

# **West Texas Regional Groundwater Management Alliance**

## **REQUEST FOR PROPOSALS**

**Professional Services Related to Legislative Consultant Work for the  
West Texas Regional Groundwater Management Alliance**

## **Background of the West Texas Regional Groundwater Management Alliance**

The West Texas Regional Groundwater Management Alliance (WTRGMA) participating members are each groundwater conservation districts created under the authority of Article XVI, Section 59 of the Texas Constitution, for the purpose of providing for the conservation, preservation, protection, recharging, and prevention of waste of groundwater, or their subdivisions, and to control subsidence caused by withdrawal of water from those groundwater resources or their subdivisions. Participating districts are as follows:

Coke County UWCD	Lipan-Kickapoo WCD	Real-Edwards C&RD
Crockett County GCD	Lone Wolf GCD	Santa Rita UWCD
Glasscock GCD	Menard Co. UWD	Sterling County UWCD
Irion County WCD	Permian Basin UWCD	Sutton County UWCD
Kimble County GCD	Plateau UWC&SD	Wes-Tex GCD

### **Purpose of this Request for Proposals**

The purpose of this Request for Proposals (RFP) is to solicit detailed proposals from qualified parties (Respondent) regarding their recommended approach to and qualifications for supporting the WTRGMA in its legislative efforts. The proposals considered responsive by the WTRGMA will be used to identify a preferred respondent for the purposes of negotiating agreement terms between the WTRGMA and preferred respondent.

### **Scope of Work**

The duties of the Legislative Consultant (Consultant) include but are not limited to:

- a. To register as a lobbyist for the WTRGMA.
- b. To represent and serve as principal legislative liaison for the WTRGMA in all matters before the Texas legislature which pertain to the operations and the goals of the WTRGMA.
- c. To monitor interim charges during non-legislative years to identify, respond appropriately to, and/or testify on, charges which relate to the groundwater management goals and interests of the WTRGMA.
- d. To monitor the progress of legislation pending before the Legislature identified as relevant to the WTRGMA through all stages of the legislative process.
- e. To advise members of issues identified as relevant to the WTRGMA.
- f. To develop a proactive plan of action with the WTRGMA to advance the passage of legislation supported by the WTRGMA and to promote the defeat of legislation opposed by the WTRGMA.
- g. To work jointly with the WTRGMA members in the coordination of lobbying efforts including coordinating any meetings with legislators or state officials.
- h. During the legislative session prepare bi-weekly email updates reporting on the status of legislation affecting the WTRGMA; prepare summary of specific issues as needed, and prepare end-of-session summary of actions taken by the Legislature.
- i. To testify before legislative committees on bills of interest as requested; assist in preparing testimony of WTRGMA members as required.
- j. To maintain communication with legislative leadership and staff of the Texas House and Senate on legislative matters pertinent to the WTRGMA.

- k. To attend the WTRGMA meetings as requested when legislative matters are discussed. A minimum of in-person attendance at one meeting a year will be required of the Consultant, and will not to exceed 6 in-person meetings a year. All other WTRGMA meetings may be attended via conference call.
- l. To maintain compliance with all statutes governing the activities of lobbyist and lobbying.
- m. To prepare summaries of all actions taken by interim committees on issues of concern to the WTRGMA.
- n. Specific Deliverables are as follows:
  - Legislative plan developed with the WTRGMA staff early in the legislative session identifying bills of concern to the WTRGMA and the WTRGMA position on those issues;
  - Weekly legislative updates during State legislative session.

### **Required Information for Proposal to be Considered Responsive**

Proposals shall be concise and complete. The following will be required for the evaluation process. The WTRGMA requires one (1) proposal in digital format or hard copy of the proposal from all interested firms. The proposal shall include the following:

1. A detailed description of the approaches, methods, and activities the Respondent will employ to complete the scope of work. Each task of the scope of work shall be addressed by the respondent and shall include, at a minimum, an estimation of the cost, timing, deliverables, and responsibilities and requirements of other parties.
2. Names and qualifications of Respondent's team projected to be involved in the services provided to the WTRGMA including appropriate state registrations or licenses.
3. A list of clients including contact information that may be contacted for references and verification of background.
4. A list of clients, if any, with whom work for WTRGMA may present a conflict of interest.
5. Each Respondent must enclose a listing of accounts containing a minimum of one customer to whom the Respondent is currently or has previously supplied the same or similar services, if applicable.
6. A portfolio of past work performed which is related and relevant to the scope of work described within this RFP.
7. A written description of the opportunities and constraints involved with the delivery of the anticipated services. In particular, the WTRGMA is interested in the Respondent's views and professional judgment regarding the scope of work described and any need to expand or reduce the scope of work to successfully and efficiently accomplish the requirements associated with Chapter 36 of the Texas Water Code.

To be considered responsive, submissions must be received by the advertised date and time with all of the required elements present and provided in the number and form requested.

### **Selection of Preferred Respondent**

Submittals will be reviewed by the WTRGMA for the purpose of identifying responsive proposals and recommending those individual(s) offering, in total, the highest combination of proposed services, qualifications and experience for the scope of work described. The WTRGMA, for the purposes of

identifying and selecting a Preferred Respondent, may interview the individuals or firms that submitted responsive proposals.

The submittals will be evaluated on various criteria including but not limited to the following:

- a. the quality and value of services offered and described for each task in the Scope of Work,
- b. experience and success with similar or related projects,
- c. feedback from references,
- d. ability, capacity, skill, and organization of the Respondent to complete the project within budget and required timeline,
- e. quality of past projects, proposal and presentation materials, and
- f. the character, integrity, reputation, judgment, experience, location and efficiency of the Respondent.

### **RFP Process and Timeline**

The timeline presented below is based on future events and is subject to change. All individuals who provide a submittal considered to be responsive will be notified via email or phone of any timeline changes.

The WTRGMA may have the need to schedule a meeting with the Respondent during this time period to clarify or better understand the information provided in the submittal as part of the evaluation process. Respondents should anticipate the possibility of having to and will be expected to schedule, upon request from the WTRGMA a meeting during this time period.

The anticipated timeline for selecting a Preferred Respondent:

Posting of RFP: September 24, 2018

Submittal Deadline: December 2, 2018 at 3:00 pm

Submittal Evaluation: December 2, 2018 – July 31, 2019

Selection of Preferred Respondent: August 1, 2019

Potential respondents should read and follow the instructions and requirements provided below. Failure to follow the instructions or satisfy the requirements may result in a rejection of Respondent's submittal as not responsive.

All proposals shall be clearly marked and shall be delivered no later than December 2, 2018, at 3:00 PM to WTRGMA member, c/o Diana Thomas, P.O. Box 873, Sterling City, TX 76951 or [scuwcd@verizon.net](mailto:scuwcd@verizon.net). Late submittals will not be accepted. Submittals should reference the due date and RFP title on the face of the submitted package or file.

The WTRGMA will accept proposals before the submittal deadline at the time and place set in the advertisement and in these specifications. Respondent bears the risk of delays in delivery. Late submittals will not be accepted. Respondents shall not provide a submittal as an agent for another person or company unless the Respondent specifies in the submittal that they are submitting as an agent.

## **Award**

Based on the evaluation of criteria contained in this RFP, the WTRGMA may select a Preferred Respondent with whom to negotiate a final agreement. The WTRGMA may separate its desired services and select a different Preferred Respondent for such services.

All respondents will be evaluated, among other considerations, on their past performance and prior dealings with the member districts of the WTRGMA. The WTRGMA will not accept an agreement which contains any provision causing the contracting district to indemnify the Respondent for any reason.