

REQUEST FOR QUALIFICATIONS (RFQ)

General Counsel and Related Legal Services Wintergarden Groundwater Conservation District

1. Objective & Purpose

The **Wintergarden Groundwater Conservation District** (District) is seeking Statements of Qualifications (SOQs) from qualified law firms and attorneys licensed to practice in Texas. The objective is to select a legal firm to serve as General Counsel and provide specialized legal counsel related to groundwater management, statutory compliance, and administrative law. Selection will be made based on demonstrated competence and qualifications in accordance with the Texas Professional Services Procurement Act (Texas Government Code, Chapter 2254).

2. Background

The District was created by the Texas Legislature to conserve, preserve, protect, and recharge the aquifers within its boundaries. The jurisdiction of the District covers **Dimmit County, La Salle County, and Zavala County**. The District operates pursuant to Chapter 36 of the Texas Water Code, the District's specific enabling legislation, and other applicable Texas laws. The District is governed by a Board of Directors and managed by a General Manager.

3. Scope of Services

The selected firm will be expected to provide legal counsel and support including, but not limited to:

- **General Counsel:** Advising the Board of Directors, General Manager, and staff on legal matters, including the Texas Open Meetings Act and Texas Public Information Act.
- **Groundwater Regulation:** Providing legal interpretation and drafting regarding District Rules, Chapter 36 of the Water Code, Management Plans, permitting, and Desired Future Conditions (DFCs).
- **Administrative Hearings:** Assisting with rulemaking hearings, permit application hearings, and contested case hearings.
- **Contract & Document Review:** Drafting and reviewing contracts, interlocal agreements, resolutions, and ordinances.
- **Litigation & Enforcement:** Representing or assisting the District in enforcement actions, administrative appeals, and defending the District's rules and permitting decisions in state courts.

4. Statement of Qualifications Requirements

Submittals must be organized in a clear, concise format and include the following elements:

1. **Cover Letter & Statement of Interest:** Identifying the firm, primary contact, and individuals proposed to provide services.
2. **Firm Qualifications & Experience:** Overview of the firm's history and specific experience with Texas Groundwater Conservation Districts, Chapter 36 of the Water Code, and water rights law.
3. **Key Personnel:** Resumes of the lead attorney(s) and support staff, detailing their background, professional certifications, and Texas bar standing.
4. **References:** A list of at least three (3) professional references, preferably other political subdivisions or groundwater districts in Texas, including contact information.

5. Evaluation Criteria

The District's Board of Directors will evaluate all responsive SOQs based on the following criteria:

- Experience and knowledge of Texas groundwater law and Chapter 36 of the Texas Water Code
- Qualifications, reputation, and experience of the specific attorneys proposed
- Demonstrated understanding of District operations, administrative law, and open government laws
- Firm capacity, availability, and accessibility to the District

6. Submission Guidelines

Submissions must be received no later than **July 1, 2026 at 5:00pm CST**. Late submittals will not be considered.

- **Delivery Method:** Submit **8 hard copies** and one (1) electronic copy in PDF format.
- **Submit to:**
Debbie Farmer, General Manager
Wintergarden Groundwater Conservation District
 - **Mailing/Physical Address:**
P.O. Box 1433
Carrizo Springs, Texas 78834
 - **Email Address:** wgcd@wgcd.net

7. Terms & Conditions

The District reserves the right to reject any or all submittals, waive informalities, and request additional information. All costs directly or indirectly related to the preparation and submission of the SOQ are the sole responsibility of the respondent.

- **Questions & Clarifications:** All questions regarding this RFQ must be directed in writing to **wgcd@wgcd.net** no later than **June 9, 2026 at 5:00pm CST**.
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