

Draft Scope of Services

1. Project Management / Data Gathering:

- a. Project Kickoff Meeting
 - i. The Consultant will conduct one (1) in-person meeting with WWG staff to review scope and schedule of the project and critical project milestones.
- b. Project Management and Communication
 - i. Throughout the project, monthly status reports will be submitted that summarize the progress and document upcoming tasks. The monthly status updates will outline any upcoming key decisions which require input from or discussion with the WWG.
- c. General Information to be Provided by WWG
 - i. Utility's Water Supply Plan
 - ii. Utility's Water Conservation Plan and Drought Contingency Plan
 - iii. Projected population and demands from utility planning documents (Water Supply Plan, Water Master Plan, Comprehensive Plan)
 - iv. Current contracts for water supply
 - v. Utility's water system diagram and/or graphical depiction current and proposed service area.
 - vi. Point of delivery for untreated water
 - vii. Point of delivery for treated water
 - viii. Should the utility not respond or not have the information, data from other sources including but not limited to the 2026 Regional Water Plan, utility website, and Texas Water Development Board (TWDB) Water Use Surveys will be used.
- d. Compile and standardize all data for consistency across providers.

2. Demand Outlook:

- a. The Consultant will be provided the population and employment projections for all Williamson County water utility areas for the years: 2026, 2040, 2060, and 2080. They will compare these values with values from the Texas State Data Center and other data provided by WWG members. The population and employment data to be used for water demand analysis shall be agreed upon by the WWG.
- b. The Consultant will consider potential future water conservation, water loss, and water reuse programs, as well as utilities' Drought Contingency Plans, when developing demand projections.
- c. **Deliverable:** Technical Memorandum No. 1 (Demand Scenario Summary)

3. Supply Outlook:

- a. The Consultant will review the existing supply reliability for all Williamson County WWGs in the 2026 Regional Water Plans and compare them to any other sets of data developed by the utilities in Williamson County.
- b. **Deliverable:** Technical Memorandum No. 2 (Existing Supply Summary)
- c. Alternative Supply Sources

- i. The Consultant will evaluate potential water supply alternatives for an individual utility, partnership of utilities and County as a whole.

Examples of alternatives to be evaluated are:

- 1. Local Groundwater
 - 2. Regional Groundwater
 - 3. Local Direct Potable Reuse
 - 4. Regional Direct Potable Reuse
 - 5. Local Aquifer Storage and Recovery
 - 6. Regional Aquifer Storage and Recovery
 - 7. Advanced Water Conservation – robust incentive programs (rain barrel, xeriscaping, irrigation system removal), landscape ordinance revisions
 - 8. Water Loss Management – review reported data, identify potential inconsistencies/errors
 - 9. Lower Colorado River Authority (LCRA) as appropriate
 - 10. Brazos River Authority (BRA) as appropriate
 - ii. Evaluation metrics will include:
 - 1. **Infrastructure Requirements:** Determine infrastructure needs (pipelines, storage facilities, pump stations, treatment facilities, etc.) for integrating alternative sources into the existing water system.
 - 2. **Autonomy:** Consider the utility or utilities’ degree of independence from other partners/providers.
 - 3. **Water Availability:** Assess the availability and reliability of each alternative water source under various scenarios, including droughts. Evaluate timeline for bringing the alternative water source online.
 - 4. **Water Quality Considerations:** Evaluate the water quality characteristics of each source and the required treatment process to bring water quality to parameters compatible with the existing distribution system. This desktop analysis would be based on available water quality data from previous reports/studies.
 - 5. **Environmental Impacts:** Evaluate environmental impacts including effects on water bodies and land use.
 - 6. **Regulatory Landscape:** Review the regulatory framework for each alternative water source including permits, water rights, and environmental approvals.
 - 7. **Public Support:** Consider potential public/governing body(ies) support or opposition for a project concept.
 - 8. **Cost Development:** Conduct a cost analysis, including capital, operational, and maintenance costs for each alternative,

using the Texas Water Development Board (TWDB) Uniform Costing Model (UCM).

9. **Risk Analysis:** The Consultant will prepare a risk analysis based on the likelihood of outcomes impacting successful project implementation and will compile the analyses into a matrix format for review and comparison. The factors evaluated could include:

- a. Institutional and Legal
- b. Regulatory and Environmental
- c. Vulnerability to Drought
- d. Reliability During Emergencies
- e. Long-Term Sustainability

- d. The Consultant will utilize an agreed upon evaluation framework to compare different alternative water supplies based on the analysis.

- e. **Deliverable:** Technical Memorandum No. 3 (Future Water Supply Alternatives)

4. **Water Supply and Demand Assessment:**

- a. The Consultant will compare the projected water demands to the projected water supply to determine the timing and quantity of additional water supply needed for various alternatives.
- b. Highlight overlaps, conflicts, and opportunities where providers share similar needs or timelines.
- c. Develop small-scale and large-scale regional scenarios using the identified water supply alternatives to meet the needs of the Cities and County.
- d. **Deliverable:** Technical Memorandum No. 4 (Existing Supply and Future Demand Assessment)

5. **Water Treatment Assessment:**

- a. Evaluate water treatment requirements for identified alternatives.
- b. Comparison of centralized treatment vs. local treatment for the various options.
- c. **Deliverable:** Technical Memorandum No. 5 (Future Water Treatment Assessment)

6. **Water Transmission Assessment:**

- a. Conceptual layouts of pipelines, tanks and pump stations showing potential interconnections among cities and white spaces for identified alternatives.
- b. High-level capital and O&M cost estimates, including phasing strategies.
- c. **Deliverable:** Technical Memorandum No. 6 (Williamson County Water Transmission Assessment)

7. **Williamson County Integrated Water Plan:**

- a. Draft Plan
 - i. The Consultant will provide the WWG with a draft Integrated Water Resources Plan for review.

1. Comprehensive written report detailing findings and methodologies.
 2. Maps and graphics showing conceptual pipeline corridors, service areas, and system layouts.
- b. Final Plan
 - i. The Consultant will provide the WWG with a final Integrated Water Resources Plan that incorporates WWG comments as appropriate.
 - c. **Deliverable:** Williamson County Integrated Water Resources Plan

Possible additional services after the initial evaluation could include the following:

8. Governance & Ownership Models:

- a. Evaluation of potential models (e.g., regional authority, interlocal agreements, city-owned cooperative systems).
- b. Implications for cities of different sizes and for white space service.
- c. **Deliverable:** Technical Memorandum (Governance and Ownership Models)