

**CENTRAL TEXAS GROUNDWATER CONSERVATION DISTRICT**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**PROFESSIONAL SERVICES RELATED TO DEVELOPMENT OF A**  
**GROUNDWATER DATA MANAGEMENT AND INTEGRATED MAPPING SYSTEM**

**1. GENERAL INFORMATION**

**1.1 Introduction**

The Central Texas Groundwater Conservation District (District) is a groundwater conservation district created by the Texas Legislature in 2005. The District's mandate is to conserve, protect, and enhance all groundwater resources within Burnet County, Texas, pursuant to Chapter 36 of the Texas Water Code, the District's enabling act, and other applicable laws of the State of Texas.

In accordance with its statutory authority, the District requests Statements of Qualifications from firms qualified to provide professional services relating to development of an integrated reporting, mapping and data management system for water well permitting processes and hydrologic data management.. This procurement is made in accordance with the Texas Professional Services Procurement Act.

**1.2 Background**

The District has the statutory authority to adopt a management plan, undertake various studies, determine and characterize aquifer conditions, register wells, issue permits for nonexempt wells, regulate production and well spacing and adopt rules. The boundaries of the District are the same as Burnet County. Burnet County is located in a unique geologic area and has a complex aquifer system and groundwater resources formed in part by the Llano Uplift. The District is an ad valorem taxing entity and does not collect fees.

The District is actively collecting groundwater data, investigating groundwater resources, and issuing permits. The District participates in joint planning and is a part of Groundwater Management Area 8. Burnet County is rapidly growing and the demands on groundwater resources are increasing.

The District uses an extensive custom cloud based data management system to store, query, report and analyze various extents of groundwater information for overall District Management.

**1.3 Objectives**

The objective of this RFQ is to solicit information from qualified parties (Respondent) regarding their skills, abilities, experience, and credentials relevant to providing professional services related to development of a groundwater data management and integrated mapping system. The District is seeking a customizable data management system with workflow for registering and

permitting wells, allocating available groundwater, mapping spatial data including: property parcels, aquifers, wells, geology, geophysical logs, production, water levels, water quality and other pertinent data.

## **2. SCOPE OF SERVICES**

The District seeks to upgrade its current database management scheme and migrate to an enhanced, integrated data management, mapping, and reporting system. The new system will need to have all the capabilities of the existing system as well as additional enhanced capabilities that collectively support the following functionalities:

- web based interactive mapping tools for staff and public including web services from other partners, spatial queries, export/print options
- permitting workflow processes, online well registration, online production reporting
- interfacing applications that allow for multiple users permissions
- comprehensive spatial well data associated with ownership, location, construction, water levels, water quality, metered groundwater production, well classification, and production permits
- hydrologic data management including API for outbound and inbound data transfer to third party databases
- custom queries, reports, permits, and letters
- data management and reporting related to Desired Future Conditions (DFCs) and Modeled Available Groundwater (MAG).

## **3. QUALIFICATIONS SUBMITTAL**

### **3.1 Format and Content**

Responses to this RFQ should be submitted both electronically and on 8.5 by 11-inch paper bound securely. Submissions must contain, and be organized, as shown below. Each section should be separated by tabs.

1. Cover clearly displaying the title of the RFQ;
2. Table of Contents;
3. An introductory letter to include name and contact information;
4. General statement of qualifications;

5. Key personnel proposed to be assigned to providing the services described herein including: (i) proximity to the District; and (ii) ability to have its professional staff available to the District when needed;
6. Statement of the qualifications of the team, including work experience and resumes;
7. History of firm and principles, including:
  - a. years in business, if less than five years, previous experience of principals;
  - b. years in business under present name;
  - c. the former names, if any, the organization has operated under; and,
  - d. evidence of financial capability and financial stability to correctly, timely, and reliably perform requested services.
8. Registrations, licenses, and certifications and other qualifications for key individuals assigned to the District.
9. Description of previous work similar to the request, including a listing of projects, if applicable, for groundwater conservation district(s).
10. Where applicable, a listing of clients producing groundwater resources in Burnet County that have been handled by the Respondent and/or its firm through consultation, negotiation, settlement, mediation, or litigation.
11. List of at least three (3) references;
12. Litigation/Ethics:
  - a. disclose any current/pending litigation and any litigation settled or disposed within the past five (5) years against the Respondent, including its parent, sister, or subsidiary companies, and proposed sub-contractors, as applicable; and
  - b. provide details of any ethics violations or board actions within the past five (5) years against the Respondent, including its parent, sister, or subsidiary companies, and proposed sub-contractors, as applicable.
13. Proof of insurability: describe your professional liability insurance, including limits per project, limits in aggregate, and the amount of the deductible; and

14. Conflict of Interests: a statement certifying that the Respondent and/or his/her firm is not aware of any existing conflicts of interest with the District or its Board of Directors, including the filing of any statements required under Chapter 176, Local Government Code.
15. Anti-boycott certification. If applicable and in accordance with Section 2271.002 of the Texas Government Code, a certification, that the Respondent certifies that it does not boycott Israel and will not boycott Israel during the term of services.

Please note that in accordance with Sections 36.057(c) of the Texas Water Code and 2254.004 of the Texas Government Code, submittals must NOT include any cost quotations at this stage in the selection process. Any submittals that include cost quotations will be rejected upon receipt.

### **3.2 Submittal Process**

Interested parties are to submit one (1) original, six (6) copies, and one electronic copy to be RECEIVED BY the District no later than 5:00 p.m., January 8, 2021, in accordance with either delivery method provided below.

**In-Person Delivery:**

Central Texas GCD  
Attn: Mitchell Sodek  
225 South Pierce Street  
Burnet, TX 78611

**Mail Delivery:**

Central Texas GCD  
Attn: Mitchell Sodek  
P.O. Box 870  
Burnet, TX 78611

Email: [district@centraltexasgcd.org](mailto:district@centraltexasgcd.org)

**NO FACSIMILES WILL BE ACCEPTED.**

Upon receipt by the District, each statement will be stamped with the date and time received and stored unopened in a secure place until the statement opening. All statements become the property of the District, which will hold the contents of all statements confidential until an award is made.

Statements received after the time set for the opening will be declared late and not eligible for opening and consideration. The District is not responsible for mail, courier, or other delivery methods, in-transit time or non-delivery. Late deliveries will be held unopened. Potential firms will be advised by mail that their statement was late and not accepted and will be allowed to pick up their statement package.

### **3.3 Basis of Selection**

Selection of a firm shall be in accordance with Section 36.057(c) of the Texas Water Code, and the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code.

The District may require additional information after the review of the initial information received. Interviews and demonstration of services may be requested individually with one or more of the firms who submit responsive statements and who are determined reasonably qualified for award of the contract. The District reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the statements of qualifications, site visits, presentations, and any other costs are the responsibility of the submitting firms.

### **3.4 Evaluation Methodology**

#### **1. Criteria for Evaluation**

The District will determine, in its sole discretion, the Respondent or Respondents best qualified to perform the required services, based on, but not limited to a consideration of the following evaluation criteria and the corresponding maximum point score associated with each evaluation criteria:

- a. Responsiveness to requirements of this RFQ **(10 points)**;
  - b. Relevant experience, expertise, and qualifications as it relates to data management for groundwater conservation districts **(35 points)**;
  - c. Relevant experience, expertise, and qualifications developing integrated mapping systems **(20 points)**;
  - d. Relevant experience, expertise, and qualifications managing, displaying, and computing temporal and spatial hydrogeologic data **(15 points)**;
  - e. Relevant experience, expertise, and qualifications with public form submissions, mapping, and data request. **(10 points)**;
  - f. Responsiveness and access to client including customization of services **(10 points)**;
- #### **2. Acceptance of Evaluation Methodology**

By submitting a Response to this RFQ, the Respondent: (a) acknowledges and accepts the evaluation process; and (b) understands that the determination of the most qualified Respondent will require the exercise of subjective judgment by the Board.

### **3.5 Contract**

The Respondent shall be selected by the District on the basis of demonstrated competence and qualifications to perform the services, as herein provided. After the Respondent is selected by

the District, the Parties will endeavor to enter into a contract for services in the manner provided by law, including Chapter 2254 of the Texas Government Code. That contract shall: (a) define and describe the scope of services, the agreed-upon and reasonable fees for such services, and reimbursable expenses prior to any services being performed under the contract; (b) be drafted in a form and scope which is acceptable to the Parties; and (c) recite a fair and reasonable price for the services to be provided, however, the professional fees under the contract may not exceed any maximum provided by law.

Final selection of a firm will be made by the District's Board of Directors.

Please direct any inquiries regarding this solicitation to Mr. Mitchell Sodek, General Manager of the District, by telephone at (512) 756-4900, or by email at [sodek@centraltexasgcd.org](mailto:sodek@centraltexasgcd.org).

**IN SUBMITTING A RESPONSE TO THIS RFQ, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE DISTRICT, THE DISTRICT'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE DISTRICT'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFQ, INCLUDING, THE ADMINISTRATION OF THE RFQ, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A RESPONSE CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFQ.**

**END OF INSTRUCTIONS**