



**REQUEST FOR
QUALIFICATIONS
FOR
HYDROGEOLOGY SERVICES
RELATED TO GROUNDWATER
MANAGEMENT**

RFQ# 01-2021

Prairielands Groundwater Conservation District
208 Kimberly Drive
Cleburne, Texas 76301

www.PrairielandsGCD.org

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NOTICE TO RESPONDENTS

The Prairielands Groundwater Conservation District ("District"), a groundwater conservation district comprised of the territory in Ellis, Hill, Johnson, and Somervell counties, is presently accepting **Statement of Qualifications for Hydrogeology Services**, as more described herein.

The objective of this Request for Qualifications (RFQ) is to solicit information from qualified professionals (Respondent) regarding their skills, abilities, experience, and credentials relevant to providing professional services related to groundwater management and hydrogeology. The District will consider the information provided to identify a preferred party to attempt to negotiate contract terms for providing the services required by the District.

Qualified professionals must have documented experience successfully developing and implementing Management Plans under Chapter 36 of the Texas Water Code and expertise in Groundwater Availability Modeling. Experience working with the Northern Trinity and Woodbine Aquifers Groundwater Availability Modeling is particularly valued. If selected, Respondent will serve as a technical consultant and be responsible for assisting the District's General Manager and Board of Directors (Board) with ongoing and potential studies and programs focused on the collection and analysis of scientific data regarding the groundwater resources in the District and the region. In addition to programs and projects, the District will, from time to time, require the assistance of the Respondent in executing its day-to-day tasks such as reviewing water well permit applications, assessing the impacts of proposed or existing water wells, and providing professional opinions regarding activities that may impact the groundwater resources in the District. The Respondent may be tasked with providing scientific and technical reports and advice as requested by the General Manager and/or the Board. The Respondent may be required to attend meetings with the General Manager and permittees, with the District's legal counsel, and regular and special meetings and hearings of the Board when requested and should be available for consultation as needed. Presently, regular board meetings usually occur in the morning on the third Monday of each month, although those meeting dates vary from time to time. 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.

Interested and qualified professionals should submit a statement of qualifications as described below to the District. Submissions must include one (1) original and four (4) copies submitted via mail or hand delivery to be **RECEIVED BY the District no later than 5:00 PM on March 9, 2021**, at the address below, to be considered. To facilitate the evaluation process, one (1) complete electronic version of the Statement of Qualifications shall also be provided by email transmittal to kjones@prairielandsgcd.org. All Statements of Qualifications are to be provided in a prepared Adobe Acrobat Portable Document File (PDF). The electronic version of the Statement of Qualifications shall be deemed delivered on the date and time in the email transmitting the submission.

Delivered Statements of Qualifications shall be enclosed and sealed in an envelope or

container clearly marked as **RFQ No. 01-2021, PRAIRIELANDS GROUNDWATER CONSERVATION DISTRICT Hydrogeology Services** and addressed to Prairielands Groundwater Conservation District, Attn: Kathy Turner Jones, General Manager.

In-Person Delivery or Mail Delivery:

Kathy Turner Jones, General Manager
Prairielands GCD
208 Kimberly Drive
Cleburne, Texas 76031
Email: kjones@prairielandsgcd.org

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, which will be determined by the District. All statements become the property of the District, which will hold the contents of all statements confidential until an award is made.

FAXED STATEMENTS OF QUALIFICATION WILL NOT BE ACCEPTED.

STATEMENTS OF QUALIFICATION DELIVERED IN ANY MANNER OTHER THAN THE ABOVE STATED MANNER WILL BE REJECTED AND RETURNED TO THE RESPONDENT UNOPENED. It is the Respondent's sole responsibility to ensure that his/her Statement of Qualification is delivered by the proper method to the proper address by the deadline. Postmarks will not validate Statements of Qualifications which arrive after the deadline date/time listed above. Late deliveries will be held unopened. Potential firms will be advised by mail or email that their statement was late and not accepted and will be allowed to pick up their statement package. Statements of Qualifications may be withdrawn by submitting a request to kjones@prairielandsgcd.org prior to the scheduled closing time for receipt of Statements of Qualifications.

Any questions concerning the contents of this document should be e-mailed to Kathy Turner Jones, General Manager at kjones@prairielandsgcd.org.

Section 1 – Request for Statement of Qualifications Overview

1.1 Purpose of Request for Qualifications

The District is seeking Statement of Qualifications from hydrogeologists with the qualifications and experience to assist the District.

The District shall receive responses to this RFQ and may conduct individual interviews in order to select firms, which, in the District's opinion, are best suited to perform hydrogeological and engineering consulting services for the District.

1.2 Anticipated Statement of Qualification Review Dates

The following table identifies the estimated dates/time frame for receipt, evaluation, and notice of acceptance as a technical resource of District. Please note the following key dates when preparing your response to this RFQ.

Description	Date*
Release of RFQ	February 9, 2021
STATEMENTS OF QUALIFICATIONS DUE	5:00 PM; March 9, 2021
Firm Interviews by District (<i>if any</i>)	To Be Determined
Notification of Selection as a Technical Resource for District	March 15, 2021 (tentative)

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

1.3 Statement of Qualification Evaluation

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 Statement of Qualification review processes used to select qualified firm or individual will be as follows:

a. The District will review and evaluate all Statements of Qualification received using the criteria below. The District may require additional information after the review of the initial information received. Incomplete Statements of Qualification may be rejected as non-responsive and may result in being excluded from this process.

b. A District Evaluation Team may select firms for interviews. Interviews may be

conducted individually with one or more of the firms who submit responsive statements and who are determined reasonably qualified for award of the contract.

1.4 Evaluation Criteria

The District will determine, in its sole discretion, the Respondent or Respondents best qualified overall to perform the required services, based on, but not limited to a consideration of the following:

- a. Responsiveness.** Responsiveness of the Statement of Qualifications in clearly stating the firm's practice areas and services, and in meeting the requirements of the RFQ for hydrogeological services.
- b. Experience/Ability.** Relevant experience, expertise, and qualifications as it relates to the aquifers of the District; hydrogeologic mapping, hydrogeologic modeling, hydrogeologic investigations, research, and general knowledge of the aquifers in the District; relevant experience, expertise, and qualifications in developing Groundwater Conservation District (GCD) management plans and rules; experience relevant to the technical aspects of GCD rules relating to well spacing and production limits; relevant experience, expertise.
- c. Qualifications.** Qualifications supporting GCD Board decisions based on technical hydrogeologic data; experience testifying on behalf of a GCD in a contested case; relevant experience, expertise, and qualifications working for other GCDs; relevant experience, expertise, and qualifications working on the joint planning process within Groundwater Management Areas (GMAs) and developing Desired Future Conditions (DFCs); and accessibility, responsiveness, and access to client.
- d. References.** Information obtained by the District from the firm's provided references and other clients.

1.5 Acceptance

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.

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.

Section 2 – Scope of Work

After a 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 District and the Respondent; 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.

In the event that acceptable statements of qualifications are not submitted, as determined in the sole discretion of the Board, the District retains the right to not award a contract in response to this RFQ.

Section 3 – Statement of Qualifications

3.1 Statement of Qualifications Format and Content

The Respondent's Statement of Qualifications should fully state its hydrogeological and/or engineering consulting experience. The submitted Statement of Qualifications should be organized and indexed in a format that ensures the District can easily review to effectively evaluate the Respondent's Statement of Qualifications.

Preferred Format

I. LETTER OF INTEREST

- I.A. Identify the submitting firm;
- I.B. A listing of all principals of the firm;
- I.C. Identify the name and title of the person authorized by the firm to contractually negotiate and obligate the firm;
- I.D. Identify the name, title and telephone number of the key personnel proposed to be assigned to providing services described herein.
- I.E. Identify the names, titles and telephone numbers of persons to be

contacted for clarification; and

- I.F. Be signed by the person authorized to contractually obligate the organization.

II. SUBMISSION OF STATEMENT OF QUALIFICATIONS

- II.A. Brief History of the firm, including a resume or Curriculum Vita of the personnel proposed to provide consulting services (if less than five years, previous experience of principals).
- II.B. Evidence of financial capability and financial stability to correctly, timely, and reliably perform the requested services for the District.
- II.C. Professional memberships, certifications, licenses, and other qualifications for key individuals assigned to the District.
- II.D. Company's experience and qualifications for similar types of engagements; this summary must include your firm's experience in each of the areas of specialty listed herein for which the Respondent is submitting a Statement of Qualifications.
- II.E. A listing of projects, if applicable, for any groundwater conservation district(s) that have been handled by the Respondent and/or its firm through consultation, negotiation, settlement, mediation, or litigation.
- II.F. Where applicable, a listing of clients with water wells producing groundwater in the District.
- II.G. A description of experience involving the major and minor aquifers in the District.
- II.H. Description of your professional liability insurance.
- II.I. Statement certifying that the Respondent and/or his/her firm is not aware of any existing conflicts of interest with the Prairielands Groundwater Conservation District or its Board of Director, including the filing of any statements required under Chapter 176, Local Government Code.

III. CERTIFICATE OF NON-DISCRIMINATION (Exhibit A)

- III.A. Respondent shall complete, sign, date, and include with its Statement of Qualifications the Certificate of Non-Discrimination attached to this RFQ.

IV. REFERENCES FORM (Exhibit B)

- IV.A. A minimum of three (3) verifiable references shall be listed on the "References" sheet provided in this RFQ; this list may include current and former clients

(with reason for cancellation if applicable), with all references being able to fully comment on the Respondent's related experience.

All costs related to the Respondent's Statement of Qualifications/Proposal submission are the sole responsibility of the Respondent. All Statements of Qualifications that are submitted are the property of the District, which will hold the contents of all statements confidential until an award is made.

All information contained in Statements of Qualifications submitted may be subject to the Texas Public Information Act and/or the Texas Open Meetings Act, and the use and disclosure of the information provided are governed by these Acts. Any information deemed confidential or proprietary should be clearly identified by the Respondent as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

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. Request for Clarification/Information

Questions regarding the meaning of the Scope of Work, Qualifications, or other pre-proposal documents shall be directed to the District's General Manager, Kathy Turner Jones, at kjones@prairielandsgcd.org.

3.3. Request for Qualifications (RFQ) Submittals

For the purpose of this Request for Qualifications, it should be noted that the documents submitted by prospective Respondents are sealed Statements of Qualifications. When submitted Statements of Qualifications are opened, submittals shall not be made public unless the firm submitting the Statement of Qualifications is selected by the District. At that time, any executed agreement or other executed contract between Respondent and District shall become public information, subject to disclosure under Texas law.

EXHIBIT A

CERTIFICATION OF NON-DISCRIMINATION

**TO BE EXECUTED BY RESPONDENT AND SUBMITTED
WITH STATEMENT OF QUALIFICATIONS**

Respondent hereby certifies in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices, and Respondent shall comply with applicable federal and Texas anti-discrimination laws.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2021.

RESPONDENT:

(Type or print complete legal name of firm) BY:

(Signature)

NAME:

(Type or Print)

TITLE:

(Type or Print)

ADDRESS:

CITY _____, STATE _____, ZIP _____

EXHIBIT B

REFERENCES

Respondent shall provide a minimum of three (3) References with three (3) or more years' experience with the Respondent.

REFERENCE #1

NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

REFERENCE #2

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

REFERENCE #3

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

(ATTACH ADDITIONAL SHEETS IF DESIRED)

STATEMENT OF QUALIFICATIONS/PROPOSAL SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Respondent's Statement of Qualifications. It is only intended as a guide.

Respondents are encouraged to use the following checklist when preparing their proposed Statement of Qualifications/Proposal:

- ☐ **LETTER OF INTEREST** – All requested information included and signed by authorized representative.
- ☐ **RESPONSE TO MANDATORY REQUIREMENTS** – Include narrative, resumes, experience and qualifications, and statement of no conflict of interest.
- ☐ **EXHIBIT A – Certification of Non-Discrimination** – Completed and signed by authorized representative.
- ☐ **EXHIBIT B - References** – Complete as requested.