

# **GMA 8 Joint Planning Committee**

## **Request for Qualifications**

### **Professional Services Related to Development and Adoption of Desired Future Conditions for Aquifers within Groundwater Management Area 8**

## **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 8 (GMA 8) Joint Planning Committee (Committee) in its efforts to conduct all necessary and appropriate activities to develop and adopt desired future conditions (DFCs) for the aquifers within GMA 8.

## **Section 2. GMA 8 Joint Planning Committee Background**

The Committee is comprised of the groundwater conservation districts subject to Texas Water Code, Chapter 36, that are located either completely or partially within the geographic boundaries of Groundwater Management Area 8, as defined by the Texas Water Development Board, including Central Texas Groundwater Conservation District, Clearwater Underground Water Conservation District, Middle Trinity Groundwater Conservation District, North Texas Groundwater Conservation District, Northern Trinity Groundwater Conservation District, Post Oak Savannah Groundwater Conservation District, Prairielands Groundwater Conservation District, Red River Groundwater Conservation District, Saratoga Underground Water Conservation District, Southern Trinity Groundwater Conservation District and Upper Trinity Groundwater Conservation District.

## **Section 3. Draft Scope of Work**

Pursuant to Chapter 2254, Texas Government Code (Professional Services Procurement Act), the selection of 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 will be required to put together a scope of services and proposal, which will include monetary/cost information, to be approved by the Committee prior to entering into a contract. Monetary or cost information should NOT be included in a response to this RFQ, and any responses including monetary or cost information will be rejected by the Committee. The GMA 8 recently went through the joint planning process and the existing materials (Explanatory Report, model runs, etc.) can be utilized by the selected consultant for the next round of joint planning

The following draft scope of services is intended to give Respondents an idea as to the type of work the Committee is expecting to be performed:

### Task 1. Attend Committee meetings as scheduled (anticipated start timeframe of mid-to-late 2019)

- a. Provide administrative and technical services to the Committee to ensure the GMA meets all requirements of Joint Planning, including all related deadlines, as described in Texas Water Code, Chapter 36, and according to the Administrative Procedures adopted by Groundwater Management Area 8.
- 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 schedule.

- d. Assist the Groundwater Management Area 8 Administrative District in preparing agenda items and meeting materials for Groundwater Management Area 8 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 8.
- b. Perform groundwater availability model runs and provide associated reports as deemed necessary by the Committee.

Task 3. Document aquifer uses and conditions within Groundwater Management Area 8 (36.108(d)(1))

- a. Gather necessary information from member districts 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.

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 8 to describe water supply needs and water management strategies in the state water plan.
- b. Identify the water supply needs and water management strategies directly related to groundwater resources in Groundwater Management Area 8.
- c. After soliciting input from the Committee, present a written report regarding water supply needs and water management strategies at a Committee meeting.

Task 5. Document hydrological conditions within Groundwater Management Area 8 (36.108(d)(3))

- a. Gather necessary information to describe hydrological conditions within Groundwater Management Area 8, 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 hydrological conditions for each county, or portions of counties, within Groundwater Management Area 8.
- d. After soliciting input from the Committee, present a written report regarding the hydrological conditions within Groundwater Management Area 8 at a Committee meeting.

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 would be caused by the adoption and implementation of proposed DFCs.
- b. Identify the environmental impacts within Groundwater Management Area 8 caused by the adoption and implementation of proposed DFCs.
- c. After soliciting input from the Committee, present a written report regarding the environmental impacts within Groundwater Management Area 8 at a Committee meeting.

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 8 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 8 at a Committee meeting.

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 socioeconomic impacts reasonably expected to occur by the adoption and implementation of proposed DFCs.
- b. Identify the socioeconomic impacts reasonably expected to occur within Groundwater Management Area 8 by 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 8 at a Committee meeting.

Task 9. Document impacts on the interests and rights in 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 in 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 the adoption and implementation of proposed DFCs.
- b. Identify the impacts on the interests and rights in private property by the adoption and

implementation of proposed DFCs.

- c. After soliciting input from the Committee, present a written report regarding impacts on the interests and rights in private property by the adoption and implementation of proposed DFCs within Groundwater Management Area 8 at a Committee meeting.

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 proposed DFCs.
- c. After soliciting input from the Committee, present a written report regarding the feasibility of achieving proposed DFCs within Groundwater Management Area 8 at a Committee meeting.

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 8 at a Committee meeting.

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 Groundwater Management Area 8 at a Committee meeting.

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

- a. Gather information necessary to adequately describe and document:
  - 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 the reason those DFCs were not adopted; and

- vi. the reasons why recommendation made by advisory committees and relevant public comments received by member districts were or were not incorporated in the DFCs.
- b. After soliciting input from the Committee, present a written DFC explanatory report meeting all statutory requirements to Groundwater Management Area 8 at a Committee meeting for review and comments by the member districts.
- c. Finalize explanatory report and assist in submitting the explanatory report to the Texas Water Development Board.

Task 14. Technical support to 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 the preparation for and response to petitions of an adopted DFC as needed.

**Section 4. Requirements for an SOQ to be Considered Responsive**

The Committee will require one (1) SOQ in digital format on compact disc or a flash drive as well as three (3) separate hard copies of the SOQ from all interested firms. SOQs are limited to no more than 10 pages (single-sided).

Each SOQ Respondent shall have the ability 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 in order 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 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 project.

SOQs should include a portfolio of past work related and/or relevant to the scope of work described in Section 3 of this RFQ. Client contact information should be included in the portfolio so that the Committee may contact for references.

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

**Section 5. Selection of Respondent(s)**

SOQs will be reviewed by the Committee for the purpose of identifying responsive SOQs and recommending those Respondent(s) offering, in total, the highest combination of qualifications and experience. The Committee, for the purposes of identifying and selecting a Respondent, may interview one or more Respondents in the Committee's sole discretion. The Committee reserves the

right to select 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 set forth in Section 3; and
- d. the character, integrity, reputation, judgment, experience, location and efficiency of the Respondent.

### **Section 6. RFQ Process and Timeline**

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

The Committee may have the 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 time period. The anticipated timeline for selecting a Respondent is as follows:

**Posting of RFQ: *August 9, 2018***

**Submittal Deadline: *October 1, 2018, at 3:00 PM***

**Selection of Respondent(s): *Next GMA 8 meeting, which is anticipated to take place before end of 2018.***

Potential Respondents should read and follow the instructions and requirements provided herein. Failure to follow the instructions or satisfy the requirements may result in a rejection of Respondent's SOQ as not responsive. All SOQs shall be clearly marked and shall be delivered no later than October 1, 2018, at 3:00 PM to GMA 8 Joint Planning Committee Administrator, *c/o Drew Satterwhite, 5100 Airport Drive, Denison, Texas 75020*. Submittals should reference the due date and RFQ title on the face of the submitted envelope or package.

The Committee Administrator will accept SOQs before the submittal deadline at the time and place set in this RFQ and in these specifications. Respondent bears the risk of delays in delivery. Late submittals will not be accepted 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 8 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.

In the event clarification or additional information is needed, contact: Drew Satterwhite, GMA 8 Joint Planning Committee Administrator, 5100 Airport Drive, Denison, Texas 75020, 855-426-4433, [drews@gtua.org](mailto:drews@gtua.org)

These specifications and future specifications may be downloaded from the GMA 8 website at no charge ([www.gma8.org](http://www.gma8.org)). The Committee does not participate in any electronic submittal services provided via the internet.

#### **Section 7. 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 8 member district for individual ranking regarding the most highly qualified Respondents, and with selection being based on the cumulative results of the GMA 8 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 also separate its desired services and select different Respondents to complete such services. Nothing in this RFQ shall be construed as requiring the Committee, the GMA 8 districts, or the Administrative District to make a selection and enter into a contract. Respondents are solely responsible for all costs incurred in the preparation and submission of SOQs, and any other actions taken to respond to this RFQ.