

GMA-15 Joint Planning Committee

Request for Proposals

Professional Services related to Development and Adoption of Desired Future Conditions for Aquifers within Groundwater Management Area 15

Purpose of this Request for Proposals

The purpose of this Request for Proposals (RFP) is to solicit detailed proposals from qualified parties (Respondent) regarding their recommended approach to and qualifications for supporting the GMA-15 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 Groundwater Management Area 15.

The proposals considered responsive by the Committee will be used to (1) develop required budgets, (2) solicit funding from member districts, (3) develop a project plan for the completion of a finalized scope of work, and (4) identify a preferred respondent for the purposes of negotiating agreement terms between the Committee and preferred respondent.

GMA-15 Joint Planning Committee Background

The Committee is comprised of any district subject to the Texas Water Code Chapter 36 located completely or partially with the geographic boundaries of Groundwater Management Area 15 as defined by the Texas Water Development Board including Aransas County Groundwater Conservation District, Bee Groundwater Conservation District, Calhoun County Groundwater Conservation District, Coastal Bend Groundwater Conservation District, Coastal Plains Groundwater Conservation District, Colorado County Groundwater Conservation District, Corpus Christi Aquifer Storage and Recovery Conservation District, Evergreen Underground Water Conservation District, Fayette County Groundwater Conservation District, Goliad County Groundwater Conservation District, Lavaca County Groundwater Conservation District, Pecan Valley Groundwater Conservation District, Refugio Groundwater Conservation District, Texana Groundwater Conservation District, and Victoria County Groundwater Conservation District.

Scope of Work

The selected respondent will be required to complete the following tasks:

Task 1. Attend Committee meetings on a quarterly basis.

- a. Present a written report to the Committee describing the status of work tasks.
- b. Identify any obstacles or issues adversely affecting the completion of work tasks according to schedule.
- c. Provide technical support and guidance to the Committee to determine a spatial and temporal distribution of pumping to be used to model groundwater availability.

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 15 that would result from the adoption and implementation of proposed DFCs developed by the Committee.

- b. Input all necessary parameters to model groundwater availability of proposed DFCs.
- c. After soliciting input from the Committee on a draft report, present a written report regarding groundwater availability related to proposed DFCs at a Committee meeting.

Task 3. Document aquifer uses and conditions within Groundwater Management Area 15 (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 on a draft report, 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 15 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 15.
- c. After soliciting input from the Committee on a draft report, 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 15 (36.108(d)(3))

- a. Gather necessary information to describe hydrological conditions within Groundwater Management Area 15 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 15.
- d. After soliciting input from the Committee on a draft report, present a written report regarding the hydrological conditions within Groundwater Management Area 15 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 15 caused by the adoption and implementation of proposed DFCs.
- c. After soliciting input from the Committee on a draft report, present a written report regarding the environmental impacts within Groundwater Management Area 15 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 15 caused by the adoption and implementation of proposed DFCs.
- c. After soliciting input from the Committee on a draft report, present a written report regarding impacts on subsidence within Groundwater Management Area 15 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 15 by the adoption and implementation of proposed DFCs.
- c. After soliciting input from the Committee on a draft report, present a written report regarding socioeconomic impacts reasonably expected to occur with the adoption and implementation of proposed DFCs within Groundwater Management Area 15 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 on a draft report, 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 15 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 on a draft report, present a written report regarding the feasibility of achieving proposed DFCs within Groundwater Management Area 15 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 on a draft report, present a written report regarding other information relevant to proposed DFCs within Groundwater Management Area 15 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 on a draft report, present a written report regarding all relevant comments Groundwater Management Area 15 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) by the Committee,
 - iv. the discussion of how the adopted DFC impact the factors listed in 36.108(d),
 - 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 on a draft report, present a written DFC explanatory report to Groundwater Management Area 15 at a Committee meeting.

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

- a. Provide technical assistance and support to the Committee in the event the adopted DFC is petitioned.
- b. Attend meetings and hearings associated with the preparation for and response to petitions of the adopted DFC.

Required Information for Proposal to be Considered Responsive

Proposals shall be concise and complete. The following will be required for the evaluation process. The Committee will require one (1) proposal in digital format on compact disc and three (3) separate hard copies of the proposal from all interested firms.

A detailed description of the approaches, methods, and activities the Respondent will employ to complete the scope of work. Each task of the scope of work shall be addressed by the respondent and shall include, at a minimum, an estimation of the cost, duration, timing, deliverables, and responsibilities and requirements of other parties.

Names and qualifications of Respondent's team projected to be involved in the services provided to the Committee including appropriate state registrations or licenses.

A list of relevant projects and clients including a contact information that may be contacted for references and verification of background.

Each Respondent must enclose a listing of accounts containing a minimum of one customer to whom the Respondent is currently or has previously supplied the same or similar services.

A portfolio of past work related and relevant to the scope of work described within this RFP.

A written description of the opportunities and constraints involved with the delivery of the anticipated services. In particular, the Committee is interested in the Respondent's views and professional judgment regarding the scope of work described and any need to expand or reduce the scope of work to successfully and efficiently accomplish the requirements associated with adopted in DFCs as established by Chapter 36 of the Texas Water Code.

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.

Selection of Preferred Respondent

Submittals will be reviewed by the Committee and/or Committee subcommittee for the purpose of identifying responsive proposals and recommending those individual(s) offering, in total, the highest combination of proposed services, qualifications and experience for the scope of work described. The Committee and/or Committee subcommittee, for the purposes of identifying and selecting a Preferred Respondent, may interview the individuals or firms that submitted responsive proposals. The Committee reserves the right to select a Preferred Respondent for each of the Tasks identified in the Scope of Work.

The submittals will be evaluated on various criteria including but not limited to the following:

- a. the quality and value of services offered and described for each task described in the scope of work,
- b. experience and success with similar or related projects,

- c. feedback from references,
- d. ability, capacity, skill, and organization of the Respondent to complete the project within budget and required timeline,
- e. quality of past projects, proposal and presentation materials, and
- f. the character, integrity, reputation, judgment, experience, location and efficiency of the Respondent.

RFP 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 or its subcommittee may have the need to schedule a meeting with the 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 and will be expected to schedule, upon request from the Committee, a meeting during this time period. The anticipated timeline for selecting a Preferred Respondent:

Posting of RFP: May 1, 2018

Submittal Deadline: June 1, 2018 at 3:00 PM

Submittal Evaluation: June 1, 2018 to July 11, 2018

Selection of Preferred Respondent: July 12, 2018

Potential respondents should read and follow the instructions and requirements provided below. Failure to follow the instructions or satisfy the requirements may result in a rejection of Respondent's submittal as not responsive.

All proposals shall be clearly marked and shall be delivered no later than June 1, 2018, at 3:00 PM to GMA-15 Joint Planning Committee Treasurer, c/o Charlotte Krause, 107 N. Gonzales Street, Cuero, TX 77954. Late submittals will not be accepted.

Submittals should reference the due date and RFP title on the face of the submitted envelope or package.

The Committee Administrator will accept proposals before the submittal deadline at the time and place set in the advertisement and in these specifications. Respondent bears the risk of delays in delivery. Late submittals will not be accepted and will be returned unopened.

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 of member districts of the GMA 15 shall have a financial interest, direct or indirect, in any contract with the Committee, or be financially interested, directly or indirectly, in the sale to the District of any services.

In the event clarification or additional information is needed, contact: Charlotte Krause, GMA-15 Joint Planning Committee Treasurer, 107 N. Gonzales Street, Cuero, TX 77954, 361-275-8188, director@pvgcd.org

These specifications and future specifications may be downloaded from the Pecan Valley Groundwater Conservation District's website at no charge (www.pvgcd.org). The Committee does not participate in any electronic submittal services provided via the internet.

Award

Based on the evaluation of criteria contained in this RFQ, the Committee may select a Preferred Respondent with whom to negotiate a final agreement. The Committee may separate its desired services and select a different Preferred Respondent for such services.

All respondents will be evaluated, among other considerations, on their past performance and prior dealings with the member districts of the Committee.

The Committee will not accept an agreement which contains any provision causing the contracting district to indemnify the Respondent for any reason.