



## **MISSION STATEMENT**

### **UPPER GUADALUPE RIVER AUTHORITY**

**The mission of the Upper Guadalupe River Authority is to protect the health of the Guadalupe River watershed in Kerr County by managing water quality and water quantity, promoting stewardship, and providing services to support our communities.**



## UGRA Board of Directors Regular Meeting Agenda

Wednesday, February 18, 2026, 3:00 PM

UGRA Boardroom

125 Lehmann Drive, Kerrville, Texas

**Public Participation** – A copy of the board packet is available to the public at [www.ugra.org/public-information/board-meetings](http://www.ugra.org/public-information/board-meetings). To facilitate the audio recording of this meeting, citizens wishing to speak during the meeting must complete the Public Participation Form and submit it to staff before the item is introduced. Speakers will first be recognized by the Presiding Officer, then may proceed to the lectern, and address the Board. Each speaker is limited to four minutes.

### Agenda

- I. Call to Order and Roll Call
- II. Invocation and Pledge of Allegiance – Commissioner Tom Jones
- III. Visitors/Citizens Forum – At this time, any person with business not included on the Agenda may address the Board of Directors. No formal Board discussion or action may be taken on these matters. The Board may discuss whether to place any matter on a future meeting agenda.
- IV. Approval of Various Items
  - A. Minutes of the Special Meeting of January 16, 2026
  - B. Minutes of the Regular Meeting of January 28, 2026
- V. Presentation and Discussion of Committee Reports by Committee Chairs
  - A. Executive Committee
  - B. Outreach and Education Committee
    - Staff report: update on Rainwater Catchment Rebate Program
  - C. Watershed Stewardship Committee
    - Update on Feral Hog Management Program
    - Update on Water Resource Preservation Grant Program
    - Staff report: update on Water Enhancement Cost Share Program
  - D. Riparian Park Committee
  - E. Flood Prediction and Control Committee
  - F. Guadalupe River Conservancy
  - G. Aggregate Production Operation Community Advisory Council
  - H. Other Committee Activity Updates
- VI. Presentation – Development of Schreiner University Institute for Hazard Risk and Readiness – Dr. Charlie McCormick, Schreiner University

- VII. Discussion and Appropriate Action – Review Responses to Professional Services for the Implementation of the Guadalupe River Flood Warning System Request for Qualifications, Review Committee Recommendation, Select Contractor, and Authorize Contract
- VIII. Discussion and Appropriate Action – Review and Approve Participation in One or More Cooperative Purchasing Programs Including Approval of Contracts Related Thereto
- IX. Presentation – Kerr Together River Working Group Overview of Priority Projects – Jonathan Letz, River Working Group Chair
- X. Discussion and Appropriate Action – Review and Approve Application to the Community Foundation of the Texas Hill Country Community & Culture Fund to Support Expansion of Healthy Creeks Initiative to Manage Invasive Species in Kerr County
- XI. Staff Reports
  - A. General Manager
    - Presentations, activities, and training
    - Investigations
    - Kerr Together Long-Term Recovery Working Groups
    - Annual Conflicts Disclosure Reminder
    - Annual Texas Ethics Commission Filing Reminder
  - B. Business Manager
    - Business operations and facility update
    - EduScape update
  - C. Laboratory Manager
    - Lab operations update
    - Summary of metrics
  - D. Natural Resources Manager
    - 2025 Year in Review publication
    - Summary of rainfall and streamflow
- XII. Adjourn

**Upper Guadalupe River Authority  
February 18, 2026, Board Meeting**

**Agenda Item: IV. A.**

**Topic:** Approval of the Minutes of the Special Meeting of the UGRA Board of Directors.

**Background Information:** See Draft Minutes, which follow.

**RESOLVED:** That the Minutes of the Special Meeting of January 16, 2026, be and hereby are approved.

**Minutes**  
**January 16, 2026**  
**UGRA Board of Directors Special Meeting**

Notice having been duly given, a Special Meeting of the Upper Guadalupe River Authority Board of Directors was held at the Guadalupe Basin Natural Resources Center, 125 Lehmann Drive, Kerrville, Texas, at 3:05 pm on Friday, January 16, 2026. Bill Rector, President; Maggie Snow, Vice-President; Austin Dickson, Secretary; Diane McMahon, Treasurer; Weir Labatt and Jonathan Letz were present and constituted a quorum. Also present were: Tara Bushnoe, General Manager; Tammy Thompson, Business Manager/Assistant General Manager; Nicole Shepherd, Environmental Laboratory Manager; Shelby Taber, Natural Resources Manager; William Whitson, Kerr Together Long-Term Recovery; Virginia Gilstrap, Kerrville Daily Times; Irene VanWinkle, West Kerr Current; David Carr; and Mike Hughes.

Director Dickson led Item II. Invocation and Pledge of Allegiance.

President Rector introduced Item III. Visitors/Citizens forum. There were no comments from the audience.

President Rector introduced Item IV. Discussion and Appropriate Action – Update on Implementation of Guadalupe River Flood Warning System. Ms. Bushnoe provided background information and an update on the process to implement the Guadalupe River Flood Warning System including the status of the grant program management services procurement, details of the Texas Water Development Board (TWDB) grant program to implement SB3 which will convey funding directly to counties, development of the

interlocal agreement between UGRA and Kerr County, and recent related actions taken by Kerr County Commissioners' Court. Ms. Bushnoe also shared that the Development Team within the Kerr Together Guadalupe River Flood Warning System Working Group finalized their performance requirements document and presented them to TWDB, the cloud-based data viewer developed by KISTERS was presented to the working group for testing and comment, and the recommendations report developed by KISTERS was also completed. Additionally, Ms. Bushnoe shared that the request for qualifications for professional services for the implementation of the flood warning system was recently released and responses will be due February 4, 2026. Mr. Whitson provided information on the selection format for both the grant management services and professional services contracts. General discussion followed and no action was taken.

President Rector introduced Item V. Discussion and Appropriate Action – Review and Approve Interlocal Agreement with Kerr County for a Flood Warning System and Possible Watershed Protection Projects. Ms. Bushnoe presented a summary of the function of the interlocal agreement with Kerr County to administer the current TWDB grant for SB3 which is described in the attached project agreement, and also that future project agreements can be brought to the board to support collaboration with Kerr County on other initiatives as well. A substitute resolution was distributed to the Board with the added authorization for the General Manager to submit the project plan to TWDB for the SB3 grant as needed and other changes suggested by UGRA legal counsel. Director Snow moved to approve Resolution No. 2026-01 Approve Interlocal Agreement with Kerr County for a Flood Warning System and Possible Watershed Protection Projects and Project Agreement. Director Letz seconded the motion. General discussion followed.

There being no further discussion, President Rector called for a vote. Resolution No. 2026-01 was approved by a unanimous vote.

President Rector introduced Item VI. Discussion and Appropriate Action – Review and Approve Authorization of New Account at Happy State Bank for Flood Warning System Grant Funds. Ms. Bushnoe presented a summary of the need for the additional account to manage funds received from Kerr County for the TWDB SB3 grant program. Ms. Bushnoe shared that Happy State Bank confirmed that the new account will be subject to the terms defined in UGRA’s current depository agreement with Happy State Bank. Authorized signatories for this account are: President – William Rector, Vice President – Maggie Snow, Secretary – Austin Dickson, Treasurer – Diane McMahon, and General Manager – Tara Bushnoe. Director McMahon moved to approve Resolution No. 2026-02 Approve Authorization of New Account at Happy State Bank for Flood Warning System Grant Funds. Director Snow seconded the motion. General discussion followed. There being no further discussion, President Rector called for a vote. Resolution No. 2026-02 was approved by a unanimous vote.

President Rector introduced Item VII. Discussion and Appropriate Action – Review and Approve UGRA Administrative Policies Revision. Ms. Bushnoe presented a summary of the revisions to the UGRA Administrative Policies Revision and noted that the revisions presented are to the Procurement Policy only. The revisions to the Procurement Policy added the ability to use purchasing cooperatives. A substitution to page 45 of the board packet was distributed that included revised language to the Procurement Policy provided by UGRA legal counsel. General discussion followed. Director Labatt moved to approve

Resolution No. 2026-03 Approve Administrative Policies revision dated January 16, 2026.

Director Dickson seconded the motion. There being no further discussion, President

Rector called for a vote. Resolution No. 2026-03 was approved by a unanimous vote.

There being no further business, the meeting adjourned at 3:34 pm.

UPPER GUADALUPE RIVER AUTHORITY

ATTEST:

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William R. Rector, President  
Board of Directors

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Austin Dickson, Secretary  
Board of Directors

**Upper Guadalupe River Authority  
February 18, 2026, Board Meeting**

**Agenda Item: IV. B.**

**Topic:** Approval of the Minutes of the Regular Meeting of the UGRA Board of Directors.

**Background Information:** See Draft Minutes, which follow.

**RESOLVED:** That the Minutes of the Regular Meeting of January 28, 2026, be and hereby are approved.

**Minutes**  
**January 28, 2026**  
**UGRA Board of Directors Regular Meeting**

Notice having been duly given, a Regular Meeting of the Upper Guadalupe River Authority Board of Directors was held at the Guadalupe Basin Natural Resources Center, 125 Lehmann Drive, Kerrville, Texas, at 3:00 pm on Wednesday, January 28, 2026. Bill Rector, President; Maggie Snow, Vice-President; Austin Dickson, Secretary; Diane McMahon, Treasurer; Weir Labatt; Jonathan Letz; Blake Smith; and Jeanne Stacy were present and constituted a quorum. Also present were: Tara Bushnoe, General Manager; Tammy Thompson, Business Manager/Assistant General Manager; Nicole Shepherd, Environmental Laboratory Manager; Shelby Taber, Natural Resources Manager; William Whitson, Kerr Together Long-Term Recovery; Kevin Ede, Ede & Company, LLC; Liz Teitz, San Antonio Express News; Louis Amestoy, Kerr County Lead; Alan Stanton, Streamline Engineering; Tom Jones, Kerr County Commissioner Precinct 1; Kyle Garmany, Texas Water Trade; Stuart Baron, City of Kerrville; Dr. Bill Blackburn; Mike Hughes; and Tom Moser.

Dr. Blackburn led Item II. Invocation and Pledge of Allegiance.

President Rector introduced Item III. Visitors/Citizens forum. There were no comments from the audience.

President Rector introduced Item IV. A. Minutes of the Regular Meeting of November 19, 2025. Director McMahon moved to approve the Minutes of the Regular Meeting of November 19, 2025 as presented. Director Smith seconded the motion. There being no discussion, President Rector called for a vote. The Minutes of the Regular Meeting of

November 19, 2025 were approved by a unanimous vote. President Rector introduced Item IV. B. Minutes of the Special Meeting of December 17, 2025. Director Smith moved to approve the Minutes of the Special Meeting of December 17, 2025 as presented. Director Labatt seconded the motion. There being no discussion, President Rector called for a vote. The Minutes of the Special Meeting of December 17, 2025 were approved by a unanimous vote. President Rector introduced Item IV. C. Financial Report for the Month ended December 31, 2025. Ms. Bushnoe presented a summary of the financial report and highlighted various revenue and expense accounts. Director Stacy moved that Item IV. C. Financial Report for the Month ended December 31, 2025 be approved as presented. Director Snow seconded the motion. There being no discussion, President Rector called for a vote. The Financial Report for the Month ended December 31, 2026 was approved by a unanimous vote. President Rector introduced Item IV. D. Quarterly Investment Report for the Quarter Ended December 31, 2025. Ms. Bushnoe presented a summary of the Quarterly Investment Report to the Board. General discussion followed. Director Letz moved that Item IV. D. Quarterly Investment Report for the Quarter Ended December 31, 2025 be approved as presented. Director Dickson seconded the motion. There being no further discussion, President Rector called for a vote. The Quarterly Investment Report for the Quarter Ended December 31, 2025 was approved by a unanimous vote.

President Rector introduced Item V. Discussion and Appropriate Action – Review and Approve Fiscal Year 2025 Audit – Ede & Company, LLC. Mr. Kevin Ede presented a summary of the Fiscal Year 2025 Audit to the Board. General discussion followed with Mr. Ede answering questions from the board. Director McMahon moved to approve Resolution No. 2026-04 Approving the Audited Financial Statements for the Fiscal Year

Ended September 30, 2025. Director Labatt seconded the motion. There being no further discussion, President Rector called for a vote. Resolution No. 2026-04 was approved by a unanimous vote.

President Rector introduced Item VI. Presentation and Discussion of Committee Reports.

A. Executive Committee:

- President Rector provided the following committee updates:
  - Met on January 20, 2026.
  - Reviewed items for the Board Agenda, December 2025 financial report, quarterly investment report, proposed flash flood seminar at Schreiner University, NRCS watershed programs, and future board presentation topics.

B. Outreach and Education Committee:

- Director Dickson provided the following committee updates:
  - Did not meet since the last Board Meeting.
  - Will be meeting to review rainwater system grant application and River Clean Up planning for 2026.
- Ms. Bushnoe reported that the Rainwater Catchment Rebate Program funded 12 applications since the last Board Meeting. Since the beginning of the program in March 2011, a total of 740 applications have been funded for \$91,130.77. To date in FY26, a total of 16 applications have been funded for \$6,434.19.

C. Watershed Stewardship Committee:

- Director McMahon provided the following committee updates:
  - Did not meet since last Board Meeting.
- Ms. Bushnoe reported that the Water Enhancement through Brush Management Cost Share program funded two applications since the last Board Meeting. Since the beginning of the program in January 2010, a total of 209 applications have been funded for \$674,647.81 and treated approximately 16,193 acres.

D. Riparian Park Committee:

- Director Snow provided the following committee updates:
  - The committee will be discussing the development of a plan for the riparian park and will meet to review initial plan and get input.
  - Determined that fencing was not needed along slope and someone will be removing it from the property. The fence will be declared as surplus property on a future board agenda.

E. Flood Prediction and Control Committee:

- President Rector provided the following committee updates:

- Met on November 25, 2025, December 4, 2025, December 10, 2025, December 17, 2025, December 31, 2025, January 16, 2026, and January 26, 2026. Not all meetings involved all committee members.
- Deferred to item IX. on Board agenda.

F. Habitat Conservation Plan Ad Hoc Committee:

- Director Smith provided the following committee updates:
  - Still pursuing communication with TPWD to discuss role for UGRA in programmatic ARRPs.

President Rector reordered the agenda and introduced Item IX. Discussion and Appropriate Action – Review Responses to Grant Program Management Services for Proposals, Review Committee Recommendation, Select Contractor, and Authorize Contract. Ms. Bushnoe presented background information on Mr. Whitson and Ms. Foutz to the Board. Mr. Whitson presented a summary of Grant Program Management Services Request for Proposals, the review committee’s independent blind review process, and presented the review committee’s recommendation of GrantWorks as the contractor to perform Grant Program Management Services for UGRA and Kerr County. Director Letz moved to approve Resolution No. 2026-05 Approve authorizing GrantWorks to perform Grant Program Management Services for UGRA and Kerr County in an amount not to exceed 4.9% of the project amount approved by Texas Water Development Board. Director Smith seconded the motion. General discussion followed. There being no further discussion, President Rector called for a vote. Resolution No. 2026-05 was approved by a unanimous vote.

President Rector introduced Item VII. Presentation – An Overview of Instream Use Within Texas Surface Water Rights – Kyle Garmany, Texas Water Trade. Ms. Bushnoe presented a summary of UGRA’s water right, previous discussions on use of the water right, and the permit restrictions. Mr. Garmany presented background information on Texas Water Trade

as well as an overview of the process to amend a water right to add instream use to the Board. General discussion followed. As this was a presentation only, no action was taken.

President Rector introduced Item VIII. Discussion and Appropriate Action – UGRA Surface Water Right Amended Use Options Discussion. The Board discussed the process to move forward with an amendment to UGRA’s water right to add instream use. The General Manager was given direction to proceed with the initial application and consultation with the Texas Commission on Environmental Quality to amend UGRA’s water right and add instream use, to learn more about additional permit fees that would result from the additional use, and to bring the amendment back to the UGRA Board prior to final submittal.

President Rector introduced Item X. Discussion and Appropriate Action – Review and Approve Next Steps for NRCS Watershed Program Planning Assistance Request. Ms. Bushnoe presented a summary of discussions to date with NRCS regarding UGRA’s September 2025 request for Watershed Program planning assistance and the development of a Preliminary Investigation Feasibility Report (PIFR). Ms. Bushnoe recommended submission of sponsorship declaration form to continue moving forward with the request for assistance to NRCS to develop a PIFR regarding flood detention dams in the Guadalupe River watershed in Kerr County. Ms. Bushnoe also shared that there is potential access to planning funds for flood control strategies through the Guadalupe Regional Flood Planning Group. General discussion followed. Mr. Hughes shared his thoughts on the PIFR and how it will contribute to future steps in the development of a flood control feasibility study. The General Manager was given direction to proceed with submission of sponsorship

declaration form and to continue learning more about what support could be provided from NRCS and the Regional Flood Planning Group.

President Rector introduced Item XI. Discussion and Appropriate Action – Review and Distribute Annual Board Training Acknowledgement. Ms. Bushnoe presented a summary of the Annual Board Training Acknowledgement and instructions for completing and returning the form. As this was a presentation only, no action was taken.

President Rector introduced Item XII. A. General Manager’s Report. Ms. Bushnoe updated the Board on presentations and activities in which UGRA initiated or participated, investigations, staff training, meetings, Plateau Water Planning Group, Guadalupe Basin Flood Planning Group, Kerr Together Long-Term Recovery Board and Working Groups.

President Rector introduced Item XII. B. Business Manager’s Report. Ms. Thompson updated the Board on Business operations, facility maintenance, and the EduScape.

President Rector introduced Item XII. C. Laboratory Manager’s Report. Ms. Shepherd updated the board on current laboratory operations and presented lab testing metrics. President Rector introduced Item XII. D. Natural Resources Manager’s Report. Ms. Taber presented the rainfall and streamflow reports to the Board.

There being no further business, the meeting adjourned at 5:14 pm.

UPPER GUADALUPE RIVER AUTHORITY

ATTEST:

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William R. Rector, President  
Board of Directors

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Austin Dickson, Secretary  
Board of Directors

**Upper Guadalupe River Authority  
February 18, 2026, Board Meeting**

**Agenda Item: VI.**

**Topic:** Development of Schreiner University Institute for Hazard Risk and Readiness.

**Background Information:** During fall 2025, UGRA facilitated a discussion between Dr. David Maidment, a specialist in surface water hydrology with the University of Texas, and Schreiner University President Dr. Charlie McCormick to discuss a role for Schreiner University in supporting flash flood preparedness. The initial discussions also emphasized President Rector's interest in having a conference during spring 2026 that would bring together people from surrounding counties to discuss flood emergency response. Since that time, Schreiner University has further developed this concept into the Schreiner University Institute for Hazard Risk and Readiness which will conduct its inaugural seminar on March 13, 2026.

Dr. McCormick will brief the Board on the development of the institute, plans for the March 13<sup>th</sup> event, and future partnerships with UGRA to support flash flood preparedness.

**Recommended Action:** No action required. Informational only.

**Upper Guadalupe River Authority  
February 18, 2026, Board Meeting**

**Agenda Item: VII.**

**Topic:** Review Responses to Professional Services for the Implementation of the Guadalupe River Flood Warning System Request for Qualifications, Review Committee Recommendation, Select Contractor, and Authorize Contract.

**Background Information:** At the December 17, 2025 UGRA Special Board Meeting, the Board approved Resolution No. 2025-42 Authorizing Flood Prediction and Control Committee to Approve and Authorize Release of Request for Proposal(s) for Flood Warning System Components. During the following weeks, the committee continued to discuss how best to meet the accelerated timeline for implementation of the system through procurement of system components and needed professional services. Through discussions with the Kerr Together Long-Term Recovery consultants, it was decided that procurement of professional engineering and consulting services relating to planning, preparing, design, procurement, construction, installation, integration, and testing of flood warning system infrastructure should proceed first. A Request for Qualifications (RFQ) was developed and released on January 13, 2026 (see RFQ excerpt in Attachment A). Questions regarding the RFQ were due on January 26, 2026 and responses to these questions were released by UGRA on January 28, 2026 and January 29, 2026. Responses to the RFQ were due on February 4, 2026 and the following firms submitted responses by the deadline:

1. AccuWeather
2. FloodMapp
3. Scheibe Consulting
4. Streamline Engineering
5. Torres Associates
6. Unity Alliance Foundation UGRA's Initiative, Project ENKI
7. West Consultants

William Whitson, Kerr Together Long-Term Recovery Consultant, was asked to lead the review committee as a non-voting member. The review committee, consisting of the following individuals, received the proposals and the instructions included in Attachment B:

1. Bill Rector, UGRA
2. Maggie Snow, UGRA
3. Weir Labatt, UGRA
4. Jonathan Letz, UGRA

5. Tom Jones, Kerr County Commissioners' Court
6. Tom Moser, Kerr Together Guadalupe River Flood Warning System Working Group
7. Kim Foutz, Kerr Together Long-Term Recover Consultant

The review committee met on February 9, 2026 after conducting their blind, independent review of the proposals. The two firms with the highest scores and administratively complete proposals were invited to interview with the committee on February 13, 2026. The committee members did not have conflicts of interest with any of the submitters, but for transparency are disclosing the following:

1. Prior to the release of the RFQ on January 13, 2026, multiple members of the committee met with some of the firms who submitted responses to gain education on flood warning system technology and components. No communication occurred after the commencement of the RFQ process.
2. West Consultants served as a subconsultant to KISTERS in connection with UGRA's January 27, 2025 solicitation to develop a flood warning system. Tasks for that project included:
  - a. Inventory existing data sources
  - b. Develop software solutions to integrate data
  - c. Evaluate existing gauges and sensors, recommend improvements and additional gauges and sensors

Mr. Whitson will present a summary of the review committee's evaluation process and their recommendation for the Board's consideration.

**Recommended Action:** Approve Resolution No. 2026-06 authorizing a contractor for Professional Services for the Implementation of the Guadalupe River Flood Warning System.

**February 18, 2026, UGRA Board Meeting  
RESOLUTION NO. 2026-06**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE UPPER  
GUADALUPE RIVER AUTHORITY (UGRA) AUTHORIZING A  
CONTRACTOR FOR PROFESSIONAL SERVICES FOR THE  
IMPLEMENTATION OF THE GUADALUPE RIVER FLOOD WARNING  
SYSTEM**

**WHEREAS**, the Upper Guadalupe River Authority (UGRA) is a duly created and existing conservation and reclamation district and political subdivision of the State of Texas created and operating under applicable general and special laws of the State of Texas, including without limitation, Chapters 30, 49, 50, 51 and 54 of the Texas Water Code, as amended; and,

**WHEREAS**, UGRA is authorized by its creation and enabling legislation to control the waters and flood waters of the Upper Guadalupe River and its tributaries; and,

**WHEREAS**, pursuant to the foregoing statutory authority, the Board of Directors of UGRA desires to implement with other governmental stakeholders an outdoor flood warning system in Kerr County to aid in the prevention of damage to persons and property in the event of flooding of the Guadalupe River and its tributaries in Kerr County, Texas; and,

**WHEREAS**, on January 12, 2026, Kerr County Commissioners' Court approved an initial grant award from the Texas Water Development Board (TWDB) and agreement of One Million Dollars (\$1,000,000) via contract number #2691103026 for Eligible Expenses for an outdoor warning siren system; and,

**WHEREAS**, UGRA and Kerr County have executed an Interlocal Agreement to engage UGRA for implementation of a flood warning system and select watershed protection projects; and,

**WHEREAS**, professional engineering services will support UGRA and Kerr County staff to successfully implement the Guadalupe River Flood Warning System; and,

**WHEREAS**, UGRA published a Request for Qualifications and convened a committee to review the responses submitted and present their recommendation to the UGRA Board.

**THEREFORE, IT IS RESOLVED**, the Board of Directors of the Upper Guadalupe River

Authority selects \_\_\_\_\_ as the contractor for professional engineering services for the implementation of the Guadalupe River Flood Warning System.

**FURTHER RESOLVED**, that the General Manager is authorized to negotiate final fees and execute a contract with the selected firm in an amount not to exceed

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PASSED AND APPROVED this 18<sup>th</sup> day of February 2026

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William R. Rector, President  
Board of Directors

ATTEST:

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Austin Dickson, Secretary  
Board of Directors

**Upper Guadalupe River Authority  
Request for Qualifications (RFQ): Professional Services for the Implementation of the  
Guadalupe River Flood Warning System for Kerr County Texas**

**Issued:** January 13, 2026

**Closing Date and Time:**  
February 4, 2026 at 5:00 PM Central Standard Time

Pursuant to Texas Government Code, Title 10, Subtitle F, Chapter 2254 and the Code of Federal Regulations Title 2 Sections 200.317-200.327 (to the extent applicable), Statements of Qualifications for Professional Services will be received by the Upper Guadalupe River Authority, 125 Lehmann Dr # 100, , Kerrville TX 78028, until 5:00 pm on February 4, 2026 for professional engineering and consulting services relating to planning, preparing, design, procurement, construction, installation, integration and testing of flood warning system infrastructure. The scope of services is more particularly described in *Exhibit A*.

**I. BACKGROUND**

On July 4, 2025, Kerr County Texas and the surrounding area experienced a devastating flash flood event triggered by extraordinarily high rainfall in the Guadalupe River basin in the Texas Hill Country. Both President Trump and Governor Abbott issued emergency declarations covering the event which tragically killed over 130 people due to the rapid rise of flood waters sweeping through the area at great volumes and velocity. As a result of this occurrence and to mitigate future threats to public safety, the Upper Guadalupe Authority, working with Kerr County and other stakeholders, desires to install a flood warning system in Kerr County Texas (the Project). Our community's desire and the urgency of the Texas Legislature is to install initial flood warning system components as soon as possible.

**II. GENERAL INFORMATION**

This Request for Qualifications (RFQ) is in response to the Upper Guadalupe River Authority's need to hire one or more qualified engineering professionals to help the UGRA plan, prepare, design, procure, construct, install, integrate, and test flood warning system infrastructure after catastrophic life and property damage from the July 4, 2025 flash floods (the "Project"). The RFQ process is intended to allow UGRA to select one or more qualified firms to provide professional engineering and consulting services to identify, procure and install the most effective flood warning system infrastructure for the unique geography and topography of the Upper Guadalupe River watershed in Kerr County. It is anticipated that the services performed by the firm(s) with whom UGRA contracts will include the preparation of plans and specifications for acquisition and/or installation of the infrastructure, assistance in procurement of qualified contractors for installation of the infrastructure, and contract administration services with the contractor(s)

selected to install the infrastructure. Additional potential services are described below in the Scope of Work (*Exhibit A*).

The selected Consultant(s) (Consultant) will be requested to enter into a Consultant Services Agreement with UGRA as set forth in this Request for Qualifications (RFQ). The Consultant shall be required to provide all labor, equipment, tools, and facilities necessary for the completion of the Project (or components thereof in the event UGRA contracts with multiple firms for different Project services). UGRA desires to execute a multi-year Consultant Services Agreement with the Consultant to facilitate the acquisition and the implementation of the Guadalupe River Flood Warning System for Kerr County. Specific services likely will be defined by one or more individual agreements or task orders. The specific scope of engineering services and terms of the contract(s) will be negotiated with the engineering firm(s) selected by UGRA, and UGRA may enter into multiple contracts with one or more firms for engineering and consulting services.

Components and scope of work for the Project are anticipated to include the procurement of rain gauges, stream gauges, outdoor warning sirens, development of a warning communication system, flood prediction system, warning infrastructure for roadways, the integration of all components into the existing UGRA cloud data system, training, documentation, public education, and Project administration.

This Project may be funded partially or fully through the Texas Water Development Board (TWDB), Federal Emergency Management Agency (FEMA)'s Hazard Mitigation Assistance programs, U.S. Department of Housing and Urban Development (HUD)'s Community Development Block Grant Disaster Recovery program, Economic Development Administration, U.S. Department of Agriculture (USDA), U.S. Department of Energy, and/or other recovery and mitigation funding sources used in conjunction with these sources. All Project services must be undertaken in accordance with the requirements of any grants and funding sources. It is anticipated that UGRA will enter into multiple contracts, or multiple task orders, with the engineering firm(s) as necessary to segregate components of the Project that will be funded with grant monies from Project services that will not be funded with grant monies.

To expedite project delivery and ensure the timely completion of the improvements, the UGRA reserves the right to engage multiple qualified firms.

The RFQ consists of the base RFQ document, any attachments/forms, and any addenda released before contract award. All attachments and addenda released for this RFQ in advance of any contract award are incorporated herein by reference.

**III. RFQ SCHEDULE AND STATEMENT OF QUALIFICATIONS FORMAT**

Advertise Request for Qualifications (RFQ)	01/13/2026
Deadline to submit questions	01/26/2026 at 5:00 PM CT
Final addendum issued no later than	
Statement of Qualifications (SOQ) due	02/04/2026 at 5:00 PM CT
Anticipated interviews and/or selection of firms	Within 7 – 10 days of SOQ due date
Anticipated Board contract approval	No later than 02/18/2026

This Request for Qualifications (RFQ) is posted on the UGRA website in the Public Info section at <https://ugra.org/public-information/bids-and-notices>. This is the official source of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location.

Statements of Qualifications shall be electronically submitted with a time stamp of February 4, 2026 at 5:00 PM CT via email to:

Tara Bushnoe and Tammy Thompson  
 Subject: \_\_\_\_\_-RFQ-Warning System  
 Email Address: [tbushnoe@ugra.org](mailto:tbushnoe@ugra.org) and [tthompson@ugra.org](mailto:tthompson@ugra.org)

Faxed or mailed submittals will not be considered. All submittals must be signed by an authorized representative of your organization. Service Providers will receive a confirmation email confirming receipt of the proposal within 24 hours of receipt. If you do not receive a confirmation email, call Tammy Thompson to confirm receipt (830-896-5456 x221).

The UGRA reserves the right to reject any or all Statements of Qualifications. Submission of a Statement of Qualifications by a firm in response to this RFQ does not mean that the firm will be awarded a contract for this project.

In accordance with Chapter 2254 of the Texas Government Code, UGRA will select the most highly qualified provider of services on the basis of demonstrated competence and qualifications, and will then attempt to negotiate a contract with that provider at a fair and reasonable price. If a satisfactory contract cannot be negotiated, then UGRA will select the next most highly qualified provider and attempt to negotiate a contract with that provider at a fair and reasonable price.

#### **IV. COMPLETE PROPOSAL**

A complete proposal shall include:

- Statement of Qualifications
- Resumes
- All required Submissions, Certifications and Forms as outlined in *Exhibit C* Required Forms

#### **V. FORMAT**

Interested firms with relevant experience and qualifications should submit one (1) Statement of Qualifications copy in a PDF format, not to exceed 25 MB. It should be emailed directly to or by sending a digital delivery link (Dropbox, Google Drive) to the UGRA contact and email address provided in Section III.

In order to be considered, all submittals must be emailed no later than the due date and time, at which time received submittals will be opened. Firms should allow time to ensure receipt of their submission. The responsibility for getting their submittal to the UGRA on or before the specified time and date is solely and strictly the responsibility of the proposing firm. The UGRA will in no way be responsible for delays caused by any occurrence. Test emails may be sent to ensure accuracy of the process.

Electronic submittals should be no more than 20 pages (excluding required forms, certifications, and insurance) on 8.5" x 11" sized paper, single spaced, 11-point font minimum. Any submission over these limits will not be considered. The Cover Sheet and section separators will not count against the total page count. Resumes will also not count against the total page count and should be added as an appendix. Resumes are limited to 5 pages on 8.5" x 11" sized paper, single spaced, 11-point font minimum. Cover Letters and Table of Contents will be counted against the total page count.

#### **VI. INFORMATION AND QUESTIONS**

All questions concerning this Request for Qualifications (RFQ) should be submitted by January 26, 2026 at 5:00 PM CT via email to:

Tara Bushnoe and Tammy Thompson

Subject: \_\_\_\_\_-RFQ-Warning System Questions

Email Address: [tbushnoe@ugra.org](mailto:tbushnoe@ugra.org) and [tthompson@ugra.org](mailto:tthompson@ugra.org)

No questions will be answered past the deadline provided.

## VII. COMMUNICATION AND ADDENDA

All questions, clarification, or requests for general information regarding this RFQ must be directed in writing via email to Tara Bushnoe, General Manager, UGRA ([tbushnoe@ugra.org](mailto:tbushnoe@ugra.org)). and Tammy Thompson, Business Manager/Assistant General Manager, UGRA ([tthompson@ugra.org](mailto:tthompson@ugra.org)).

The deadline for submitting any written questions will be January 26, 2026 at 5:00 PM CT. UGRA will determine at its sole discretion whether such communications warrant a response, which shall be in writing via email and made available as an addendum. Addendum will be posted on the Upper Guadalupe River Authority webpage in the Bids and Notices section (<https://www.ugra.org/public-information/bids-and-notices>).

No questions submitted after the written question deadline will be responded to by staff.

**Addenda:** Any and all revisions to this document shall be made only by written email addendum issued by the UGRA and posted on the Upper Guadalupe River Authority webpage in the Bids and Notices section (<https://www.ugra.org/public-information/bids-and-notices>). No oral statements by any person shall modify or otherwise affect the terms, conditions, or specifications stated in this request for qualifications. The respondent is cautioned that the requirements of this RFQ can be altered only by written email addendum and that verbal communications from any source are of no effect.

## VIII. SCOPE OF CONSULTANT SERVICES AND PROPOSED PROJECT

### Scope of Work

Upper Guadalupe River Authority (UGRA) is seeking Statements of Qualifications from qualified, experienced, and innovative firms for professional engineering and consulting services related to the planning, preparing, design, procurement, construction, installation, integration and testing of a Guadalupe River Flood Warning System to be located in Kerr County. The scope of services is more particularly described in *Exhibit A*.

### Services to be Provided by UGRA

Furnish access to all information, data, reports, and maps as currently exist in files necessary for carrying out the requested services to the Consultant, without charge, and UGRA shall cooperate in the carrying out of the work without delay. See reports referenced in Flood Warning System Design Consideration section of *Exhibit A*. UGRA's responsibility to provide access to information is limited to data of record in UGRA's files and in the format as recorded. The Consultant shall check and investigate existing information and conditions and notify UGRA of any deficiencies that are discovered.

Multiple teams with the selected Firm(s) may be needed in order to meet any anticipated schedule.

PERSONS OR FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

UGRA will not provide compensation or defray any costs incurred by any firm related to the response to this request. UGRA reserves the right to negotiate with any and all persons or firms. UGRA also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.

**IX. CONTENT REQUIREMENTS FOR THE STATEMENT OF QUALIFICATIONS**

**Statement of Qualifications Requirements and Evaluation**

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions in this RFQ as formatted below. Please see *Exhibit B* for project selection form / rating sheet.

**1. General Information: (10 points)**

- a. Provide the name of the Firm's project lead with email address, location of office that will be conducting the work, and phone number. This person will be responsible for the execution of the work and ensuring that adequate personnel and other resources are made available for the project, and who is responsible for the quality and timeliness of the Firm's performance.
- b. Provide a brief description of the Firm (prime and sub-consultants), understanding of the RFQ, and acceptance of the requirements of the RFQ.
- c. Provide date of firm formation
- d. Legal business description (Individual, Partnership, Corporation, JV, etc.)
- e. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the UGRA's grant management or executive staff.
- f. Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.

**2. Firm Experience and Qualifications: (20 points)**

- a. Describe the Firm's unique qualifications as they pertain to this type of work.
- b. Include a description of the Firm's in-house capabilities and any outsourcing services anticipated, including sub-consultants. Information should include Firm(s) history, names and credentials of principal officers of the firm(s), location of home and branch offices, honors and awards (if any) and areas of specialization (if any).

**3. Key Team Professionals/Capacity to Perform: (35 points)**

- a. Provide an organizational chart of the project team (including subconsultants if applicable) listing the key members of your team that will be directly involved in the project, what role they will perform, their office locations, and anticipated availability for this project. Please note past partnership projects for teams, if any. Clearly denote the prime consultant and each sub-consultant. Please include licensure information.
- b. Provide a description of the qualifications and experience of the key individuals who will be actively involved in the work (including registration numbers). Include the office location in which each key individual is located. Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work.
- c. Include resumes of team members that will be performing work and previous experience on similar projects. (Limited to 5 pages and are not included in the total allowable number of pages submitted.)
- d. Provide current workload of prime firm and staff availability to perform services.
- e. Provide demonstration of ability to meet tight deadlines.

**4. Relevant Project Experience/References: (35 points)**

- a. Provide the Project Managers experience with similar size/type projects. Project manager shall demonstrate knowledge of similar Flood Warning System projects.
- b. Provide experience in projects using state and/or federal funds.
- c. Provide experience in submitting for permits and approvals as required by any and all regulatory agencies including but not limited to municipal, state, and federal agencies.
- d. Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by the prime firm and sub-consultants, which involved State or Federal Funding including:
  - i. Project name and location.
  - ii. Services provided.
  - iii. Provide an overview and brief history of the firm and sub-consultants' involvement in the project.
  - iv. Date of completion or project status.
  - v. Client name, contact person, and contact information.
  - vi. Was project schedule met?
  - vii. Were there change orders? Describe nature of change orders.
  - viii. History of accomplishing services within established budget (planned vs. actual).
  - ix. Detail cost savings or cost increases.

**X. EVALUATION AND SELECTION PROCEDURE**

This RFQ provides information necessary to prepare and submit a Statement of Qualifications (SOQ) for consideration and ranking by the UGRA. By submitting its SOQ in response to this RFQ, respondent accepts the evaluation process as outlined in the SOQ Evaluation and Selection Procedure which follows.

UGRA will evaluate the SOQ using the 100-point system described in Section IX. The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services. UGRA will then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon authorization, the highest ranked firm(s) will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

The selection of the firm will be based on the submissions by the highest-ranking firm so that UGRA may determine the most highly qualified provider of services on the basis of demonstrated competence and qualifications. UGRA will select the most highly qualified provider for contract negotiations. If negotiations fail, the UGRA will terminate such negotiations and enter into negotiations with the next most qualified Firm. A review committee will be composed of UGRA Board members and others will review each submittal and rate them. The review committee may elect to shortlist firms and conduct written or oral discussions as necessary to determine the best qualified Firm.

Criteria for selection will include, but will not necessarily be limited to the following:

1. Statement of Qualifications outlined in Section IX.
2. Ability to meet state and federal requirements as well as UGRA contract terms and conditions. Applicable provisions enclosed in *Exhibit E, Exhibit F, and Exhibit G* must be included in all state and federally funded contracts executed as a result of this RFQ and are included in this RFQ for your information and notification.
3. Completeness of submittal including all forms, certifications, insurance, and SOQ.

UGRA is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

## **XI. UGRA RESERVES THE FOLLOWING RIGHTS**

1. Modify or cancel the selection process or schedule at any time.
2. Waive minor irregularities.
3. Reject any and all responses to this RFQ and to seek new submittals if it is in the best interest of the UGRA to do so.
4. Seek clarification or additional information from responding firms as it deems necessary to the evaluation of the response.
5. This Request does not obligate the UGRA to enter into an agreement or pay any costs incurred by firms in preparation and submission of a statement of qualifications.

6. Upon receipt by the UGRA, each proposal becomes the property of the UGRA. In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. Texas Government Code Section 552 provides a method for protecting some documents from public disclosure. If the responding firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the UGRA will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration. In submitting a proposal, each firm agrees that the UGRA may reveal any trade secret materials contained in such response to all members involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the UGRA to assist in the evaluation process.
7. If the UGRA determines that a document that the Responder has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the UGRA will provide notice of that determination to the contact person designated by the firm, in any reasonable manner that the UGRA can provide such notice, at least five business days prior to its public disclosure of the document. If the firm does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the firm does not initiate judicial proceedings to protect the confidentiality of the document, the UGRA will not have any obligation to withhold the document from public disclosure.
8. By submitting to the UGRA a document that the firm designates as "confidential" or "trade secret", the firm agrees that in the event a third party brings any action against the UGRA or any of its officials or employees to obtain disclosure of the document the firm will indemnify and hold harmless the UGRA and each organization's affected officials and employees from all costs, including attorney's fees, incurred by or assessed against any defendant, of defending against such action. The firm also agrees that at the UGRA's request the firm will intervene in any such action and assume all responsibility for defending against it, and that the firm's failure to do so will relieve the UGRA of all further obligations to protect the confidentiality of the document.
9. Selection of a Firm by the UGRA in response to this Request for Qualifications for professional services does not guarantee these services will be required. The UGRA maintains sole discretion in assigning projects, if any, to the selected Firm(s) throughout the term of the contract. The UGRA, additionally reserves the right to issue future Request for Qualifications, as may be needed and to solicit responses from firms not selected as part of this process.

## XII. REQUIRED FORMS, STATEMENTS, SUBMISSIONS AND DOCUMENTATION

The following must be submitted in order for the submission to be considered complete:

1. **Statement of Qualifications** as outlined in Section IX. of this RFQ.
2. **From CIQ, enclosed in *Exhibit C-1***. Texas Local Government Code Chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFQ and must be submitted with the response.
3. **Certification Regarding Lobbying**, enclosed in *Exhibit C-2*. Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFQ and must be submitted with the response.

The respondent shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. **System for Award Management Verification**. Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM) and must have an active registration with the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Include verification that your company is registered and that the company's principal is not listed (is not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Enclose a printout of the search results that includes the record date.
5. **A Statement of Conflicts** (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.
6. A copy of your current **certificate of insurance** for professional liability. Insurance requirements that must be met and included in Consultant Services Agreement are included in *Exhibit D* along with an example certificate of insurance for professional liability.

Information and Required Future Forms:

1. **Form 1295**, enclosed in *Exhibit C-3*. Effective January 1, 2016 as amended in January 1, 2018 (updated form dated May 14, 2025), all contracts and contract amendments,

extensions, or renewals executed by the Jurisdiction will require the completion of Form 1295 “Certificate of Interested Parties” pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFQ for your information.

2. **Required Contract Provisions.** Applicable provisions enclosed in *Exhibit E, Exhibit F, and Exhibit G* must be included in all state and federally funded contracts executed as a result of this RFQ and are included in this RFQ for your information and notification.

### **XIII. UGRA STANDARD TERMS AND CONDITIONS**

Upon completion of the evaluation and recommendation for award, the selected Consultant acknowledges that they will be required to execute a Consultant Services Agreement in compliance with UGRA standard terms and conditions which include but are not limited to those contained in *Exhibit E*.

### **XIV. STATE AND FEDERALLY REQUIRED STANDARD TERMS AND CONDITIONS**

The selected firm acknowledges that this contract is intended to be funded in whole or in part through the use of Texas Water Development Board (TWDB) Outdoor Warning Sirens Grant Program funds. As such, the selected firm agrees that it shall abide by all of the mandatory TWDB General Terms & Conditions. *Exhibit F* includes an example of such terms and conditions for reference and notification.

The selected firm shall ensure that all design work complies with TWDB Best Management Practices and guidance document for the operation of outdoor warning sirens document established by TWDB under Texas Water Code §16.502(h) and SB 3 and state and federal regulations. Selected firm shall also meet all requirements outlined in the Outdoor Warning Sirens Grant Agreement between Kerr County and TWDB, Interlocal Agreement between Kerr County and Upper Guadalupe River Authority for implementation of outdoor flood warning system and possible future watershed protection measures, and Project Agreements associated with the ILA (as discussed at January 12, 2026 Kerr County Commissioners’ Court meeting <https://legacy.co.kerr.tx.us/commcrt/agenda/>).

UGRA anticipates that Consultant Services Agreement with the selected Consultant may be financed in whole or in part with State and or Federal funding. As such, applicable State and or Federal laws, regulations, policies, and related administrative practices will apply to the Consultant Services Agreement with the selected Consultant. The most recent of such Federal and/or State requirements, including any amendments made after the execution of the Contract, shall govern the Contract, unless the Federal and/or State Government determines otherwise.

Applicable provisions enclosed in *Exhibit F and Exhibit G* must be included in all state and federally funded contracts executed as a result of this RFQ and are included in this RFQ for your

information and notification. The selected Consultant is responsible for complying with all applicable provisions. The Selected Consultant shall not perform any act, fail to perform any act, or refuse to comply with any UGRA requests, which would cause the UGRA to be in violation of the Federal and or State awarding agency's terms and conditions..

To the extent applicable, the Federal and State requirements are deemed incorporated into this Contract by reference and shall be incorporated into any subcontract or subcontract executed by the Contractor pursuant to its obligations under this Contract. The Contractor and its subcontractors, if any, hereby represent and covenant that they have complied and shall comply in the future with all applicable provisions of Federal, State, and local laws, regulations, and rules and local policies and procedures, as amended from time to time, relating to the Work to be performed under this Contract. Anything to the contrary herein notwithstanding, all Federal awarding agency-mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any UGRA requests, which would cause the UGRA to be in violation of the Federal and or State awarding agency's terms and conditions.

In addition to State funding, the scope of work may be financed, in whole or in part, by funding provided by federal programs including, but not limited to, the Federal Emergency Management Agency (FEMA), the Department of Housing and Urban Development, (HUD), or the Department of Transportation (DOT). The Selected Consultant shall at all times comply with all applicable federal regulations, policies, procedures, and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the Contract. Consultant's failure to comply shall constitute a material breach of Contract.

## **XV. EXHIBITS**

The following Exhibits are attached to the RFQ and are made part of the document:

*Exhibit A* – Scope of Work

*Exhibit B* – Consultant Selection Form/Rating Sheet

*Exhibit C* – Required Forms and Informational Forms

*Exhibit C-1* Form CIQ

*Exhibit C-2* Certification Regarding Lobbying

*Exhibit C-3* Form 1295

*Exhibit D* – Insurance Requirements

*Exhibit E* – UGRA Standard Terms and Conditions

*Exhibit F* – State Standard Terms and Conditions

*Exhibit G* – Federal Standard Terms and Conditions

## EXHIBIT A – Scope of Work

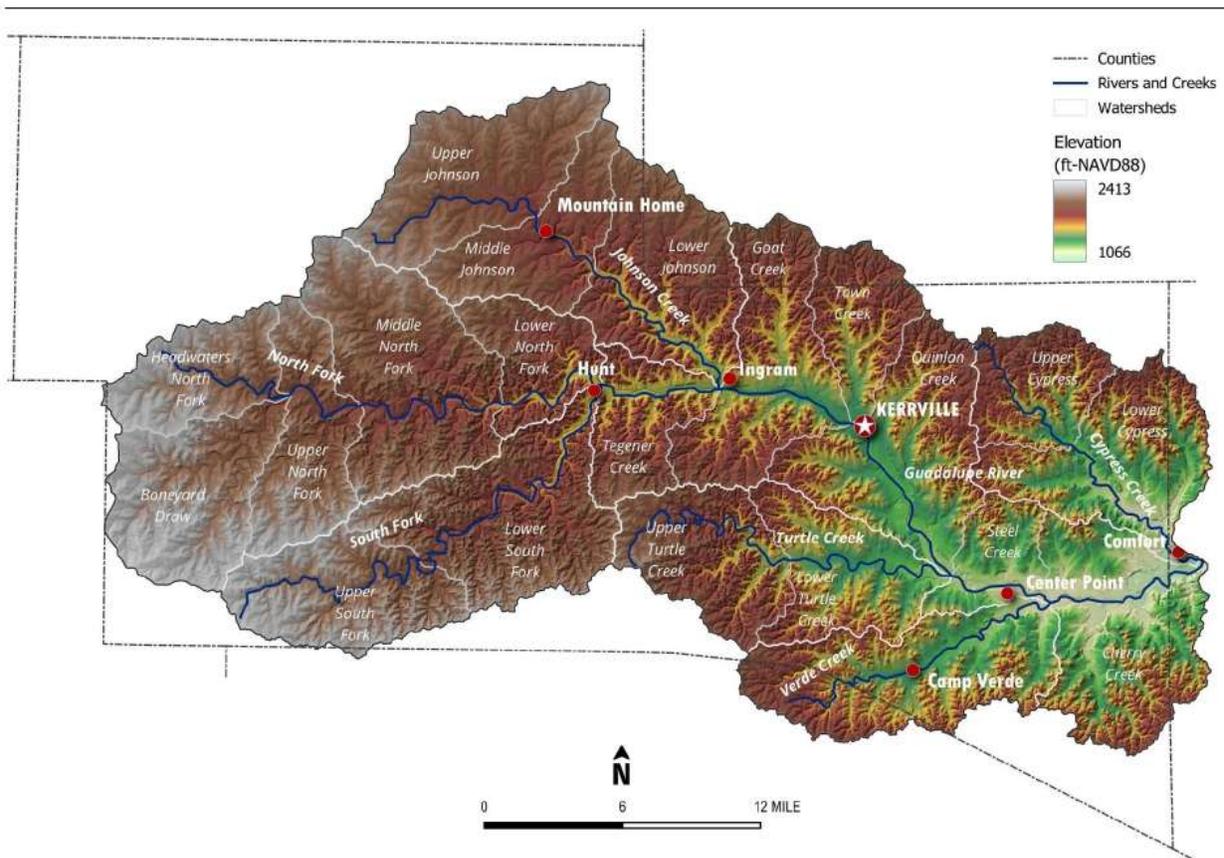
Upper Guadalupe River Authority (UGRA) is seeking Statements of Qualifications from qualified, experienced, and innovative firms for professional engineering and consulting services related to the planning, preparing, design, procurement, construction, installation, integration and testing of a Guadalupe River Flood Warning System to be located in Kerr County, Texas collectively, the “Project” (see Figure 1).

UGRA expects that this effort will include (but is not limited to) the items below:

1. Assist UGRA in the identification, procurement, installation, testing, and integration of rain gauges, stream gauges and outdoor warning sirens and associated components (i.e. datalogger, telemetry, and power) to establish a Guadalupe River Flood Warning System appropriate for the geography and topography of the Upper Guadalupe River watershed in Kerr County. Equipment must communicate with existing UGRA cloud data system which aggregates existing rainfall and stream level data using an API and makes data accessible to users through a web-based dashboard. Initial sirens (number to be determined) must provide adequate warning to youth camps on the South Fork and North Fork Guadalupe River, and to the City of Ingram. UGRA currently intends for the initial sirens to be installed and operational by **May 1, 2026**.
2. Design and implement a system to communicate flood warnings to public safety personnel and the general public. Preference is to use existing community communication systems such as IPAWS and CodeRed.
3. Develop a flood prediction system able to predict flood risk based on current observations and future predictions sufficient to support effective alerting.
4. Assist UGRA in the identification, procurement and installation of road, bridge, and low water crossing warning infrastructure based on criteria and guidance provided by Kerr County, City of Kerrville, City of Ingram, Texas Department of Transportation, and other relevant jurisdictions.
5. Integrate and test all real time and predictive information into existing UGRA cloud data system and associated dashboard.
6. Provide training and documentation on the monitoring, operation, maintenance, troubleshooting, and repair of the project infrastructure to parties identified by UGRA as responsible for these tasks.
7. Develop public education program for users of the Guadalupe River Flood Warning System.
8. Assist UGRA in the preparation of bid documents, solicitation of bids, and evaluation of bids submitted by contractors.
9. Project administration and coordination with UGRA selected grant management services firm, Kerr County staff, and Texas Water Development Board staff, as applicable.
10. Provide project records as required by TWDB grant agreement or other funding source grant agreements, as applicable.

UGRA contemplates entering into a contract with one qualified firm to provide all services referenced above, but reserves the right to enter into different contracts with different firms for individual projects.

One or more of the services furnished by the engineering firm will be funded with grant funds received by UGRA from local, state and/or federal jurisdictions. The engineering firm(s) with whom UGRA contracts shall comply with all applicable requirements of each grant authority. As necessary to secure and administer grant funding, UGRA may enter into separate contracts or task orders with individual engineering firms to segregate projects and services funded with grant monies from those that are not funded with grant monies.



**Figure 1 – Upper Guadalupe River Watershed in Kerr County, Texas**

Flood Warning System Design Considerations:

1. Based on prior studies, UGRA currently anticipates that individual components of the Project should meet the following design criteria:
  - a. Flood prediction system:
    - i. Suitable to the meteorology, hydrology, and hydraulics of the area.

- ii. Able to predict flood risk based on current observations and future predictions sufficiently to support effective alerting.
  - iii. Capable of producing flood risk information, including depth, velocity, extent, timing, and duration.
  - iv. Incorporates current and forecasted rainfall, current soil moisture conditions, and current river water levels into flood predictions.
  - v. Automated and capable of running without interruption of services 24 hours per day and 7 days per week except for planned maintenance.
  - vi. Issues predictions at a minimum every 30 minutes but preferably every 15 minutes or less.
  - vii. Includes a continuous improvement framework to validate and meet performance goals over time.
- b. Rain and Stream Gauges
- i. Rain gauges should use tipping buckets with at least 0.04-inch resolution.
  - ii. Stream stage gauges should use bubblers, radars, or pressure transducers capable of at least 0.1-ft accuracy.
  - iii. Gauges should be capable of interfacing with a datalogger, measuring and transmitting at least every 5 minutes, and capable of being powered off grid with solar and battery power for continuous operation.
  - iv. Gauges should be installed by personnel experienced with installing gauges in similar conditions, or those conducting installations should be trained, and installations verified by experienced personnel.

These standards are not mandatory, and ultimately, the design of the Project will include the components determined to be most effective to provide flood warning and protect human health and safety in Kerr County.

2. The Project should comply with Texas Water Development Board Best Management Practices and guidance document for the operation of outdoor warning sirens to be issued by late January 2026.
3. The Kerr Together Guadalupe River Flood Warning System Working Group has been meeting since September 2025 to guide and provide input into the development of the flood warning system. The working group's Development Team compiled performance requirements included in Exhibit A-1 attached and is provided to convey the concept of the flood warning system. The engineering firm(s) with whom UGRA contracts should evaluate and consider such requirements in connection with the performance of all design services.

# Memorandum

For Award Guidance for Professional Services for the Implementation of the Guadalupe River Flood Warning System for Kerr County Texas RFQ

**To:** RFQ Review Committee

**From:** William R. Whitson, Senior Consultant – Kerr Together LTRG

**Date:** 02/5/2026

**Subject:** Independent Recommendation process to Award – Professional Services RFQ for Engineering Services

## Purpose

The purpose of this memorandum is to document the process used to formally recommend the award of the Professional Engineering Services contract in response to the recently issued (RFQ) from UGRA. This memo summarizes the independent review and evaluation process used in the selection and provides documented justification for this selection. **This memo also provides instruction to members of the RFQ evaluation panel in the review/ranking and selection recommendation process.** As of the deadline on February 4, 2025, six proposals were received.

## Background

The Professional Services RFQ was released on January 13, 2026, to solicit proposals from qualified professionals to help UGRA plan, prepare, design, procure, construct, install, integrate, and test flood warning system infrastructure. The deadline to submit questions was January 26, 2026 and answers to the questions were posted on January 28, 2026 and January 29, 2026. The RFQ outlined the scope of work, required qualifications, and evaluation criteria.

## Evaluation and Selection Process

A review committee will evaluate all submitted proposals based on the criteria specified in the RFQ, including organizational experience, technical approach, staffing, and cost, etc. The selection committee will use an “independent blind review” process to make the final selection recommendation. This means that all committee members will review and score each proposal on their own without any communication with other members of the review committee or outside influence prior to the convening of the group. **NOTE:** Members of the selection committee may speak to technical staff for guidance only.

After thorough review and independent scoring, the committee (with the guidance of the technical staff) will independently develop a method to narrow and/or rank the RFQ awardees. The ranking recommendation will then go to the UGRA Board and County

Commissioners' Court as applicable for final ratification of rankings and approval to proceed with contract award.

## **Final Recommendation Process**

Based on the committee's evaluation, it is recommended that the Professional Engineering contract be awarded in (order of ranking) to those firms deemed qualified. Only one contract will be awarded, however, the ranking outlined by the independent selection committee will set the order of negotiations. In most RFQ processes, the top two (2) qualified proposals usually demonstrate the strongest capacity, relevant experience, and a comprehensive approach to providing the needed engineering services that aligns with program goals. The ranking will set up the preferred order of selection and negotiations for firms deemed by the committee to be qualified.

## **Next Steps**

- Send appropriate Conflict of Interest forms/statements to sign to all committee members.
- Send proposals and ranking sheets criteria (with this cover guidance memo) to the selection committee members.
- Notify selection committee of the general timeframe for review.
- Agree on dates/location to convene selection committee for discussion and ranking recommendation.
- Send selection committee recommendations to the UGRA Board of Directors and Kerr County Commissioners' Court.
- Communicate results to all proposers.
- Following approval/ratification of ranking and selection by UGRA Board of Directors and Kerr County Commissioners' Court, initiate contract negotiations and finalization.
- Initiate contract RFQ work.

## **Conclusion**

Please review this memo and contact me or Ms. Tara Bushnoe to provide any documentation regarding conflict of interest and proceed with the RFQ ranking award process as outlined.

Should you have any questions or require additional information, please contact me at [williamw@kerredc.com](mailto:williamw@kerredc.com) or (386) 846-0687.

Thank you,  
William Whitson

**Upper Guadalupe River Authority  
February 18, 2026, Board Meeting**

**Agenda Item: VIII.**

**Topic:** Participation in One or More Cooperative Purchasing Programs Including Approval of Contracts Related Thereto.

**Background Information:** At the January 16, 2026 UGRA Special Board meeting, the Board approved a revision to the Procurement Policy to add the use of purchasing cooperatives as an authorized mechanism to comply with competitive purchasing requirements. The use of purchasing cooperatives can be an option to streamline procurement through pre-negotiated contracts, provide access to quality products and pre-vetted vendors, and make more efficient use of staff time. UGRA's Procurement Policy stipulates that agreements for membership with purchasing cooperatives must be approved by the UGRA Board of Directors initially and reapproved once every five years. Staff researched and/or met with the following purchasing cooperatives and will provide a recommendation to the board for approval of membership agreements with individual purchasing cooperatives:

1. TXShare
2. Alliance for Innovation
3. Buy Board
4. Texas SmartBuy
5. Omnia
6. Sourcewell

At the time, this Board Packet was compiled, staff had not yet completed the review and recommendation of purchasing cooperatives, therefore, a substitute resolution 2026-07 will be provided to the Board at the February 18, 2026 meeting that contains the specific membership agreement for which approval is recommended.

**Recommended Action:** Approve Resolution No. 2026-07 Approving Participation in One or More Cooperative Purchasing Programs Including Approval of Contracts Related Thereto

**February 18, 2026, UGRA Board Meeting  
RESOLUTION NO. 2026-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE UPPER  
GUADALUPE RIVER AUTHORITY (UGRA) APPROVING PARTICIPATION  
IN ONE OR MORE COOPERATIVE PURCHASING PROGRAMS INCLUDING  
APPROVAL OF CONTRACTS RELATED THERETO**

**WHEREAS**, the Upper Guadalupe River Authority (UGRA) is a duly created and existing conservation and reclamation district and political subdivision of the State of Texas created and operating under applicable general and special laws of the State of Texas, including without limitation, Chapters 30, 49, 50, 51 and 54 of the Texas Water Code, as amended; and,

**WHEREAS**, The Upper Guadalupe River Authority (UGRA) has administrative policies in place to govern the operations of UGRA; and,

**WHEREAS**, UGRA Administrative Policies Article XII. Procurement Policy establishes uniform policies by which UGRA shall evaluate purchasing options for goods and services, carry out purchasing, evaluate performance of contractors and vendors, and process payments for goods and services to obtain quality goods and services at a reasonable cost in accordance with state laws; and,

**WHEREAS**, Administrative Policies Article XII. Section 12.04(g)(ii) states that agreements by UGRA with other local governments or with the state or a state agency, including participation in purchasing cooperatives, must be approved by the UGRA Board of Directors initially and reapproved not less frequently than every five years; and,

**WHEREAS**, UGRA staff have researched multiple purchasing cooperatives and presented a summary to the Board for consideration.

**THEREFORE, IT IS RESOLVED** that the Board of Directors of the Upper Guadalupe River Authority authorizes the execution of agreements with the following purchasing cooperatives:

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**FURTHER RESOLVED** that Management is hereby authorized to take such steps necessary or desirable to execute agreements or required membership authorizations as depicted in Attachments \_\_\_\_\_ and pay membership fees if applicable with the approved purchasing cooperatives referenced in this Resolution.

PASSED AND APPROVED this 18<sup>th</sup> day of February 2026

\_\_\_\_\_  
William R. Rector, President  
Board of Directors

ATTEST:

\_\_\_\_\_  
Austin Dickson, Secretary  
Board of Directors

**Upper Guadalupe River Authority  
February 18, 2026, Board Meeting**

**Agenda Item: IX.**

**Topic:** Kerr Together River Working Group Overview of Priority Projects.

**Background Information:** The Kerr Together Long-Term Recovery River Working Group is responsible for the recovery, restoration, and long-term resiliency of Kerr County's Guadalupe River Basin, a vital economic and natural asset. The working group charter states that the group will ensure that parties involved, both public and private, in the restoration of Kerr County's rivers, streams, and tributaries have opportunities to receive planning support, education, materials (i.e., seeds, plants, and trees), resources, and guidance for recovery and future flood mitigation. The group will emphasize environmental stewardship, nature-based solutions, and conservation practices and has identified priority projects which includes the following:

- Long Term Planning
- Revegetation from seeds, non-woody species, shrubs
- Adopt a River Trail
- Removal of trash and manmade debris
- Improvement plans for public parks
- Education on the Guadalupe River and riparian areas
- Invasive plant management
- Management of deer populations (native and exotic)
- Support for private land stewardship

UGRA Board Director Jonathan Letz is chair of the River Working Group and will provide an overview for the Board of the River Working Group projects and priorities.

**Recommended Action:** No action required. Informational only.

**Upper Guadalupe River Authority  
February 18, 2026, Board Meeting**

**Agenda Item: X.**

**Topic:** Application to the Community Foundation of the Texas Hill Country Community & Culture Fund to Support Expansion of Healthy Creeks Initiative to Manage Invasive Species in Kerr County.

**Background Information:** As discussed during Item IX., invasive plant management is a vital component of the Guadalupe River restoration after the July 4, 2025 flood. *Arundo* (*Arundo donax*) is a large, invasive grass that has become a growing problem in Texas in recent decades. It is sometimes also commonly called Giant Reed or Carrizo Cane. This non-native invader has the potential to significantly impact the health of our creeks and rivers. Additionally, *Arundo* thrives in disturbed soil which increases the importance of timely management efforts since there is an estimated 52% loss of riparian area vegetation after the flood.

UGRA has been a participant in the Texas Parks and Wildlife Department's (TPWD) Healthy Creeks Initiative since 2018. Healthy Creeks Initiative is a partnership to improve habitat health along Hill Country rivers and creeks by providing control of invasive riparian plants (*Arundo donax* and elephant ear) at no cost to landowners. UGRA supports this program through outreach to landowners with *Arundo*, facilitating landowner enrollment, and initial property surveys. In 2025, TPWD expanded the program to also treat elephant ear which is another invasive plant species that is increasing in abundance in Kerr County.

The number of landowners who can be enrolled in the program in Kerr County and receive treatment through TPWD is limited by UGRA staff time and funding for increased herbicide application hours for the TPWD contractor. In order to respond to the increased need for *Arundo* management in summer 2026, the UGRA General Manager submitted an initial application or letter of interest (LOI) to the Community Foundation of the Texas Hill Country's Community and Culture Fund requesting \$180,000 to support expansion of the program during the summers of 2026 – 2028 (see Attachment A).

Below is a draft budget that will be refined prior to submitting the complete application:

<b>Three-year budget:</b>	<b>Cost</b>
Year 1 TPWD contractor estimated 210 spray hours	\$ 47,250.00
Year 2 TPWD contractor estimated 210 spray hours	\$ 48,667.50
Year 3 TPWD contractor estimated 210 spray hours	\$ 50,127.53
Year 1 staff time (32-40 hours per week for 9 weeks)	\$ 10,000.00
Year 2 staff time (32-40 hours per week for 9 weeks)	\$ 10,300.00
Year 3 staff time (32-40 hours per week for 9 weeks)	\$ 10,609.00
Equipment (laptop, monitor, field equipment)	\$ 1,800.00
<b>Total</b>	<b>\$178,754.03</b>

The Community Foundation of the Texas Hill Country's flood recovery effort, Rebuild Kerr, is coordinating philanthropic flood recovery efforts in our area. The Rebuild Kerr Community and Culture Fund supports recovery in Kerr County and Comfot following the July 4, 2025 floods by investing in the places and institutions that define local identity and sustain community life. Funding priorities include:

- River and riparian restoration
- Park and public-space recovery
- Arts and cultural revitalization
- Community gathering spaces
- Support for small business recovery and local economic vitality
- Public safety, education, and other essential civic assets

The UGRA General Manager received notification on February 10, 2026 that our project had been approved to move forward to the full application stage of the Community & Culture Fund. The full grant application will contain additional details on the project scope, budget, timeline, and anticipated community impact. In order to plan effectively for summer 2026, staff would like to submit the full application during the first week of March 2026.

UGRA Board member Austin Dickson serves as Chief Executive Officer for the Community Foundation of the Texas Hill Country and will abstain from participation in any votes, discussion, or decisions of the Board of Directors of UGRA that relate to UGRA's application to the Community Foundation for funding.

**Recommended Action:** Approve Resolution No. 2026-08 Approving Application to the Community Foundation of the Texas Hill Country Community & Culture Fund to Support Expansion of Healthy Creeks Initiative to Manage Invasive Species in Kerr County.

**February 18, 2026, UGRA Board Meeting  
RESOLUTION NO. 2026-08**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE UPPER  
GUADALUPE RIVER AUTHORITY (UGRA) APPROVING APPLICATION TO  
THE COMMUNITY FOUNDATION OF THE TEXAS HILL COUNTRY  
COMMUNITY & CULTURE FUND TO SUPPORT EXPANSION OF HEALTHY  
CREEKS INITIATIVE TO MANAGE INVASIVE SPECIES IN KERR COUNTY**

**WHEREAS**, the Upper Guadalupe River Authority (UGRA) is a duly created and existing conservation and reclamation district and political subdivision of the State of Texas created and operating under applicable general and special laws of the State of Texas, including without limitation, Chapters 30, 49, 50, 51 and 54 of the Texas Water Code, as amended; and,

**WHEREAS**, *Arundo (Arundo donax)*, commonly called “carrizo cane,” “giant reed,” and “Georgia cane,” is a highly invasive, non-native perennial grass with the potential to significantly damage the health of Texas streams and rivers by adversely affecting water quality and quantity, worsening flooding, displacing native plants, destabilizing banks, contributing to erosion, increasing fire risk, and harboring other invasive species such as feral hogs; and,

**WHEREAS**, in 2016, TPWD commenced its “Healthy Creeks Initiative” partnership between landowners, conservation groups, public entities and TPWD to manage and prevent infestations of *Arundo donax* and other invasive plants and promote and provide technical guidance for implementation of riparian management practices that support the health of ecologically and aesthetically important streams and rivers in the Texas Hill Country; and,

**WHEREAS**, UGRA and TPWD executed an Interlocal Agreement in 2018 partner on the extension of the Healthy Creeks Initiative to include the Upper Guadalupe River and its tributaries in Kerr County; and,

**WHEREAS**, an increased need for management of invasive species, including *Arundo donax* and elephant ear exists in Kerr County since the July 2, 2025 flood; and,

**WHEREAS**, the Community Foundation of the Texas Hill Country's flood recovery effort, Rebuild Kerr, is coordinating philanthropic flood recovery efforts in our area. The Rebuild Kerr Community and Culture Fund supports recovery in Kerr County and Comfort following the July 4, 2025 floods by investing in identified priorities including river and riparian restoration; and,

**WHEREAS**, UGRA submitted an initial application to the Community and Culture Fund to support increased management of invasive species through the TPWD Healthy Creeks Initiative during summer 2026 – 2028; and,

**WHEREAS**, UGRA has been invited to complete and submit a full application for consideration of funding through the Community and Culture Fund.

**THEREFORE, IT IS RESOLVED** the UGRA Board of Directors approves the submission of the application to the Community Foundation of the Texas Hill Country Community & Culture Fund to support expansion of Healthy Creeks Initiative to manage invasive species in Kerr County in an amount not to exceed \$180,000.

**FURTHER RESOLVED**, Management is hereby authorized to take such steps as necessary or desirable to proceed with submission of the application.

PASSED AND APPROVED this 18<sup>th</sup> day of February 2026

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William R. Rector, President  
Board of Directors

ATTEST:

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Maggie Snow, Vice President  
Board of Directors

## LOI Form

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### Community & Culture Project Name\*

Kerr County Healthy Creeks Initiative Expansion

### Organizational Mission & Eligibility Confirmation\*

Briefly describe your organization's mission, confirm that you are a 501(c)(3) nonprofit (or equivalent public charity), and note any work your organization has done in the Kerr County community directly related to flood recovery.

Upper Guadalupe River Authority (UGRA) was created in 1939 by the Texas Legislature as a conservation and reclamation district. UGRA is a political subdivision operating under Chapters 30, 49, 50, 51 and 54 of the Texas Water Code. UGRA's jurisdiction is Kerr County, and we are led by a nine member board of directors appointed by the Governor. UGRA's mission is to protect the health of the Guadalupe River watershed in Kerr County by managing water quality and water quantity, promoting stewardship, and providing services to support our communities.

UGRA Board members and staff have been involved in flood recovery efforts through active participation in Kerr Together since its inception and currently hold the following positions:

Bill Rector, UGRA Board President

- Guadalupe River Flood Warning System Working Group, vice-chair

Jonathan Letz, UGRA Board Director

- Kerr Together Board, vice-chair

- River Working Group, chair

Tara Bushnoe, UGRA General Manager

- Kerr Together Board, member
- Guadalupe River Flood Warning System Working Group, chair

Shelby Taber, UGRA Natural Resources Manager

- River Working Group, member

Since the July 4, 2025 flood, UGRA has continued our core services for the community through investigative and routine water quality monitoring, providing accurate information on river conditions, and serving testing needs of public and private water system customers. UGRA also immediately began serving in flood recovery by contributing to community conversations about the impact of the flood to riparian areas, conducting site visits with impacted landowners, and through the organization of the working groups listed above. Through the River Working Group, UGRA has been instrumental in planning the first post-flood community cleanups, outreach to streamside landowners to offer replanting resources, and getting recovery techniques into the hands of impacted landowners through workshops.

### Project Overview\*

Please summarize your proposed project. Include its purpose, key activities (e.g., rebuilding park infrastructure), which populations the project will serve, intended community outcomes, and whether the project is already underway. If underway, briefly describe the project's current status and progress to date.

The Kerr County Healthy Creeks Initiative Expansion will build upon invasive species management efforts led by Texas Parks and Wildlife Department (TPWD) and UGRA in Kerr County that were first initiated in 2018. Healthy Creeks Initiative is a partnership to improve habitat health along Hill Country rivers and creeks by providing control of invasive riparian plants (Arundo donax and elephant ear) at no cost to landowners. In Kerr County, TPWD partners with UGRA to enroll streamside landowners in the program, perform

administrative tasks, and conduct surveys of enrolled properties. Once the plants are surveyed, TPWD sends contractors to perform herbicide spraying treatments.

An estimated 52% of riparian vegetation was lost during the July 4th flood within a 30-mile reach of the Guadalupe River. This represents significant loss of diverse riparian plant communities including 200+ year old mature canopy trees. This has left the river corridor exposed and vulnerable to accelerated erosion, reduced water storage capacity, and colonization by invasive species. The river is the cultural heart of Kerr County and restoring a healthy river ecosystem is a critical aspect of long term recovery.

*Arundo donax* is a large, invasive grass that has increasingly become a problem in Texas. It is sometimes also called Giant Reed or Carrizo Cane. Elephant ear plants, common in the ornamental plant trade, can escape cultivation and become invasive when they are planted alongside rivers and creeks. Invasive plants threaten our natural heritage by harming the function of creeks and the associated riparian areas that are vital to both creek and human health. Native vegetation helps the riparian soil absorb water like a sponge, which reduces runoff of pollutants and bacteria into our waterways. Native plants dissipate the energy of floodwater, and their roots stabilize banks, which reduces erosion that can reduce water quality and damage property. Healthy diverse riparian areas also act as a natural firebreak.

It is anticipated that invasive plants will proliferate in the degraded, post-flood, riparian habitat. Therefore, an aggressive approach to invasive plant management is needed starting in summer 2026. UGRA has led *Arundo donax* and elephant ear control efforts in Kerr County since 2018, but staff capacity has caused the number of landowners who can be served to plateau at approximately 60 landowners (see Figure 1 attached). The Kerr County Healthy Creeks Initiative Expansion will fund additional invasive plant management in 2026, 2027, and 2028. Specifically, this will include one additional staff member to coordinate with landowners and survey vegetation during the months of June and July, their equipment, and contracted herbicide application services.

The intended outcome of this project is to restore a healthy, native, Guadalupe River ecosystem in Kerr County and to help landowners prevent further property damage.

Thank you for your consideration.

### Estimated Project Budget\*

Please enter an estimate for the total project budget.

\$180,000.00

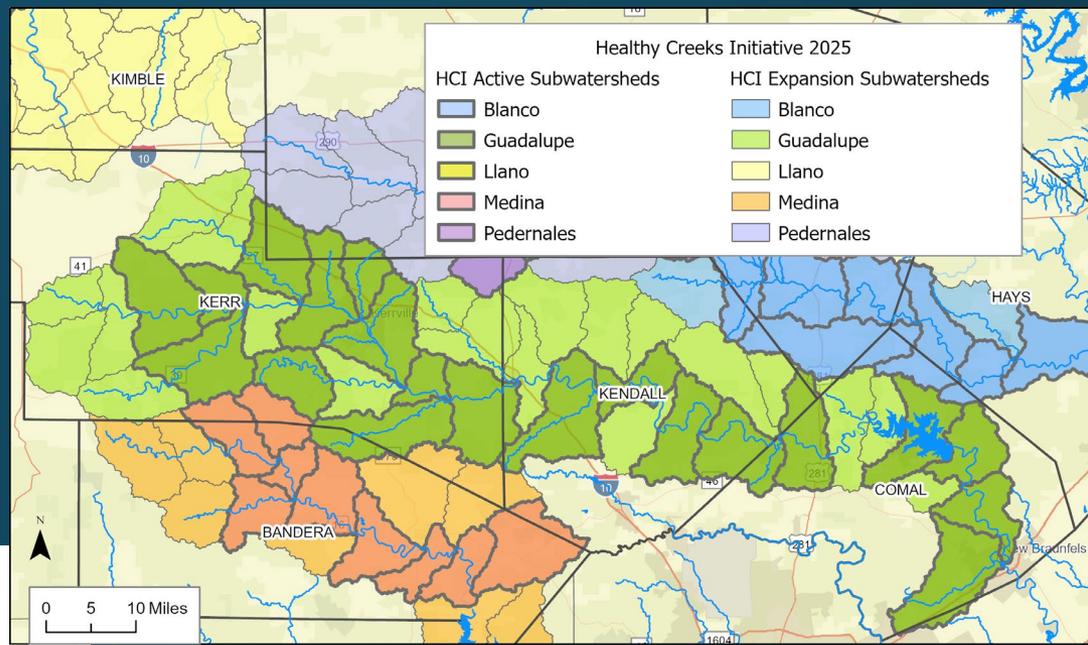
### Alignment with Fund Goals\*

Select one of the below priorities that your proposed project align most closely with:

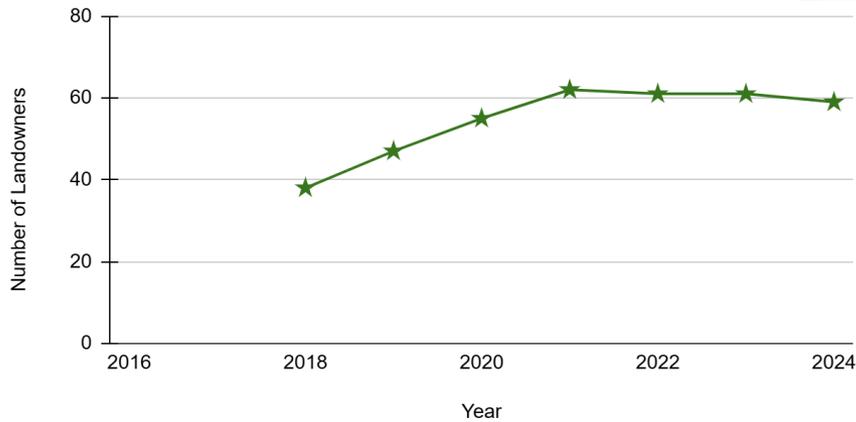
River corridor, parks, or public space restoration

# Guadalupe – Kerr Co.

- 2018-current
- 59 landowners in 2024
- 11.2 acres Arundo surveyed in 2024



HCI Participating Landowners by Watershed  
Guadalupe - Kerr Co.



## Arundo Status

Guadalupe Watershed, Kerr County

