



**POST OAK SAVANNAH
GROUNDWATER CONSERVATION DISTRICT
REQUEST FOR PROPOSALS FOR
LEGAL SERVICES - HEARINGS**

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NOTICE TO RESPONDENTS

The Post Oak Savannah Groundwater Conservation District ("District") is currently accepting proposals from qualified parties for **Legal Services - Hearings**, as further described herein. Submittals will be accepted electronically until **5:00 p.m., on Monday, October 27, 2025**. Any questions concerning the contents of this document should be emailed to Gary Westbrook, General Manager, at gwestbrook@posgcd.org.

Responses to this Request for Proposals shall be provided by emailed PDF (Adobe Acrobat Portable Document File) transmittal only to gwestbrook@posgcd.org. 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.

Respondents shall be bound to the pricing terms contained within their submitted responses through November 1, 2026. Submittals shall be signed by an authorized individual or officer of the entity submitting the response.

Section 1 – Overview

1.1 Purpose of Request for Proposals and Scope of Work

The District is seeking submittals from qualified law firms regarding their expertise and qualifications for representing the District as special counsel to conduct hearings related to District permitting matters before the State Office of Administrative Hearings (SOAH). The selected firm will be required to work with the District's General Counsel and District staff as necessary.

The District shall receive responses to this Request for Proposals and may conduct individual interviews or request additional information in order to select an individual or firm to provide the services.

1.2 Anticipated Timeline

The following table identifies the estimated dates/timeframe for receipt, evaluation, and notice of selection. Please note the following key dates:

Description	Date*
Release of RFP	September 22, 2025
Response Deadline	October 27, 2025 (by 5:00 p.m., CST)
Anticipated Timeframe for Notification of Selection	Not later than January 13, 2026

* The above noted dates are subject to change without notice.

1.3 Evaluation Criteria

Respondents are advised that all responsive documents will be evaluated to determine each firm's ability to best meet the needs of the District. The District's evaluation will include, but is not limited to, a consideration of the following criteria:

- a. General Responsiveness. Responses must clearly state the respondent's qualifications, and demonstrate that all elements in this RFP are addressed/included.
- b. Experience/Ability and Qualifications. Demonstrated recent experience in representing groundwater conservation districts, water districts, and other governmental entities, if applicable, in hearings before the State Office of Administrative Hearings (SOAH). Experience related to groundwater conservation district permitting matters should also

be described in as much detail as possible.

- c. References. Names and contact information from not less than three (3) references that the District may choose to contact during its selection process.
- d. Fees. The respondent's proposed fees and fee structure of each professional that would be billing time to the matter, and a detailed explanation of billing practices.

Section 2 – Format of Responses: Confidentiality: Additional Forms

2.1 Required Format and Content

Responses should be not more than ten (10) pages total. Responses must be organized and indexed in the sequential order and include the content as requested below:

- I. An introductory letter;
- II. Detailed discussion of qualifications;
- III. Key personnel proposed to be assigned to the District, including an explanation of all required licenses, registrations, and certifications. This section should also delineate the person in charge of the representation;
- IV. List of current and previous work similar to the RFP, including a list of comparable clients and matters where similar services have been provided, with dates of service;
- V. Rates and Fee Schedules;
- VI. List of at least three (3) references with complete contact information; and
- VII. 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.

2.2 Confidentiality.

The confidentiality of all information contained in responses submitted to the District is subject to state law, including but not limited to the Texas Public Information Act and/or the Texas Open Meetings Act. Any information deemed confidential or proprietary should be clearly identified by the respondent as such.

2.3 Additional Forms May be Required.

The District anticipates that during the selection process or upon selection, as applicable, the District may request that forms required by state law be completed and submitted to the District prior to engagement of services.