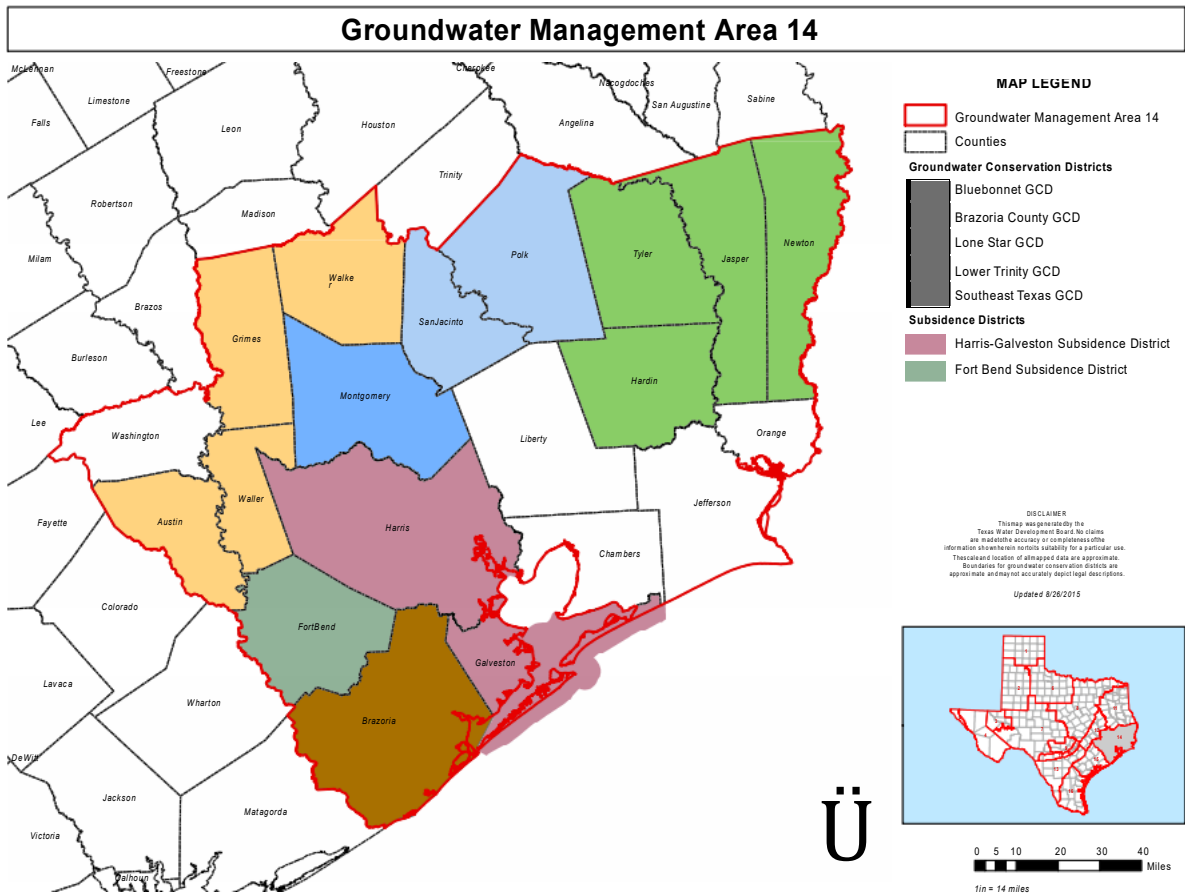


# GMA 14 Joint Planning Committee

## Request for Qualifications

### Professional Services Related to Development, Adoption and Monitoring of Desired Future Conditions for Aquifers within Groundwater Management Area 14



## **Section 1. Purpose of this Request for Qualifications**

The purpose of this Request for Qualifications (RFQ) is to solicit qualifications from interested parties (Respondents) regarding their recommended approach to and qualifications for supporting the Groundwater Management Area 14 (GMA 14) Joint Planning Committee (Committee) in its efforts to conduct all necessary and appropriate activities to develop, adopt, and monitor desired future conditions (DFCs) for the aquifers within GMA 14.

## **Section 2. Draft Scope of Work**

According to Chapter 2254, Texas Government Code (Professional Services Procurement Act), selecting one or more Respondent(s) will be based on demonstrated competence and qualifications to perform the work described in the draft scope provided below. The selected Respondent(s) will be notified and required to put together a scope of services and proposal, including monetary/cost information, to be approved by the Committee before entering into a contract.

Monetary or cost information should NOT be included in response to this RFQ, and the Committee will reject any reactions, including monetary or cost information. The GMA 14 recently went through the joint planning process, and the existing materials (Explanatory Report, HAGM model runs, etc.) can be utilized by the selected consultant for the next round of joint planning; however, during the next round of joint planning, the model of record to be used is the GULF 2023 or any update to same. The Committee is working on an update to GULF 2023, which will be completed by December 31, 2024.

The contracted company will collaborate with all relevant Groundwater Districts' staff and designated hydrologists throughout the process, ensuring that the work is performed professionally and coordinated.

### **Task 1. Attend Committee meetings as scheduled (anticipated start timeframe of early 2025)**

- a) Provide administrative and technical services to the Committee to ensure all requirements of Joint Planning, including all related deadlines, as described in the Texas Water Code, Chapter 36, are met.
- b) Present written reports to the Committee describing the status of work tasks.
- c) Identify any obstacles or issues adversely affecting the completion of work tasks according to a schedule.
- d) Assist the GMA 14 Administrative District in preparing agenda items and meeting materials for GMA 14 meetings.

**Task 2.** Model groundwater availability associated with proposed DFCs

- a) Obtain the appropriate files and information from the Texas Water Development Board to model groundwater availability within Groundwater Management Area 14.
- b) Perform groundwater availability model runs and provide associated reports as necessary by the Committee.
- c) Provide technical memos of all work on this task as they are completed as drafts for review before their final inclusion in the explanatory report.

**Task 3.** Document aquifer uses and conditions within Groundwater Management Area 14 (36.108(d)(1))

- a) Gather necessary information from the Committee and other sources to describe aquifer uses and conditions.
- b) Identify aquifer conditions or uses that substantially differ by geographic area.
- c) After soliciting input from the Committee, present a written report regarding aquifer use and conditions at a Committee meeting.
- d) Provide technical memos of all work on this task as they are completed as drafts for review before their final inclusion in the explanatory report.

**Task 4.** Document water supply needs and water management strategies in the state water plan (36.108(d)(2))

- a) Gather necessary information associated with Groundwater Management Area 14 to describe water supply needs and water management strategies in the state water plan.
- b) Identify the water supply needs and management strategies directly related to groundwater resources in Groundwater Management Area 14.
- c) After soliciting input from the Committee, present a written report regarding water supply needs and water management strategies at a Committee meeting.
- d) Provide technical memos of all work on this task as they are completed as drafts for review before their final inclusion in the explanatory report.

**Task 5.** Document hydrological conditions within Groundwater Management Area 14 (36.108(d)(3))

- a) Gather necessary information to describe hydrological conditions within Groundwater Management Area 14, including total estimated recoverable storage as provided by the executive administrator, the average annual recharge, inflows, and discharge.
- b) Identify hydrological conditions that differ substantially by geographic area.

- c) Determine and describe Management Area 14. hydrological conditions for each county within Groundwater Management Area 14.
- d) After soliciting input from the Committee, present a written report regarding the hydrological conditions within Groundwater Management Area 14 at a Committee meeting.
- e) Provide technical memos of all work on this task as they are completed as drafts for review before their final inclusion in the explanatory report.

**Task 6.** Document environmental impacts of proposed DFCs (36.108(d)(4))

- a) Gather necessary information to describe environmental impacts, including impacts on spring flow and interactions between groundwater and surface water that the adoption and implementation of proposed DFCs would cause.
- b) Identify the environmental impacts within Groundwater Management Area 14 caused by adopting and implementing proposed DFCs.
- c) After soliciting input from the Committee, present a written report regarding the environmental impacts within Groundwater Management Area 14 at a Committee meeting.
- d) Provide technical memos of all work with this task as they are completed as a draft for review before their final inclusion in the explanatory report.

**Task 7.** Document impacts on subsidence of proposed DFCs (36.108(d)(5))

- a) Gather necessary information to describe impacts on subsidence that would be caused by the adoption and implementation of proposed DFCs.
- b) Identify the impacts on subsidence within Groundwater Management Area 14 caused by the adoption and implementation of proposed DFCs.
- c) After soliciting input from the Committee, present a written report regarding impacts on subsidence within Groundwater Management Area 14 at a Committee meeting.
- d) Provide technical memos of all work with this task as they are completed as a draft for review prior to their final inclusion in the explanatory report.

**Task 8.** Document socioeconomic impacts reasonably expected to occur with the adoption and implementation of proposed DFCs (36.108(d)(6))

- a) Gather necessary information to describe the socioeconomic effects reasonably expected to occur by adopting and implementing proposed DFCs.
- b) Identify the socioeconomic impacts reasonably expected to occur within Groundwater Management Area 14 as a result of the adoption and implementation of proposed DFCs.

- c) After soliciting input from the Committee, present a written report regarding socioeconomic impacts reasonably expected to occur with the adoption and implementation of proposed DFCs within Groundwater Management Area 14 at a committee meeting.
- d) Provide technical memos of all work on this task as they are completed as drafts for review before their final inclusion in the explanatory report.

**Task 9.** Document impacts on the interests and rights of private property by the adoption and implementation of proposed DFCs (36.108(d)(7))

- a) Gather necessary information to describe impacts on the interests and rights of private property, including ownership and the rights of management area landowners and their lessees and assigns in Groundwater as recognized under Section 36.102 by adopting and implementing proposed DFCs.
- b) Identify the impacts on the interests and rights of private property by adopting and implementing proposed DFCs.
- c) After soliciting input from the Committee, present a written report regarding impacts on the interests and rights of private property by adopting and implementing proposed DFCs within Groundwater Management Area 14 at a Committee meeting.
- d) Provide technical memos of all work on this task as they are completed as drafts for review before their final inclusion in the explanatory report.

**Task 10.** Document the feasibility of achieving proposed DFCs (36.108(d)(8))

- a) Gather necessary information to describe the feasibility of achieving proposed DFCs.
- b) Identify the feasibility of achieving the proposed DFCs.
- c) After soliciting input from the Committee, present a written report regarding the feasibility of achieving proposed DFCs within Groundwater Management Area 14 at a Committee meeting.
- d) Provide technical memos of all work with this task as they are completed as a draft for review before their final inclusion in the explanatory report.

**Task 11.** Document other information relevant to proposed DFCs (36.108(d)(9))

- a) Gather other necessary information relevant to proposed DFCs.
- b) After soliciting input from the Committee, present a written report regarding other information relevant to proposed DFCs within Groundwater Management Area 14 at a Committee meeting.

- c) Provide technical memos of all work on this task as they are completed as drafts for review before their final inclusion in the explanatory report.

**Task 12.** Document relevant comments and proposed revisions received by Member Districts during the public comment period and public hearings (36.108(d-2))

- a) Gather district summary reports from each Member District in the Committee.
- b) Organize and develop a report of relevant comments, proposed revisions, and the basis for the proposed revisions contained within the Member District summary reports.
- c) After soliciting input from the Committee, present a written report regarding all relevant comments on Groundwater Management Area 14 at a Committee meeting.

**Task 13.** Development of the DFC explanatory report (36.108(d-3))

- a) Gather information necessary to describe and document adequately:
  - i. each DFC.
  - ii. the policy and technical justifications for each DFC.
  - iii. the consideration of factors listed in 36.108(d) (Tasks 3-11) by the Committee.
  - iv. the discussion of how each adopted DFC impacts the factors listed in 36.108(d) (Tasks 3-11).
  - v. other DFCs considered and why those DFCs were not adopted; and
  - vi. the reasons why recommendations made by advisory committees and relevant public comments received by Member Districts were or were not incorporated in the DFCs.
- b) Technical memos of all work completed and finalized will make the time sequence of completed tasks and discussions in the explanatory report.
- c) After soliciting input from the Committee, present a written DFC explanatory report meeting all statutory requirements to Groundwater Management Area 14 at a Committee meeting for review and comments by the Member Districts.
- d) Finalize the explanatory report and assist in submitting it to the Texas Water Development Board by the determined deadlines.

**Task 14.** Technical support to the Committee after the adoption of DFC

- a) Provide technical assistance and support to the Committee as needed in the event an adopted DFC is petitioned.
- b) Attend meetings and hearings associated with preparing for and responding to petitions of an adopted DFC as required.

**Task 15.** Comparison of measured drawdown with simulated drawdowns from the DFC adopted in 2022 in GMA 14.

- a) Provide a high-level evaluation comparing actual drawdown data and the simulated data from the GAM simulation used to develop the 2022 DFC.
- b) Use GMA14 Compare DFC Report 2022 Draft 2022.02.11.pdf as a template for the evaluation and analysis.
- c) Present a written report regarding the actual and simulated data for each county within Groundwater Management Area 14 at a Committee meeting annually, preferably in the first quarter of each year.

### **Section 3. Requirements for an SOQ to be Considered Responsive**

The Statement of Qualifications (SOQ) shall submit a PDF (Adobe Acrobat Portable Document File) electronically by email only to Gary Ashmore at [groundwater@livingston.net](mailto:groundwater@livingston.net). The electronic version of the submittal shall be deemed delivered on the date and time evidenced by the email transmission. Responses delivered in any manner other than the above-stated manner will be rejected.

Each SOQ Respondent shall be able to provide the administrative and technical services to complete, at a minimum, the draft scope of services set forth in Section 3. Separate firms can team up in a single SOQ if necessary to provide all aspects of the work requested (administrative and technical services). If an SOQ consists of more than one (1) firm, then the SOQ shall clearly state the primary firm and the proposed responsibilities of each firm.

All names and qualifications of the Respondent's team projected to be involved in the services provided to the Committee must be included in the SOQ, including appropriate state registration or license information. The SOQ must also identify the lead consultant in charge of the Respondent's project.

SOQs should include a portfolio of past work related to and relevant to the scope of work described in Section 3 of this RFQ. The portfolio should include client contact information so the Committee may contact them for references.

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

### **Section 4. Selection of Respondent(s)**

SOQs will be reviewed by the Committee to identify responsive SOQs and recommend those Respondent(s) offering the totals of the highest combination of qualifications and experience. The Committee, for the purposes of identifying and selecting a Respondent, may interview one or more

Respondents at the Committee's sole discretion. The Committee reserves the right to choose one or more Respondent(s) to complete all or part of the Tasks identified in the draft scope of work in Section 3.

The SOQs will be evaluated on various criteria related to the demonstrated competence and qualifications of the Respondent, including but not limited to the following:

- a) Experience and success with similar or related projects.
- b) Feedback from references that may be contacted as deemed necessary by the Committee.
- c) Ability, capacity, skill, and organization of the Respondent to complete the Tasks in the draft scope outlined in Section 3. and
- d) The character, integrity, reputation, judgment, experience, location, and efficiency of the Respondent.

### **Section 5. RFQ Process and Timeline**

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

The Committee may need to schedule a meeting with a 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 schedule, upon request from the Committee, a meeting during this period. The anticipated timeline for selecting a Respondent is as follows:

Posting of RFQ: August 30, 2024

Submittal Deadline: October 31, 2024, at 5:00 PM

Selection of Respondent(s): The next GMA 14 meeting, which is anticipated to take place early 2025.

Potential Respondents should read and follow the instructions and requirements provided herein. Failure to follow the instructions or satisfy the requirements may result in the Respondent's SOQ being rejected as not responsive. All SOQs shall be marked and delivered no later than October 31, 2024, at 5:00 PM to [Gary Ashmore at groundwater@livingston.net](mailto:Gary.Ashmore@groundwater@livingston.net).

Mr. Ashmore will accept SOQs before the submittal deadline at the time and place set in this RFQ and these specifications. Respondent bears the risk of delivery delays. Submissions must be accepted on time and will be returned unopened. Any submittals containing monetary or price information for services will be rejected.



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. Respondents are limited to those persons or firms qualified and engaged in a full-time business and can assume liabilities for any performance or warranty service required.

No employee or director of Member Districts of GMA 14 shall have a financial interest, directly or indirectly, in any contract with the Committee or be financially interested, directly or indirectly, in the final contract awarded.

For clarification or additional information, contact Gary Ashmore at [groundwater@livingston.net](mailto:groundwater@livingston.net).

### **Section 6. Award; Reservation of Rights**

Based on the evaluation of criteria contained in this RFQ, the Committee may select one or more Respondent(s) with whom to negotiate a contract for a fair and reasonable price. The Committee intends to distribute all qualifying SOQs to each GMA 14 Member District for individual ranking regarding the most highly qualified Respondents, and with selection being based on the cumulative results of the GMA 14 Member Districts' rankings regarding the most highly qualified Respondents.

The Committee reserves the right to cancel or change any aspect of this RFQ or to extend or re-open the RFQ process. The Committee may separate its desired services and select different Respondents to complete them. Nothing in this RFQ shall be construed as requiring the Committee, the GMA 14 Member Districts, or the Administrative District to make a selection and enter into a contract. Respondents are solely responsible for all costs incurred in preparing and submitting SOQs and any other actions taken to respond to this RFQ.