



# Request for Qualifications for Selection of a Vendor to Develop a Groundwater Data Management System for Northern Trinity Groundwater Conservation District

## Introduction

Pursuant to Chapter 2254 of the Texas Government Code, the purpose of this Request for Qualifications ("RFQ") is to solicit information that will form the basis for Northern Trinity Groundwater Conservation District's ("NTGCD" or the "District") selection of a qualified firm to provide professional services associated with development of a Groundwater Data Management System. The District was created in 2007 by the 80th Texas Legislature with the enactment of House Bill 4028. In its enabling legislation, the District was provided the powers and duties provided by the general law of the State of Texas, including Chapter 36 of the Texas Water Code, applicable to groundwater conservation districts created under Section 59, Article XVI, of the Texas Constitution. The mission of the District is to manage, preserve, and protect the groundwater resources of Tarrant County, Texas.

## Scope of Services

This RFQ is to identify a firm with which to contract to design, develop and maintain a web-based application to replace the existing database used for managing the District's water well and groundwater data. The District plans for the project to proceed in three phases: 1) Design, 2) Development and 3) Maintenance. The general scope requirements of each phase are described below and included in Figure 1.

### Phase 1: Design

- Review of the District's current database system
- Meet with District staff to solicit input for design of new Groundwater Data Management System
- Develop prototypes of desktop, mobile and mapping interfaces
- Develop detailed functional requirements for developing the application in Phase 2

- Develop cost quotes for Phases 2 and 3 based on the functional requirements consistent within cost constraints provided by the District.

### Phase 2: Development

- Develop the Groundwater Data Management System consistent with the functional requirements established in Phase 1
- Develop User Guide
- Deploy and test application

### Phase 3: Maintenance

- Provide ongoing maintenance including hosting and routine updates

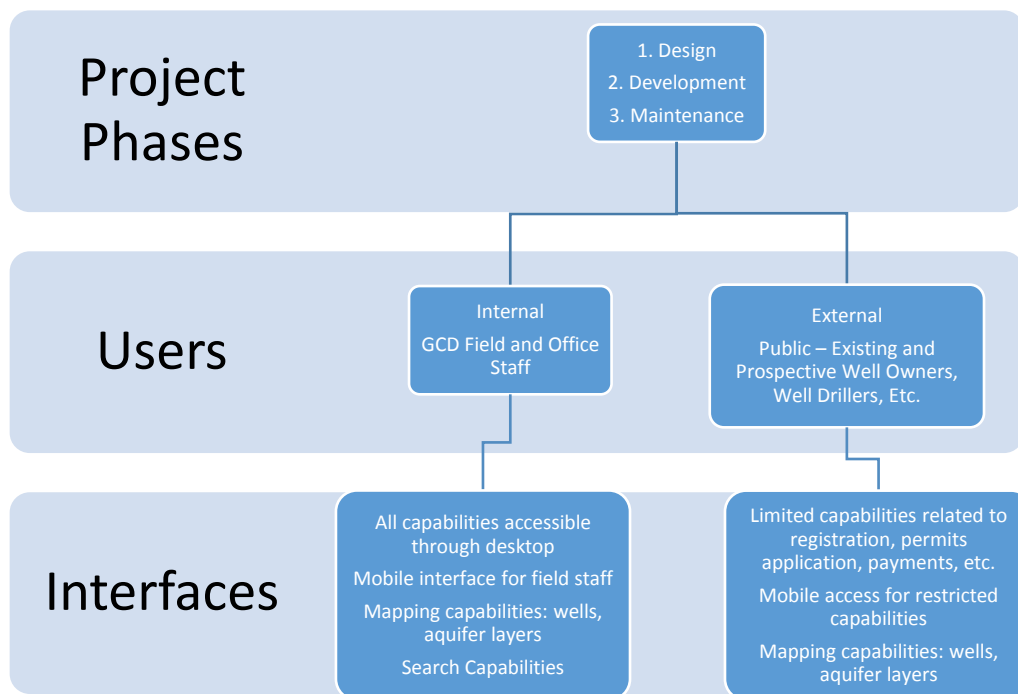


Figure 1. Key characteristics of NTGCD Groundwater Data Management System

### Users and Interfaces

The Groundwater Data Management System will need to serve both internal (NTGCD) and external (public) users. Internal users include office and field staff. The full functionality of the data management system will need to be accessible by office staff on a desktop. A limited functionality mobile interface will be needed for field staff for use in collection of water level measurements and potentially other tasks. External users include existing and prospective well owners, well drillers and the public. Both internal and external users will need to have a secure login to access most functions.

## Functions of the System

The Groundwater Data Management System will need to serve many of the day-to-day functions of District staff and facilitate many of the interactions of the District with well owners, drillers and the public. These functions include:

- Search, edit and add records in the District's database (wells, water levels, water quality, etc.)
- Accept and track processing of Water Well Applications
- Accept submission of water use reports
- Accept payments for water well application and water use fees
- Web-based mapping interface for internal and external users
  - Includes different data access permissions for each user type
  - Includes hydrogeologic data such as aquifer locations and depths
- Email and notification capabilities such as automatically prompting District staff regarding data irregularities and submission of payment receipts.
- Reporting and query functions. These may include, but are not limited to:
  - Water production report usage by time-period and water use type
  - New well registrations for user-specified time-period
  - Reports to assist with any hard-copy mailings

## RFQ Response Requirements

Qualified and interested firms should submit three (3) hard copies and an electronic copy of all requested information to the address listed no later than 5:00 PM on **January 20, 2017**. Submittals received after this time will not be considered.

All responses should include the following:

- General description of company including contact information, location(s), area(s) of expertise, services offered, etc.
- Descriptions of similar projects performed
- Contact information for references of professional services provided during the past five (5) years for similar services. This should include the reference name, phone number, address, and title. The District reserves the right to pursue other references as needed to evaluate qualifications.
- Proposed approach for this solicitation including any anticipated computer, server, or licensing requirements.

## Selection process

The criteria that will be used to evaluate each of the respondents includes, but is not limited to:

- Relevant experience of the firm developing similar products
- Relevant experience of the firm working with groundwater conservation districts
- Relevant experience of the project principal and proposed staff

- Ability to respond
- Work plan and project approach
- Compatibility with current systems and work practices of the District

After reviewing submitted applications, the General Manager will consult with District staff and the Board of Directors as needed to select the most qualified firm. The General Manager will then present a recommendation to the District Board of Directors for approval. Release of this Request for Qualifications does not bind the District to selecting or entering into an agreement with any applicant for these services.

Responses to this RFQ should not include cost quotes. The costs associated with the project will be agreed upon at two points: 1) after selection of the recommended firm for Phase 1, and 2) following Phase 1 for Phases 2 and 3 should the District decide to proceed. The proposed approach for each phase should reflect that the funding for Phase 1 will not exceed \$25,000 and the funding for Phase 2 will not exceed \$150,000. As described above, the cost quote for the Phase 2 scope of work will be determined during Phase 1.

The District desires to initiate an agreement for this work by March 2017 to facilitate completion of Phase 1 by May 2017 and Phase 2 by December 2017.

## Contact Information

Responses to this RFQ and any questions are to be submitted in writing to the following:

### Physical Address:

Dr. Bob Patterson  
General Manager  
Northern Trinity Groundwater Conservation District  
1100 Circle Dr., Suite 300  
Fort Worth, TX 76119

### Email Address:

bobpatterson@ntgcd.com