

# CLEARWATER UNDERGROUND WATER CONSERVATION DISTRICT

## REQUEST FOR QUALIFICATIONS (RFQ) PROFESSIONAL SERVICES RELATED TO DEVELOPMENT OF A REFINED GROUNDWATER DATA MANAGEMENT, ANALYSIS, AND INTEGRATED MAPPING SYSTEM

### 1. GENERAL INFORMATION

#### 1.1 Introduction

The Clearwater Underground Water Conservation District (CUWCD) was created in 1989 by the 71st Texas Legislature (HB 3172). The District is governed by Chapter 36 of the Texas Water Code (TWC), and its jurisdiction includes all of Bell County – approximately 1,055 square miles. There are two major aquifers located within the District: the Edwards (BFZ) Aquifer and the Trinity Aquifer. Currently, the District is funding scientific research to understand the hydrogeology that makes the water flow within its jurisdiction. This information will allow the district to make informed decisions on water availability. Funding for the district comes from ad valorem taxes at a current rate of \$.003272/\$100 valuation.

The District's purpose is to:

- Protect the underground water resources of Bell County.
- Support and promote public education and conservation of Bell County's water resources.

The District's Goals and Objectives are to:

- Ensure the efficient use of groundwater,
- Control and prevent groundwater waste,
- Address conjunctive surface water management,
- Address natural resource issues,
- Establish public/private partnerships.

To aid in achieving its purpose, goals, and objectives, and in accordance with its statutory authority, the District requests Statements of Qualifications from firms qualified to provide professional services relating to refining and updating its data management, analysis, and integrated mapping 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 RFQ Objective

The objective of this RFQ is to solicit information from qualified parties (Respondents) regarding their skills, abilities, experience, and credentials relevant to providing professional services related to refining and updating its data management, analysis, and integrated mapping system.

The District's current system (<https://clearwaterdistrict.half.com/Map/Public> ) was initially developed in 2012. Since its initial development, the system has added functionality to meet various needs and is utilized extensively by its staff, constituents, and others to manage the District's data, investigate hydrogeologic conditions, and communicate information regarding the local groundwater resources. The system provides an interactive web-based map, data management, and analysis tools built using an older ESRI platform that is no longer optimal for today's technology. As such, the District is seeking an update to its system that results in a customizable and secure web-based data management system with workflow for:

- Registering and permitting wells
- Interacting with maps and spatial data including:
  - Property parcels and boundaries from the Bell County Appraisal District
  - Aquifers and geologic layers
  - Wells (District registered wells and TWDB well data)
  - Geophysical logs
  - Groundwater production
  - Aquifer water levels
  - Water quality, and
  - Other pertinent data
- Evaluating aquifer conditions relative to the adopted Desired Future Conditions

The data management and integrated mapping system will aid the District in providing educational materials to the public, in making and assessing groundwater permit applications, in determining compliance with established desired future conditions (DFCs), and in managing data provided by District permittees.

## **2. SCOPE OF SERVICES**

The District seeks to upgrade its current database and data 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:

- Data management capabilities:
  - Maintaining time series records of water level measurements and water quality data.
  - A suite of data summarization, analysis, and visualization capabilities for public display and Board Member usage.
  - Creating a seamless permitting workflow process that produces applicable maps and reports of the existing wells within a specified radius and the predicted drawdown at those existing wells based on available hydrogeologic data.

- Automating online well registration and permittee reporting of water level and production data.
- Interfacing applications that allow for multiple user roles with different permissions and levels of system access.
- Web-based interactive mapping tools:
  - Allows for spatial queries, exporting, and printing maps.
  - Shows aquifer and surface geology layers, groundwater wells by type (including but not limited to: District permitted and registered wells, and wells in the Texas Water Development Board databases), land parcels, and GIS layers developed by District staff or consultants.
  - Extracts and displays “Virtual Stratigraphic Borings” based on GIS layers developed by District consultants.
  - Extract and display well completion diagrams (casing, screen, intersected formations, etc.) based on available data for each well.
- Data analysis and visualization capabilities:
  - Assessment of the status of each aquifer with respect to adopted DFCs.
  - Dynamic visualization of water-level data and trends with user-friendly plot customization options such as period of record, and well-to-well comparison.
  - Dynamic visualization of water quality parameters with an option to view various water quality parameters at once.
  - Spatial interpolation of water level measurements allowing for dynamic contouring of historic and present water levels.

The deployed system should be hosted securely in the cloud and include online help, system documentation, and training for District staff as well as options for ongoing hosting, system maintenance, and user support.

### **3. QUALIFICATIONS SUBMITTAL**

#### **3.1 Format and Content**

Responses to this RFQ should be submitted electronically. 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; (ii) experience working with the District, and (iii) ability to have its professional staff available to the District when needed;
6. Statement of the qualifications of the team, detailing similar 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 at least three project descriptions with references.
10. Where applicable, a listing of clients producing groundwater resources in Bell County that have been handled by the Respondent and/or its firm through consultation, negotiation, settlement, mediation, or litigation.
11. 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 subcontractors, 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 subcontractors, as applicable.
12. Proof of insurability: describe your professional liability insurance, including limits per project, limits in aggregate, and the amount of the deductible; and
13. 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.

14. 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 electronic copy in PDF format of their statement of qualifications to be RECEIVED BY the District no later than 5:00 p.m., July 9, 2021 via EMail delivery to: Dirk Aaron ([daaron@cuwcd.org](mailto:daaron@cuwcd.org)) and Shelly Chapman ([schapman@cuwcd.org](mailto:schapman@cuwcd.org)).

Upon receipt by the District, each statement will be logged 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. It is the Respondent's responsibility to ensure successful transmission of their statement of qualifications. The District is not responsible for technological issues that prevent the successful transmission of the statement of qualifications. Late deliveries will be held unopened.

### **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 systems (**35 points**)
- c. Relevant experience, expertise, and qualifications related to developing integrated mapping systems (**25 points**)
- d. Relevant experience, expertise, and qualifications related to seamless management, display, and computation of temporal and spatial hydrogeologic data (**25 points**)
- e. Relevant experience, expertise, and qualifications with public form submissions, mapping, and data requests (**10 points**)
- f. Responsiveness and access to Respondent including customization of services and system debugging/troubleshooting (**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.

Date and time of final selection is TBD.

Please direct any inquiries regarding this solicitation to Mr. Dirk Aaron, General Manager of the District, by telephone at (254) 933-0120, or by email at [daaron@cuwcd.org](mailto:daaron@cuwcd.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**