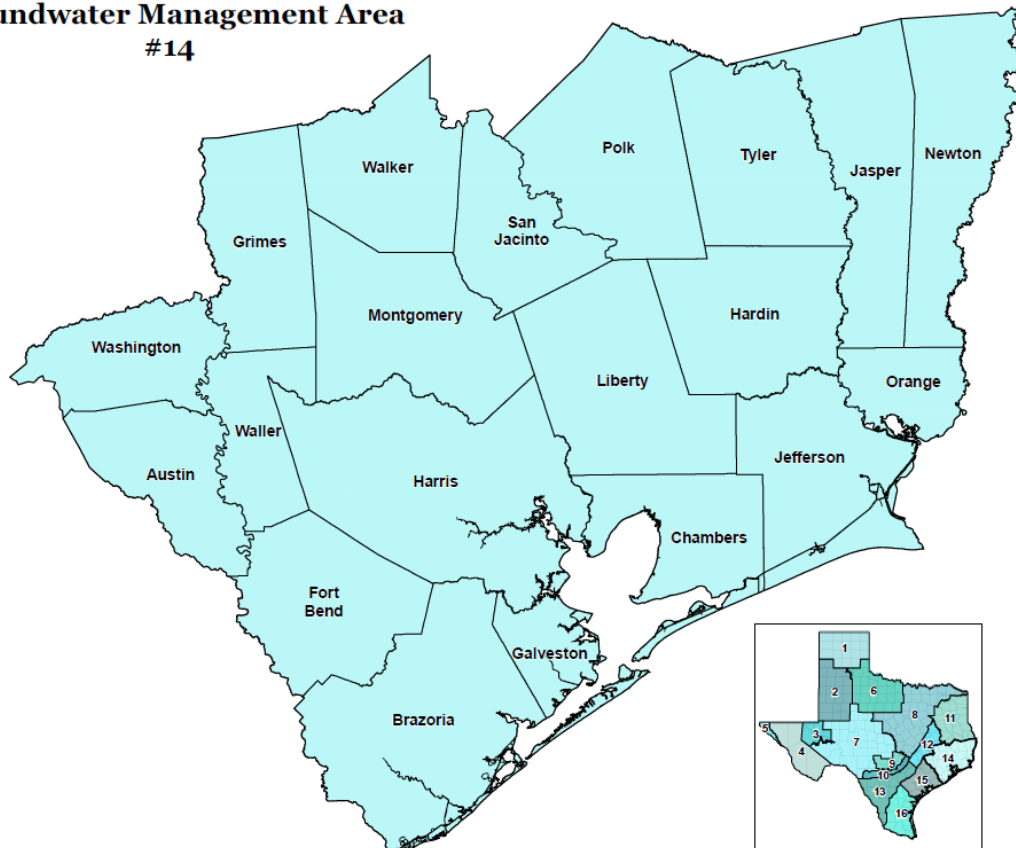


**ANNOUNCEMENT OF REQUEST FOR STATEMENTS OF
QUALIFICATIONS AND EXPERIENCE FOR SCIENTIFIC, PLANNING,
AND PROGRAMMATIC CONSULTING SERVICES FOR
GROUNDWATER MANAGEMENT AREA 14
RFQ #01-2018**

**Groundwater Management Area
#14**



**LONE STAR GROUNDWATER CONSERVATION DISTRICT, ON BEHALF OF
GROUNDWATER MANAGEMENT AREA 14, REQUEST FOR STATEMENTS OF
QUALIFICATIONS AND EXPERIENCE FOR SCIENTIFIC, PLANNING, AND
PROGRAMMATIC CONSULTING SERVICES FOR GROUNDWATER
MANAGEMENT AREA 14**

INVITATION TO SUBMIT QUALIFICATIONS AND APPROACH

The Lone Star Groundwater Conservation District (Lone Star GCD), acting administratively on behalf of the Groundwater Management Area 14 (GMA 14) Joint Planning Committee and GMA 14 Joint Planning Interlocal Agreement Participants (Participants), requests statements of qualifications, experience, and proposed approach, from qualified engineering and geoscience firms to perform scientific, planning, and programmatic consulting services for GMA 14. The selected firm will be associated with or have a Texas licensed engineer or geoscientist with significant recent experience regarding the Gulf Coast Aquifer System within the boundaries of GMA 14, including the geological processes involved with subsidence, to assist the GMA 14 District Representatives in achieving all statutory requirements for joint planning using the best available science as stipulated in Texas Water Code Section 36.108, on or before January 1, 2018. The selected firm, upon successful completion of a scope of work and budget approved by the GMA 14 District Representatives and Participants, will be awarded a contract by the Lone Star GCD in its capacity as administrative chair of GMA 14.

**THE PROPOSED SCHEDULE FOR THIS REQUEST FOR QUALIFICATIONS (RFQs)
IS AS FOLLOWS:**

Release RFQ to Consultants:	Tuesday, February 6, 2018
Pre-Submittal Conference:	Thursday, February 15, 2018, 1:30 PM
Deadline for Questions and Inquiries:	Wednesday, February 21, 2018, 10:00 AM
SOQ Submissions Due:	Monday, February 26, 2018, 2:00 PM

SCOPE OF CONSULTING SERVICES

The selected firm will provide professional consulting services to GMA 14 regarding consideration of the currently adopted desired future conditions (DFCs) and modeled available groundwater (MAG) for the relevant aquifers in GMA 14, and consideration and evaluation of any proposals to amend the existing DFCs or adopt new DFCs that may be deemed necessary or appropriate by the GMA 14 District Representatives. The selected firm will also prepare an explanatory report, as required by Texas Water Code Section 36.108 (d – 3). Specifically, the selected firm will perform the following tasks to be completed within sixteen (16) months of contract execution:

- 1) Develop work schedule for third round of joint planning (2016 – 2022) to be completed within an expediate schedule of 16 months from execution of contract, attend and participate in as necessary all GMA 14 meetings, and support preparation of draft meeting agendas and draft meeting minutes;
- 2) Compile best available science and develop technical presentations for GMA 14 District Representatives and Participants regarding groundwater resources for all relevant aquifers in GMA 14;
- 3) Compile, analyze, and present to the GMA 14 District Representatives and Participants all relevant information from the 2017 Texas State Water Plan;
- 4) Review and evaluate any proposals for new or amended DFCs under the administrative procedures of GMA 14;
- 5) Prepare technical and supporting information for GMA 14’s evaluation of DFC proposals under the statutory criteria in Section 36.108, Texas Water Code, for any DFC proposals that are formally selected for such evaluation by the GMA 14 District Representatives under the administrative procedures adopted by GMA 14;
- 6) Perform requested groundwater availability modeling simulations for the Gulf Coast Aquifer System using the current TWDB adopted/approved model and present results to GMA 14 District Representatives and Participants;
- 7) If additional aquifers are determined to be relevant for the purposes of joint planning by GMA 14 District Representatives, perform necessary analyses using the current TWDB adopted/approved models and present results regarding groundwater availability and potential DFCs; and
- 8) Provide advice or technical assistance to GMA 14 District Representatives regarding actions taken by the Texas Water Development Board or any other relevant governmental body.

EXPERIENCE AND APPROACH

Experience will be evaluated based on a combination of experience in the joint planning process, experience working on the Gulf Coast Aquifer System (with a focus on the Northern Gulf Coast), including experience on hydrogeological controls of subsidence, and experience with Texas Water Development Board datasets and rules utilized in the joint planning process.

The Statement of Qualifications (SOQs) should present how the firm will work to support the GMA 14 District Representatives throughout the third round of the joint planning process and its expedited schedule, including final submission of adopted DFCs, the Explanatory Report, and all supplemental materials required by the Texas Water Development Board’s Administrative Checklist (see http://www.twdb.texas.gov/groundwater/docs/DesiredFutureConditions-TWDB_Checklist_for_Submittals_Explanatory_Reports_and_Model_Files.pdf?d=5774.13)

The submittal shall not exceed ten (10) single-spaced, single -sided pages, utilizing 12 point, Times-New Roman font. The submittal should include: a transmittal letter (not included in page

limit), a firm resume (1 page), a general description of experience relevant to this RFQ (2 pages), an assessment of qualifications and a list of persons that may assist during this planning effort (2 pages), and detailed project approach outline (5 pages), and a statement certifying that the applicant and/or his/her firm is not aware of any existing conflicts of interest with any GCD in GMA 14 (include in transmittal letter). The statement of qualifications should provide information demonstrating that the firm has available geoscientists(s) or technical staff licensed to practice in the State of Texas (include in transmittal letter).

As a result of a number of unique dynamics particular to GMA 14, including a heightened interest in how proposed DFCs may impact subsidence, socioeconomics, and private property rights, the project approach shall provide a detailed outline of the proposed approach to addressing the factors listed in Texas Water Code Section 36.108 (d) (1 – 9) and achieving the balancing test described in Texas Water Code Section 36.108 (d – 2). GMA 14 District Representatives and Participants may choose, as part of contract negotiations, to make revisions as deemed appropriate prior to execution of a contract.

CONSULTANT SELECTIONS

- A. This RFQ does not commit Lone Star GCD, or GMA 14 District Representatives and Participants to enter into a contract, nor does it obligate it to pay any costs incurred in the preparation and submission of qualifications and subsequent discussions, interviews and/or presentations in anticipation of a contract.

- B. GMA 14 District Representatives and Participants reserve the right to:
 - 1. Reject any and all Statement of Qualifications received.
 - 2. Cancel the entire RFQ.
 - 3. Remedy technical errors in the RFQ process.
 - 4. Negotiate with any, all, or none of the respondents to the RFQ.
 - 5. Waive informalities and irregularities.
 - 6. Modify the selection process.
 - 7. Modify the Project scope.

- C. Qualifications Based Selection Criteria: Submitting firm SOQs will be evaluated and ranked based upon the responses provided relative to the content requirements of this RFQ as provided in this section and as further detailed in the following section titled INSTRUCTIONS TO RESPONDING FIRMS.

The evaluation criteria and the corresponding maximum point score associated with each evaluation criteria is as follows:

- Responsiveness to Requirements of this RFQ **(10 points)**;
- Relevant Experience, Expertise, and Qualifications of the Prime Engineering Consultant Firm and any Subconsultant Firms **(19 points)**:
 - Prime Engineering Consultant Firm Experience and Capability **(14 points)**;
 - Subconsultant Firm(s) Experience and Capability (if no subconsultant firm(s) are proposed, allocate all points to prime engineering consultant firm) **(5 points)**;
- Relevant experience, expertise, and qualifications of the proposed individual Project Manager **(17 points)**:
 - General Individual Experience and Capability **(6 points)**;
 - Availability During Project Duration **(3 points)**;
 - Experience Relevant to the Specific Aspects and Anticipated Services of this RFQ **(8 points)**;
- Relevant experience, expertise, and qualifications of the proposed Lead Technical Professional **(14 points)**:
 - General Individual Experience and Capability **(4 points)**;
 - Availability During Project Duration **(2 points)**;
 - Experience Relevant to the Specific Aspects and Anticipated Services of this RFQ **(8 points)**;
- Proposed Support Resources (management, administrative and technical team depth/support services, experience, expertise and qualifications) **(10 points)**:
 - General Team Experience and Capability **(4 points)**;
 - Availability During Project Duration **(2 points)**;
 - Experience Relevant to the Specific Aspects and Anticipated Services of this RFQ **(4 points)**;
- Project approach **(20 points)**:
 - Approach to Planning **(6 points)**;
 - Approach to Performance **(6 points)**;
 - QA/QC **(8 points)**;

- Interview (10 points)*

* GMA 14 reserves the right to select directly from received SOQs and not perform interviews. In the event interviews are not performed, Interview point score will be added in full to each firm's point score.

TOTAL POSSIBLE POINTS: 100 POINTS

1. In accordance with Section 2270.002 of the Texas Government Code, by signature hereon, the Firm certifies that it does not boycott Israel and will not boycott Israel during the term of this Project. A copy of the verification form required is provided for review/reference in Exhibit A of this document.

INSTRUCTIONS TO RESPONDING FIRMS

A. Point of Contact

1. Direct all questions regarding this Request for Qualifications (RFQ) to

Kathy Turner Jones, Chair
Groundwater Management Area 14
c/o Lone Star Groundwater Conservation District
kjones@lonestargcd.org

2. A pre-submittal conference is scheduled for 1:30 PM, Thursday, February 15, 2018 at the Lone Star GCD offices located at 655 Conroe Park North Drive, Conroe.
3. All questions and inquiries regarding this RFQ, outside of pre-submittal conference, must be made in writing and electronically to Kathy Turner Jones, GMA 14 Chair, kjones@lonestargcd.org. Deadline to receive written questions and inquiries is 10:00 AM, Wednesday, February 21, 2018.
4. Questions received and answers provided will be posted to the GMA 14 site at <https://www.lonestargcd.org/management-planning/>
5. Please be aware that direct contacts with Board Members or District Representatives or Participants other than the point of contact listed in this RFQ may be grounds for disqualification from this process.

- B. Statements of qualifications must be received at the Lone Star GCD offices at the above address no later than:

2:00 PM, Tuesday, February 26, 2018

1. SOQs shall not exceed ten (10) pages including attachments; and excluding transmittal letter, covers and plain section dividers.
2. Responses must be in a sealed envelope clearly marked “Statement of Qualifications for GMA 14” delivered to the Lone Star GCD office located at 655 Conroe Park North Drive, Conroe, TX 77303 - Attn: Kathy Turner Jones, Chair.
3. Interested parties are to submit one (1) original, nine (9) copies of the statement of qualifications and one (1) electronic version of the SOQ.
4. Any response that is received after 2:00 PM, February 26, 2018 will be either held for pickup by the respondent or discarded by the District after 10 days if the respondent does not pick it up.
5. Transmittal Letter – Provide a transmittal letter signed by an officer of the respondent firm who has the authority to commit the firm to the Project.
6. General Information of the respondent firm (please submit information in this order and in the list format):
 - a. Firm name
 - b. Corporate address
 - c. Address, phone number and fax number of Texas office supporting this Project
 - d. Primary contact name, phone number and email address
 - e. Website address
 - f. Federal tax identification number
 - g. Texas Board of Professional Engineers Firm Registration Number
 - h. Number of years firm in business
 - i. Type of organization(s) (individual, partnership, or corporation)
 - j. Date of organization (month and year)
 - k. Location(s) of business
 - l. Name(s) and date(s) of predecessor organization(s)
 - m. Total number of employees located in Texas office(s) supporting this Project

- n. Number and type of professionals and corresponding registrations/certifications located in Texas office(s) supporting this Project
 - o. Type and limits of insurance coverage.
 - p. Certification that firm does not or will not boycott Israel during the term of the Project. Note: Verification requirements are stated in Exhibit A of this document.
7. Project Team Organization Chart
 8. Project Understanding and Approach: Provide a thorough discussion revealing the respondent firm's approach to the planning and performance of engineering services for the Project and understanding of possible project(s) resulting from this RFQ. Include information on general philosophy, approach to planning, approach to performance, and quality assurance/quality control (QA/QC).
 9. Other Information: Provide other information pertinent to the Project regarding respondent firm, sub-consultants and support resources.

RESPONDENTS SHOULD BE AWARE OF THE FOLLOWING ITEMS:

1. All submittals timely received become the property of the District in its capacity as administrative chair of GMA 14, and as a result become a part of the open record of the District in that capacity.
2. One original, nine copies, and one electronic version shall be submitted.
3. Responses should be no longer than 10 pages.
4. Verification as required by Texas Government Code, §2270.002
5. The Lone Star GCD as chair and the GMA 14 District Representatives and Participants reserve the right to reject all responses and repost if the responses are not suitably targeted to meeting GMA 14 scientific, planning, and programmatic needs.

EXHIBIT A

VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE CHAPTER 2270

By signing below, _____ (Firm) hereby verifies the following:

- 1. Firm does not boycott Israel; and
- 2. Firm will not boycott Israel during the term of this Project

SIGNED BY: _____

Print Name & Title: _____

Company Name: _____

Date Signed: _____

NOTARIZATION

THE STATE OF _____)
)
 COUNTY OF _____)

BEFORE ME, the undersigned notary public on this day personally appeared _____, on behalf of _____ (Firm), who being duly sworn, stated under oath that he/she has read the foregoing verification required by Texas Government Code Section 2270.002 and said statements contained therein are true and correct.

SWORN TO AND SUBSCRIBED before me on the ____ day of _____, 20__.

 NOTARY PUBLIC IN AND
 FOR THE STATE OF _____

(SEAL)