/NRCS Web Soil Survey) to evaluate infiltration capacity and restoration suitability
- Ownership, parcels, and easement data from county appraisal districts to evaluate the feasibility of implementation and landowner outreach
- Community and Co-Benefit Indicators
- Conservation Lands and Easements (TPWD, TNC, USFWS, Texas Land trust Database, PADUS) to identify synergies with protected areas and ongoing land stewardship

- Improved land incentives participation data (NCRS, SWCD) to identify parcels enrolled in improved land incentive programs
- Critical Infrastructure and vulnerable populations
- CDC Social Vulnerability Index (CDCSVI) to identify and quantify communities experiencing social vulnerability.
- Historical Flood Impact records collected from the Region 13 flood planning process

Data cleaning and alignment will include projecting all datasets into a common coordinate system, standardizing spatial resolution and attribute formats, resolving conflicting or duplicate features, and applying consistent naming conventions and metadata to ensure interoperability across all layers.

The geodatabase will be designed for long-term utility supporting both the current project, and future planning efforts by local and regional project partners, including the Region 13 Flood Planning Group.

2.3. Gap Analysis

The Project Team will evaluate the completeness, resolution, and applicability of compiled datasets to identify gaps that may limit the ability to screen, model, or prioritize NbS opportunities. The analysis will focus on missing or outdated datasets, limited spatial resolution, and unavailable socio-environmental indicators. Potential gaps to be evaluated include:

- Absence or low resolution of high-quality topographic data (e.g., LiDAR) in certain sub-watersheds
- Outdated or missing FEMA floodplain mapping, particularly in rural areas
- Incomplete or inconsistent hydrologic and hydraulic (H&H) model coverage for key tributaries
- Gaps in land ownership and parcel data, especially in unincorporated or large-tract areas
- Lack of detailed streambank or riparian condition data for restoration suitability
- Unavailable or outdated land use/land cover data for sub watershed-level analysis
- Limited water quality data (e.g., nutrient loads, sedimentation, habitat impairments)
- Missing socio-economic vulnerability indicators (e.g., Social Vulnerability Index, income, flood insurance claims)
- Absence of site-specific ecological data (e.g., habitat suitability, wetland delineations, species presence)
- Incomplete stormwater infrastructure mapping in urban and peri-urban areas
- Gaps in historical flood impact documentation (e.g., road closures, emergency response records, anecdotal flood accounts)
- Groundwater, rainfall, sea level rise projections and potential inundation areas
- The gap analysis will rely on the centralized geodatabase developed desktop review, with limited field reconnaissance as needed to validate assumptions. Independent validation of third-party datasets will not be performed unless explicitly scoped in other tasks. Recommendations will be provided for addressing critical data gaps, including coordination with data owners, targeted data acquisition, or supplemental analysis.

Deliverables

- Annotated literature review and memorandum summarizing relevant studies, methodologies, and data sources.
- Centralized project geodatabase containing all collected data
- Gap analysis report summarizing missing, outdated, or incomplete datasets
- Evaluation of data limitations and their implications for NbS screening and prioritization
- Recommendations for addressing critical data gaps, including coordination or supplemental data sources
- Documentation of any field reconnaissance if conducted

3. Survey/Field Work

The Project Team will conduct reconnaissance level field visits to priority locations (as identified through Task 5, Identification of NbS Opportunity Areas) to validate assumptions from the desktop analysis and evaluate the feasibility of proposed nature-based flood mitigation opportunities identified through GIS and modeling. These site visits will help validate key site characteristics, such as land cover, drainage patterns, riparian condition, and potential restoration constraints through visual observations and qualitative documentation. The Project Team will confirm physical access and land use, assess the visual condition of streams, wetlands, and floodplains, identify barriers to implementation (e.g., infrastructure or erosion), observe hydrologic connectivity, and gather local context or anecdotal insights from project partners.

Field visits will be prioritized based on high-ranking candidates, data conflicts, and locations proposed for concept development through the Needs Assessment and Alternatives Analysis. This task will not include topographic survey or detailed engineering data collection. Any significant discrepancies observed between desktop data and actual field conditions will be documented and used to refine project assumptions. For budgeting purposes, and in support of development of the Needs Assessment and NBS Project Portfolio, the number of field visits is assumed to be between 10 and 20 project locations in the Nueces basin in alignment with the number of priority projects to be advanced to concept development. If detailed survey, testing, or geotechnical investigation is deemed necessary for implementation planning, it will be recommended for scoping in a future project phase

Deliverables

- Field visit plan and prioritized site list to include between 10 and 20 sites.
- Field documentation including field notes, georeferenced photos, and site sketches
- Summary of discrepancies and updates to project database

4. Coordination with Applicable Regional Flood Planning Groups and Overlapping Projects

The Project Team will coordinate with applicable Regional Flood Planning Groups (RFPGs) and identify overlapping and complementary projects throughout the study area. This coordination will include a documentation of efforts led by TWDB, NRA, GLO, FEMA, and local jurisdictions to ensure alignment,

avoid duplication, and identify opportunities for integrated solutions.

The team will engage directly with agency contacts, project managers, and technical leads through emails, phone calls, and coordination meetings to clarify project boundaries, goals, and relevant datasets. Internal data cross-checks and GIS overlays will be used to detect redundancies, overlaps, or dependencies between NbS opportunity areas and existing projects.

Coordination activities under this task will include participation in quarterly Region 13 RFPG meetings, as well as project-specific coordination meetings with TWDB, GLO, FEMA, and local jurisdictions as needed to confirm project boundaries, data availability, and overlap with ongoing studies. The Project Team anticipates holding:

- Four (4) Region 13 RFPG coordination touchpoints (aligned with quarterly meetings)
- One (1) project initiation coordination meeting with applicable RFPG representatives
- Two to three (2–3) technical coordination meetings with agencies managing overlapping or adjacent projects (TWDB, GLO, FEMA, county/local initiatives)
- Ongoing email and phone coordination, supplemented by ad-hoc virtual meetings as datasets or project updates become available

All relevant findings and datasets will be documented and shared with surrounding or related FIF projects and communicated to applicable RFPGs to support regional planning consistency. The NRA anticipates providing information on study status on a quarterly basis via the Region 13 RFPG. File-sharing sites can be set up to provide data that would benefit other communities as applicable.

Deliverables

- Summary of coordination activities and contacts
- Documentation of overlapping or related projects
- GIS overlays and metadata comparisons
- Shared datasets and coordination summaries for RFPGs and related projects

5. Identification of Flood Problem Areas (Identification of NBS Opportunities Associated with Flood Problem Areas and Needs Assessment)

To develop a basin-wide portfolio of potential NbS projects that can be incorporated into the next update of the Region 13 Flood Plan and advanced for future funding and implementation, the Project Team will conduct a systematic basin-wide needs assessment that will be informed by desktop analysis, community engagement, and prior modelling and planning efforts. This process will identify flood-prone areas, ecological restoration opportunities, and implementation gaps across the basin and convert them into a defensible list of NbS Opportunity Areas. These Opportunity Areas will then be refined into discrete NbS Candidate Projects through stakeholder validation.

Background: The 2023 Region 13 Flood Plan included an assessment and identified flood mitigation needs. This analysis identified where the greatest flood risk knowledge gaps exist and where known flood risk and flood mitigation needs are located within the NFPR. This analysis resulted in information

that guided the identification of recommended flood mitigation actions. The areas of greatest known flood risk and flood mitigation needs in the Nueces Flood Planning Region (NFPR) are defined as areas with elevated levels of risk to property and life. The level of risk is defined by looking at the location and magnitude of flooding from the 1% (100-year) and 0.2% (500-year) annual chance flood event (flood hazard), who and what may be harmed (flood exposure), and what communities and critical facilities may be vulnerable (flood vulnerability). The flood risk data related to property damage and life loss risk was evaluated for each watershed in the basin. This included assigning weighting percentages to data on historical property damage, historical life loss, property damage in terms of exposure and vulnerability, and life loss potential at LWCs and downstream of hydraulically inadequate or deficient potential hazardous dams. As a result of this analysis, each watershed was assigned a score of 0 to 5 with no risk represented by a score of zero and the highest risk represented by a score of 5 (Figure 2).

The SUNS project will utilize this prior analysis to overlap it with additional data identified through Task 2.2: Desktop Analysis and Geodatabase Development to identify NbS Opportunity Areas.

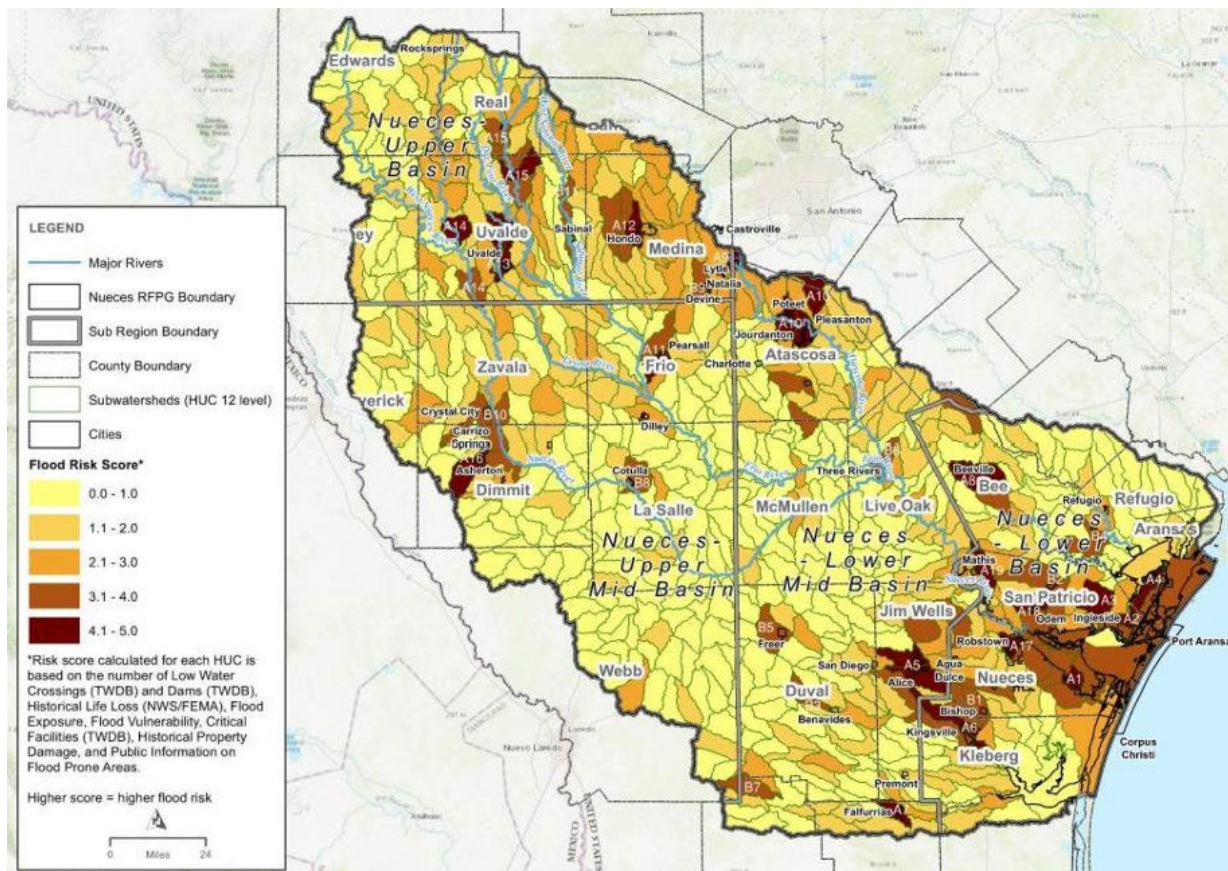


Figure 1: Overall Flood Risk per HUC 12 Watershed (Figure from R13 2023 RFP)

5.1. Needs Assessment

This Project Team will identify unmet flood risk reduction needs and determining where NbS can be effectively integrated or initiated within the Nueces Basin. The needs assessment will conclude in the

identification of a comprehensive list of NbS Opportunity Areas that can be further screened and prioritized for NbS candidate projects. Key inputs to the needs assessment include:

- **Desktop Geospatial Suitability Analysis:** The Project Team will conduct a desktop-level screening using the centralized project geodatabase to identify NbS Opportunity Areas with overlapping flood risk, ecological value, development pressure, and limited planning capacity. Screening criteria will be developed to identify suitable areas for each of the NbS primary types based on the TNC SUNS typology. These are:
 - Beaches and Dunes
 - Connection, Trail, or Linear Park
 - Tree Planting
 - Stormwater Wetland Parks
 - Plan or Assessment
 - Living Shorelines
 - Conserve Greenspace in the Floodplain
 - Green Stormwater Infrastructure/ Culvert Improvements
 - Restore Coastal Wetlands

Additional NbS types may be identified based on local context. Additionally, TNC will contribute to the development of the screening criteria for these opportunity areas drawing on their experience creating the manual for NbS for Flood Mitigation in Texas (finalized in early 2026).

This screening step will produce the initial NbS Opportunity Area Map, representing the full spatial universe of potential NbS interventions.

- **Needs Assessment Interviews:** To validate the desktop screening results, narrow down NbS Candidate Projects, and understand project-specific feasibility, the Project Team will begin an engagement process with a series of interviews to gather local insights on flood-prone areas, implementation challenges.. A snowball sampling approach will be used to reach a broad and diverse set of project partners. Interview questions will be developed collaboratively to ensure they are inclusive, consistent, and actionable.

Between 10 and 20, 60-minute, semi-structured virtual interviews will be conducted with local governments and floodplain administrators, emergency management staff, watershed groups, academic experts, landowners and agricultural operators. The interviews will confirm localized flooding issues, NbS feasibility assumptions, landowner willingness, and determine whether a viable local champion exists to support project advancement. Details related to interview facilitation including scheduling, outreach, logistics, and documentation will be conducted as part of the scope under Task 7.

A key outcome of the interview process will be identification of local champions, whose interest and support will be required for an Opportunity Area to advance into the NbS Candidate Project Portfolio.

Only Opportunity Areas with an identified local champion will move forward to candidate project development, ensuring that the portfolio is practical, implementable, and aligned with local readiness.

5.2. NBS Project Portfolio

Building on the needs assessment, the Project Team will refine NbS Opportunity Areas into a prioritized portfolio of NbS Candidate Projects that can be incorporated into future updates of the Region 13 Flood Plan or advanced for implementation through other funding pathways.

The Project Team will work with the Nueces SUNS Working Group in a series of collaborative workshops to review the opportunity areas and identify candidate projects based on the presence of a local champion to advance the project, as well as technical, and financial feasibility using a unit cost estimate for each NbS type.

Candidate projects will be documented with information on project typology and classification, (using the TNC SUNS typology), alignment with other local projects, and potential links between projects that can offer regional-scale flood-attenuation benefits.

An estimated 50 NbS Candidate projects will be identified, of which, up to 10 will be prioritized for a near-term conceptual design development in the succeeding project phase. The Project Team will provide a framework to monitor the remaining projects annually for long-term implementation. The size of the project portfolio of candidate projects and prioritized projects will be finalized based on the needs assessment.

Deliverables

- Geodatabase containing all analysis outputs, input layers, and identified NbS Opportunity Areas from the needs assessment
- Needs assessment interview minutes and summary report
- GIS shapefiles and attribute tables for all candidate project locations including relevant spatial and descriptive data
- A summary matrix of candidate projects categorized by NbS type including key attributes to support prioritization for near-term concept development
- Monitoring framework to track progress and support long-term implementation of all candidate projects

6. Alternatives Analysis

The Project Team will evaluate and rank the 50 NbS Candidate Projects identified through the preceding task to produce a refined portfolio of ten Priority Projects considering local priorities and implementation feasibility, for near-term execution in the Nueces Basin. This task focuses on applying a transparent evaluation process with a multi-criteria decision analysis (MCDA) framework to be developed in collaboration with the SUNS Working Group and regional project partners. The process will ensure that selected projects reflect both technical rigor and community priorities.

The analysis will develop a priority listing of 10 near-term projects to be recommended for further evaluation and concept design development in preparation for advancement as a recommended FMP, if not already included in the 2023 amended plan. Where those projects are currently included as

potential or recommended FMPs in the amended plan, they will be refined to increase the applicability of nature-based content and increase project scoring potential within the evaluation framework as outlined in section 6.1 below. These projects will not necessarily be developed into an FMP as part of this project, but the analysis will provide the supporting data (e.g. cost effectiveness, life cycle cost, and funding pathways) in preparation for their inclusion and higher ranking as an FMP in the next update of the state flood plan at the sponsors' discretion.

6.1. Evaluation Framework Development and Application

A structured MCDA framework will be created using guidance from TNC's experience with developing guidelines for NbS in the State and aligned with the latest "Technical Guidelines for Regional Flood Planning," Exhibit C to Regional Flood Planning Grant Contracts" to evaluate the candidate projects identified through Task 5 for advancement into project prioritization and concept development. Evaluation criteria will include at minimum:

- Flood risk reduction potential
- Ecosystem services and ecological uplift
- Project partner support and community alignment
- Metrics on equity, sustainability, and resilience
- Connectivity with conservation and restoration efforts
- Compliance with the Texas Water Code 'no negative affect' requirements ensuring that proposed projects do not increase flood risk to neighboring areas
- Alignment with Region 13 planning goals
- Ability to leverage additional State and Federal funding sources
- Implementation feasibility and barriers (e.g., land ownership, permitting pathways, project readiness of site and implementation agency, utility conflicts, and competing land uses)
- Demonstrated success of similar NbS strategies based on TNC's experience

These criteria will be applied to all 50 candidate projects using a structured prioritization model (e.g., weighted scoring or GIS-based decision support tool) to evaluate and rank projects. Sensitivity testing may be applied to evaluate how changes in weighting affect rankings.

6.2. Project Partner Review and Portfolio Refinement

The SUNS Working Group will review draft scoring results, provide feedback based on local knowledge, and help identify preferred projects. Where needed, the Project Team will conduct field visits to visually verify physical conditions and on-site constraints (as described in Task 3) to inform concept design and finalize priority projects. Additional consolidation and refinement will be conducted to ensure that the final portfolio reflects both analytical insights and on-ground realities.

For a subset of high-ranking, implementation-ready projects, the Project Team will conduct planning-level benefit-cost analyses using tools such as the FEMA BCA Toolkit or simplified economic screening. These analyses will consider costs such as engineering, permitting, easement and/or property acquisition, capital cost, operation and benefits quantifying both flood risk reduction and ecological uplift.

6.3. Conceptual Development for Priority Projects

For the final list of ten Priority Projects, the Project Team will develop project flatsheets with solution alternatives to the concept design level to include project dimensions, extents, costs, assumptions, and constraints. Additionally, the flatsheets will include information from prior assessments such as cost effectiveness, life cycle costs, and funding pathways. The Project Team will aim to complete concept flatsheets in time for integration with the Region 13 Flood Plan update and to apply for future funding cycles.

To ensure the concept sheets are actionable, locally supported, and implementation-ready, the Project Team will conduct ten (10) Stakeholder Working Group refinement meetings convening project designers and engineers with project champions and direct stakeholders to review draft concept materials, validate technical and site-specific assumptions, refine project elements, resolve feasibility constraints, and ensure each action sheet reflects a realistic, community-supported pathway to implementation. Details related to meeting facilitation including scheduling, outreach, logistics, and documentation will be conducted under Task 7.

Additionally, a GIS layer, such as the example in Figure 2, will also be developed to visualize all candidate projects and integrate them into the TNC SUNS Toolbox and Region 13 planning framework for monitoring and long-term implementation, including information gathered during the prioritization and ranking process. Together, the full Candidate Project list and ten Priority Projects will comprise the SUNS Portfolio.

Deliverables

- Prioritization matrix with scores and rankings for all candidate projects
- Summary report of evaluation methodology, scoring approach, and Working Group feedback
- GIS-based maps and web-ready visualizations of full SUNS portfolio
- Planning-level BCA summaries for the ten priority projects
- Ten (10) project refinement meetings to refine concept-level implementation specifications
- Final SUNS Portfolio project list with descriptions and supporting rationale
- Ten project implementation flatsheets for prioritized concept-level solution alternatives

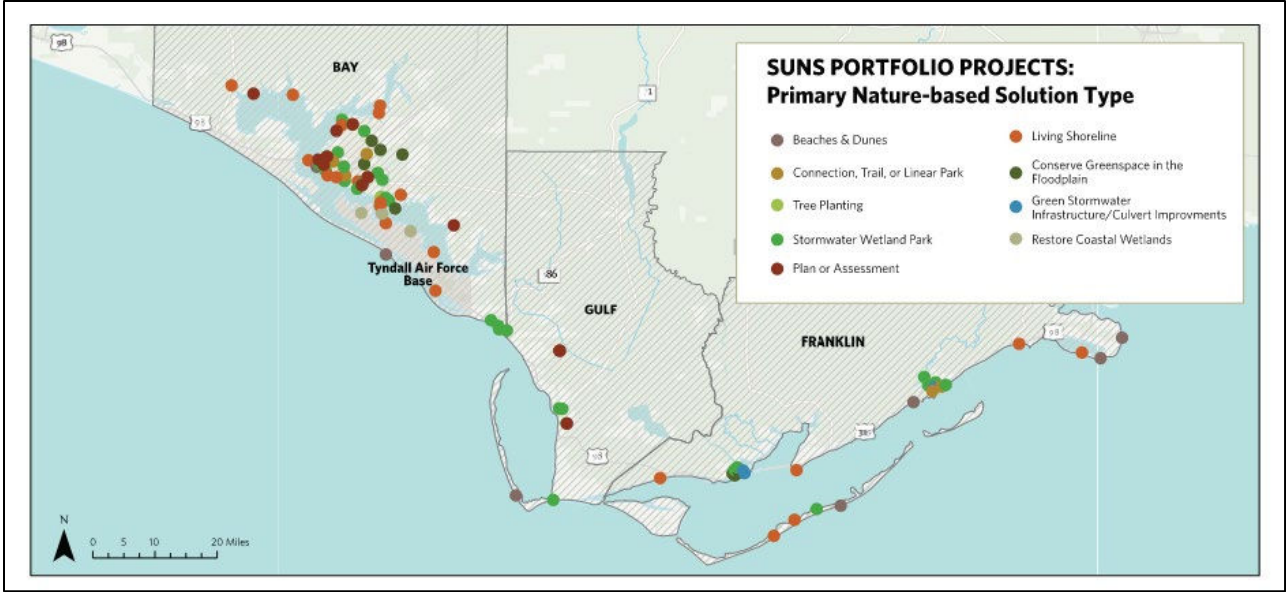


Figure 2: Example GIS-based map of NbS projects from Florida SUNS Project Portfolio

7. Community Outreach

Community outreach is the cornerstone of the Nueces Basin SUNS project. Because the success of nature-based flood mitigation relies heavily on local knowledge, community buy-in, and long-term stewardship, this task represents a critical component of the project. The Project Team will implement a robust, inclusive community engagement strategy to ensure that community voices shape every phase of the planning process, from identifying flood risks and community priorities to prioritizing solutions and validating final recommendations.

All engagement activities will follow the Project Partner and Public Engagement Plan developed under Task 1, ensuring a consistent, transparent, and well-coordinated outreach through the project timeline. All activities associated with the implementation and delivery of outreach, including scheduling, stakeholder identification, meeting facilitation, travel (as applicable), workshop execution, meeting notes, creating public-facing materials, and administrative follow-up are included within Task 7. A summary of how engagement supports each technical task is provided in Table 1 at the end of this section.

The approach will be built on trust and cross-jurisdictional collaboration to ensure that the outcomes reflect the needs of those most affected by flooding. Ultimately, the goal of the community outreach and coordination is to equip the community’s project partners with knowledge of tools and processes to oversee the long-term and continued identification and implementation of NbS in the Nueces Basin, even outside TWDB funding cycles integrating NbS into locally funded infrastructure, maintenance, and ongoing flood mitigation initiatives.

7.1. Project Partner Engagement and Working Group Coordination

The Project Team will establish and convene the Nueces SUNS Working Group, a diverse, basin-wide

cross-sector advisory body that will guide the planning and prioritization of NbS throughout the project. The Working Group will include representatives from:

- Local governments and floodplain administrators
- Regional Planning Councils and Councils of Government
- Representatives from State and Federal agencies (e.g., TWDB, TPWD, GLO, TxDOT, FEMA, NRCS)
- Non-governmental organizations and community-based organizations and advocacy groups
- Local watershed groups
- Landowners, agricultural project partners
- Academic and technical experts in hydrology, ecology, and NbS design
- Liaisons with the Region 13 Flood Plan Working Group
- The Working Group will convene several times throughout the project serving as a collaborative forum to:
 - Share local knowledge and identify flood-prone areas and ecological opportunities
 - Review and refine evaluation criteria for project screening and prioritization
 - Provide feedback on candidate projects and concept designs
 - Ensure alignment with local plans, community priorities, and regional goals
 - Support outreach, engagement, and long-term implementation strategies

In addition, project partners will be engaged at key milestones as described below and in prior sections:

- Candidate Project Interviews (supporting Task 5): Targeted interviews to validate Opportunity Areas, identify local champions, and refine project feasibility.
- Priority-Project Refinement Meetings (supporting Task 6): Structured Project Stakeholder Group sessions to refine and validate concept-level designs for the ten Priority Projects.

7.2. Regional Workshops

The SUNS Working Group will convene in regional workshops across sub-regions as determined by the Project Team in the initial Public and Project Partner Engagement Plan. Workshops will be organized into four sub-regions corresponding to those used in the Regional Flood Plan (Upper, Upper Mid, Lower Mid, Lower Basin). Each workshop will be aligned with one of four major project phases to support informed decision-making and build consensus around the methods and findings. The workshops are expected to be aligned with the following project phases:

- Initial Needs Assessment and Data Gathering (In support of Task 2)
- Candidate Project Screening & Prioritization Criteria (In support of Task 5)
- Concept Project Review and Refinement (In support of Task 6)
- Final Recommendations and Plan Validation (In support of Task 8)

7.3. Public Meetings

Three public meetings will be conducted to inform the public, present findings and solicit feedback on

the identified risks and NbS opportunities at major project milestones. The meetings will comply with the Texas Open Meetings Act and will use a mix of printed materials, interactive exhibits, and digital mapping tools, to facilitate engagement and broaden access. Anticipated public meetings include:

- Public Meeting 1 (Data Collection): Introduce the project, inform the public about NbS options and benefits in plain language, share preliminary findings, and gather local knowledge on flood risks and NbS opportunities
- Public Meeting 2 (Candidate Project Identification): Present the draft NbS portfolio, opportunity area mapping results; collect feedback on candidate projects
- Public Meeting 3 (Post-Alternatives Analysis): Share updates on project prioritization and concept development; gather input on proposed alternatives

7.4. Community Knowledge Integration

The Project Team will systematically document and integrate community input into project screening, prioritization, and design. An online public survey will be released alongside the project kickoff to gather community feedback throughout the project process on local knowledge of flood risk, environmental stressors, and community values, including information on existing and lesser-known local projects, locally held data such as photos, historic flooding records, and stewardship activities. The survey will be designed to reach individuals and communities who may not attend public meetings or workshops.

In addition to collecting responses, the Project Team will conduct all activities necessary to successfully administer the survey, including survey design, digital setup, testing, distribution planning, monitoring incoming responses, data cleaning, and synthesis of results. These insights will be incorporated into Tasks 2, 5 and 6 to identify data sources, validate Opportunity Areas, refine Candidate Projects, and ensure that Priority Projects reflect community-identified needs and site-specific conditions. Feedback will be used to refine project concepts and ensure alignment of proposed alternatives with the community's priorities.

A summary of all Community Outreach Activities and how they support the components of the project is provided in Table 1. Note that internal project management meetings, including the internal kickoff meeting, ongoing coordination with the Project Management Team, and the final presentation to TWDB, are not included under Task 7 and are instead considered alongside Tasks 1 and 8, respectively.

Table 1: Summary of Community Outreach Activities in Support of Technical Tasks

Technical Task	Purpose of Engagement for Technical Task	Specific Engagement Activities under Task 7
Task 2.1 – Existing Data Review	Identify supplemental data sources, fill known gaps, and validate early assumptions using local knowledge	<p>SUNS Working Group – First Regional Workshop Series - Review data sources, identify missing datasets, and validate initial conditions</p> <p>Public Survey Launch - Gather community-held information, local datasets, and undocumented flood-prone areas</p>
Task 5.1 – Needs Assessment	Validate local conditions, identify feasibility constraints, and confirm project champions for NbS Candidate Projects	<p>Targeted Partner Interviews (10-20 Interviews) - Validate Opportunity Areas, identify local champions, and refine site-level needs</p> <p>SUNS Working Group – Second Regional Workshop Series - Review Opportunity Areas and Candidate Project screening and prioritization criteria</p>
Task 6.2 – Project Partner Review and Portfolio Refinement	Validate prioritization results and identify top Priority Projects based on local knowledge and practical feasibility	SUNS Working Group – Third Regional Workshop Series - Review evaluation scores, confirm Priority Projects, and refine prioritization outcomes
Task 6.3 – Conceptual Development for Priority Projects	Refine and finalize concept-level designs to ensure implementation, feasibility, and local alignment	Priority-Project Refinement Meetings: Convene project champions, designers, and engineers to validate assumptions, refine concepts, and confirm implementation readiness

Technical Task	Purpose of Engagement for Technical Task	Specific Engagement Activities under Task 7
8.3 – Presentation of Findings	Present final recommendations, confirm basin-wide alignment, and validate the SUNS Portfolio for inclusion in the Region 13 Flood Plan	SUNS Working Group – Fourth Regional Workshop Series - Final recommendations and plan validation workshop; solicit final input from partners

Deliverables

- Formation and facilitation of the Nueces SUNS Working Group
- Meeting agendas, materials, and summaries for all public and project partner meetings
- Regional workshop agendas, materials, and summaries for 16 in-person sub-regional workshops across four project stages
- Interactive and printed engagement materials (e.g., maps, visuals, and surveys)
- Public survey instrument, distribution plan, and compiled survey results
- Summary of community input, including workshop notes, survey findings, map comments, and interview insights, and documentation of how it informed project recommendations
- Documentation of compliance with the Texas Open Meetings Act

8. Reporting

The Project Team will prepare a comprehensive, publication-ready final report documenting the methodology, findings, and outcomes of the Nueces Basin SUNS Study and consolidating all prior deliverables. This report will serve as the primary resource for integrating the SUNS portfolio into the Region 13 Flood Plan and guiding future implementation and funding efforts.

Draft and Final reports will be submitted. Schedule will allow for stakeholder review of the Draft report and incorporation of comments prior to submittal of Final report. Report will adhere to Formatting Guidelines for TWDB Reports, including Accessibility requirements and review checklist requirements listed in the Guidelines.

8.1. Report Development

Based on complete project process and previous submittals, the Project Team will summarize efforts into a graphically engaging and user-friendly plan. Report development will include synthesizing all technical analyses and engagement results from Tasks 1–7 into a cohesive, publication-ready document; producing refined maps, graphics, and appendices that clearly communicate NbS opportunity areas, project screening, prioritization, and concept development; and preparing concise, funder-ready fact sheets with concept-level alternatives, costs, assumptions, site constraints, and GIS-based visualizations to support future RFPG and FMP consideration.

The report will include sections on:

- Project background and objectives
- Project partner engagement and outreach process
- Needs assessment and identification of NbS opportunity areas
- Evaluation criteria and prioritization methodology
- Results of alternatives analysis and final prioritized project list
- Project fact sheets for prioritized concept-level solution alternatives
- Recommendations for implementation and funding pathways

8.2. Review and Revision

The draft version of the report will be reviewed by project management teams, the NRA and TNC. After receiving feedback, the consultant team will incorporate it with the report and finalize the Nueces Basin SUNS Study for public review. The Plan will be presented to the SUNS Working Group and Regional Flood Planning Groups. NRA will update other groups and share courtesy copies to facilitate public review. Once finalized, the Project Team will facilitate a 30-day public review period. All comments and responses will be compiled into a comment-response appendix for the report. Upon completion of local and public review, the report will be submitted to TWDB for review. All comments will be responded to in accordance with technical requirements for formatting and accessibility and documented for the report.

8.3. Presentation of Findings

The Project Team will develop and deliver a formal presentation of study findings and the prioritized project portfolio to NRA, the SUNS Working Group and additional regional project partners including representatives from other regional flood planning groups and state agencies such as TWDB, TPWD, and GLO. Presentation materials will include a PowerPoint slide deck and printed or digital handouts summarizing key results. Presentations will be tailored to match technical detail expectations for each audience (RFPG-level detail vs. general public). All meeting facilitation, scheduling, logistics, and documentation associated with these presentations will be conducted under Task 7; Task 8 covers only the development of presentation materials.

Deliverables

- Draft and final versions of the full SUNS Report, including all graphics, maps, appendices, and supporting analyses
- Ten final concept-level project fact sheets formatted for use in future FMP application
- Digital GIS package containing project layers and all published map products
- Summary of project partner feedback and incorporated revisions
- Presentation materials (slide deck and handouts)
- Combined final report package for integration into the Region 13 Flood Plan

9. Workplan Development

This task includes the development of a comprehensive technical project Workplan with assumptions, exclusions and provisions for limited additional services necessary for flexibility and responsiveness

during project execution.

The Workplan will be developed alongside project initiation in Task 1 and will serve as a foundational document to guide project implementation, stakeholder engagement/coordination, data collection, project identification, analyses and deliverables to promote transparency, consistency, and project team alignment. Additionally, it will elaborate on the technical approach, analytical assumptions, and prioritization methodology to be applied through the project.

The workplan will align the tasks outlined in the SOW with the available funding to determine the appropriate level of detail for each task. A detailed project workplan will be submitted alongside project initiation and will include at a minimum, but not limited to the following subtasks and deliverables:

- **Project Purpose and Technical Approach**
 - A summary of project goals, methods, and technical approach
 - Key assumptions, limitations, and exclusions relevant to alternatives analysis, project prioritization, and project selection process.
- **Data Requirements and Integration**
 - Detailed description of required datasets and sources
 - Inventory of data expected from project partners
 - Integration strategy for the TNC SUNS GIS toolbox and supporting database population
- **Schedule, Deliverables, and Quality Management**
 - Detailed project execution timeline including key task dependencies.
 - Summary of project deliverables
 - Summary of reporting requirements including documentation standards and file management protocols
 - A Quality Management Plan outlining the procedures for Quality Checks and Quality Assurance
 - Review and acceptance protocol for technical deliverables

A Final Workplan will be completed following one round of consolidated comments. The Workplan will serve as a living document and will be updated as new information emerges, project needs evolve, or analytical requirements shift.

Deliverables

- Draft and final project workplan
- Updated Workplan(s), as needed to reflect project adjustments
 - a. be a registered and licensed professional engineer in the State of Texas.
 - b. Provide resumes for team personnel that includes the following information:
 1. Name
 2. Name of Firm

3. Position for this project
4. Responsibility

PART V
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS

1. **Proposal Acceptance Period:** All proposals are valid for a period of 90 (90) calendar days subsequent to the RFQ closing date unless a longer acceptance period is offered in the proposal.
2. **Proprietary Information:** All material submitted to the Authority becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The Authority will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General.
Failure to identify proprietary information will result in all unmarked sections being deemed non- proprietary and available upon public request.
3. **Exceptions:** Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal.
4. **Proposal Preparation Costs:** All costs directly or indirectly related to preparation of a response to the RFQ or any oral presentation required to supplement and/or clarify a proposal which may be required by the Authority shall be the sole responsibility of the Proposer.
5. **Proposal Response:** Responses shall be clear and concise and shall include at a minimum: title page, transmittal letter, index or table of contents, dividers for each section and all required attachments. One page shall be interpreted as one side of a double-spaced, printed, 8 ½" X 11" sheet of paper. It is recommended that responses be submitted in ringed binders, metal spirals, or another bound format that best contains all required documentation for submission.
6. **Proposal Format:** Prefacing the proposal, the Proposer shall provide a transmittal letter and an Executive Summary, together, of three (3) pages or less, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall include a title page, index or table of contents, dividers for each section and all required attachments and addenda to be organized in the following format by Tab and informational sequence:

Tab 1 – Business Organization:

State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate. (1-page limit)

Tab 2 – System Concept and Solution:

Define in detail your understanding of the requirements presented in the Scope of Work of this RFQ and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal. (3-page limit)

Tab 3 – Project Approach:

Describe your technical plan for accomplishing required work. Include such time- related displays, graphs, samples, procedures, or any other information related to the Scope of Work and your plan for accomplishment. The plan must include a statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities. The Proposer must state their compliance with the terms of this RFQ or clearly document any exceptions.

(5-page limit)

Tab 4 – Prior Experience:

Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Supply the project title, year, and reference name, title, present address, and phone number of principal persons for whom prior projects were accomplished.

(4-page limit)

Tab 5 – Personnel:

Include names, qualifications, and resumes of the key professional personnel who will be assigned to the project. State the primary work that will be assigned to each person and the percentage of time each person will devote to this project. Provide experience in the resume demonstrating each person's experience in a similar project role. Provide a team organization chart within the allowed page count for this tab.

(6-page limit)

Tab 6 – Authorized Negotiator:

Include name, address, and telephone number of the person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

(1-page limit)

Tab 7 – Attachments and Addenda:

Including:

Attachment A – Proposal Submittal Form, Execution,

Attachment B – Reference Sheet

Attachment C – Subcontractor Form, and signed addenda (if applicable).

(pages as required by forms)

7. **EVALUATION CRITERIA:** The intent of the Authority is to award to one Respondent in accordance with the evaluation criteria below. The purpose of this evaluation criteria is to determine which proposal best meets the requirements and provides the best overall value to the Authority.

A. Satisfying the Requirements of the RFQ.

The Authority will conduct a comprehensive, fair, and impartial evaluation of all Statement of Qualifications received in response to this RFQ. Each Statement of Qualification will first be analyzed to determine overall responsiveness and completeness as defined in the RFQ. Failure to comply with the instructions or submission of a Statement of Qualifications that does not satisfy the

requirements of the RFQ may result in the Statement of Qualifications being deemed non-responsive and may, at the discretion of the Committee result in the Statement of Qualifications being eliminated from further consideration.

B. Weighted Scoring Criteria.

Understanding of Project Scope

System Concept and Solution (Tab 2) (15 points)

Project Approach (Tab 3) (25 points)

Technical Qualifications / Firm’s Experience

Firm experience on projects of similar scope and complexity
(Tab 4) (20 points)

Project Team, Experience, and Commitment (Tab 5)..... (20 points)

Attachments and Addenda

Satisfy All Proposal Submittal Requirements (Tabs 1, 6, 7)..... (5 points)

Past Performance Reference Checks (Tab 7) (15 points)

C. Evaluation Process

An evaluation committee will be established to evaluate the PROPOSALS. The committee will include employees of the Authority and may include other impartial individuals who are not employees.

D. Right to Request Additional Documentation

The evaluation committee may determine that discussions are necessary to clarify or verify a written proposal response. The evaluation committee will determine if further discussions with Respondents are necessary. The Authority reserves the right to request further documentation or information and to discuss proposal response with any Respondent to answer questions or to clarify any aspects of the submitted PROPOSAL.

E. Right to Perform Interviews

The Authority may request interviews with one or more firms as may be determined necessary by the evaluation committee. The committee may develop a “short list” of qualified Respondents and may determine that the Respondents should be interviewed and/or provide a presentation of their PROPOSAL. The evaluation committee will evaluate the finalists and make a recommendation for award.

F. Right to Award without Interviews

The Authority reserves the right to make an award without interviews. The evaluation committee may evaluate the PROPOSALS and make a recommendation for selection without further discussions or interviews.

G. Right to Perform Additional Studies and Investigations

The Authority reserves the right to conduct additional studies and other investigations as necessary to evaluate any PROPOSAL.

H. Right to Reject or Cancel the RFQ

The Authority reserves the right to reject any or all PROPOSALS submitted, or to award to the respondent who in the Authority's opinion, offers the best value to the Authority. The Authority also reserves the right to cancel the RFQ process and pursue alternate methods for satisfying the project requirements.

I. Right to Waive Irregularities

The Authority reserves the right to waive any minor technicality, irregularities, or formalities noted in the submission process. Submission of a PROPOSAL confers no legal rights upon any Respondent.

8. **AGREEMENT NEGOTIATIONS AND AWARD PROCESS:**

- A. A proposal presented in response to this RFQ is subject to negotiation concerning any issues deemed relevant by the Authority. The Authority reserves the right to negotiate any issue with any party.
- B. Any contact by the Respondent with the Authority with respect to this RFQ, other than those submitted in writing, will result in disqualification of the Respondent's proposal.
- C. Submission of proposal indicates the Respondent's acceptance of the evaluation process and recognition that the Authority may make subjective judgments in evaluating the proposal to determine the best value for the Authority.
- D. If negotiations are successful, the Authority and Respondent may enter into an agreement. Final agreement requires approval by the Nueces River Authority Board of Director's. A representative knowledgeable of the offer MUST attend the Board meeting, at no cost to the Authority, when their item is being presented.
- E. If negotiations are unsuccessful, the Authority may formally end negotiations with that Respondent. The Authority may then:
 - i. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions, and cost with that Respondent.
 - ii. The Authority shall continue this process until an agreement is entered into or all negotiations are terminated.
- F. An independent authorized contract will be sent to the successful Respondent. Execution of a contract is required prior to starting work and processing any payments to the awarded Respondent.

9. **POST AWARD MEETING:**

The Authority and the Respondent may schedule a post award meeting to discuss, but not be limited to the following:

- A. Provide Authority's contact(s) information for implementation of the agreement.
- B. Identify specific milestones, goals, and strategies to meet objectives.

**ATTACHMENT
A
PROPOSAL SUBMITTAL FORM AND
EXECUTION**

NOTE: RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR PROPOSAL. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE PROPOSAL.

By signature hereon, the Respondent certifies that:

All statements and information prepared and submitted in the response to this RFQ are current, complete, and accurate.

He/she has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to an Authority employee in connection with the submitted response. Failure to sign the Execution of Proposal or signing it with a false statement shall void the submitted offer or any resulting contracts.

Respondent represents and warrants that the individual signing this Execution of Proposal is authorized to sign this document on behalf of the Respondent and to bind the Respondent under any contract resulting from this RFQ.

RESPONDENT (COMPANY): _____

SIGNATURE (IN INK): _____

NAME (TYPED/PRINTED) _____

TITLE: _____ **DATE:** _____

STREET: _____

CITY/STATE/ZIP: _____

TELEPHONE AND FACSIMILE NO.: _____

E-MAIL ADDRESS: _____

FEDERAL TAX IDENTIFICATION NUMBER (FIN): _____

By submitting a response to this solicitation, the Respondent agrees that the Authority's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes.

**ATTACHMENT B
REFERENCE
SHEET**

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION

RESPONSE SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

Provide the name, address, telephone number, and **E-MAIL** of at least three (3) valid Municipal, Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. Nueces River Authority references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.

1. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

2. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

3. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR THE AWARD.

**ATTACHMENT C SUBCONTRACTOR INFORMATION
FORM
COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE**

SOLICITATION NUMBER: _____ **RESPONDENT'S**
NAME: _____ **DATE:** _____

- CIRCLE ONE: NO, I WILL NOT USE SUBCONTRACTORS ON THIS CONTRACT** **NO**
- YES, I INTEND TO USE SUBCONTRACTORS ON THIS CONTRACT** **YES**
If yes complete the information below

1. Subcontractor Name
Name of Contact
E-Mail Address
Address
City, State, Zip Code
Telephone Number () Fax Number: ()
Describe work to be performed
Percentage of contract work to be performed %

2. Subcontractor Name
Name of Contact
Title of Contact
E-Mail Address
Address
City, State, Zip Code
Telephone Number () Fax Number: ()
Describe work to be performed
Percentage of contract work to be performed %

• *Add additional pages as needed*

